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**NOTICE OF
REGULAR MEETING
CIVIL SERVICE COMMISSION**

Coronado City Hall
Council Chamber
1825 Strand Way
CORONADO, CALIFORNIA
Thursday, September 14, 2017, 5:30 p.m.

AGENDA

- I. ROLL CALL.
- II. COMMUNICATIONS - ORAL: Each person wishing to speak before the Civil Service Commission on any matter listed on the agenda shall approach the Civil Service Commission, give name and address, and limit address to 3 minutes. State law generally precludes the Civil Service Commission from discussing or acting upon any topic initially presented during oral communications. Your information may be received, placed on the next agenda or referred to the Director of Administrative Services.
- III. WRITTEN COMMUNICATIONS: None
- IV. INFORMATIONAL ITEMS:
 1. August 10, 2017 Minutes
- V. ACTION ITEMS:
 1. Approval of Eligibility List and Recruitment Schedule
 2. Approval of Request to Extend a Disciplinary Hearing Beyond the 30 Day Period (Civil Service Rule VIII, Section 8, Page 14) and Schedule the Public Disciplinary Appeal Hearing for Jorge Ramirez, Utility Systems Operator II, for Tuesday, September 26, 2017 at 6pm (Civil Service Rule VIII, Section 8, Page 14)
 3. **CLOSED SESSION: PUBLIC EMPLOYMENT**

Pursuant to Cal.Govt. Code Section 54957 (b)

 - (a) Approval of Request to Extend a Disciplinary Hearing Beyond 30 Day Period (Civil Service Rule VIII, Section 8, Page 14) and Schedule the Private Disciplinary Appeal Hearing (Civil Service Rule VIII, Section 8, Page 14)
 - (b) Discussion with Legal Counsel re: Employee Discipline
- VI. OTHER BUSINESS.

VIII. ADJOURNMENT.

Marsi Steirer
Chair, Civil Service Commission
Date: September 7, 2017

**MINUTES OF A
SPECIAL MEETING OF THE
CIVIL SERVICE COMMISSION
Coronado City Hall
1825 Strand Way
Coronado, CA 92118
Thursday, August 10, 2017, 6:00 p.m.**

CALL TO ORDER

The meeting of the Civil Service Commission convened at 5:30 p.m., August 10, 2017 in the Council Chamber at City Hall. Chair Steirer instructed the Secretary to call the roll and the following members were present.

MEMBERS PRESENT: Commissioner Steirer
Commissioner Miller
Commissioner Weisbrod
Commissioner Williams
Commissioner Durbin

MEMBERS ABSENT: None.

ALSO PRESENT: James Krueger, Director of Administrative Services
Kevin Powell, Human Resources Manager
Alexandrea Herring, Secretary

ORAL COMMUNICATIONS: None.

WRITTEN COMMUNICATIONS: None.

INFORMATIONAL ITEMS: The minutes of June 13, 2017 were submitted to the Commission and accepted into the record.

Commissioner Miller moved for the approval to have the minutes included in the record. Commissioner Weisbrod seconded the motion. The motion passed unanimously.

ACTION ITEMS:

1. Approval of Eligibility List and Recruitment Schedule
 - a. *Extension of Fire Engineer Eligibility List*

Mr. Powell introduced the staff report as outlined in the agenda. Commissioner Weisbrod motioned for the approval of the extension of the eligibility list and recruitment schedule. Commissioner Durbin seconded the motion. The motion passed unanimously.

2. Approval of Changes to the Classification Specifications as follows:

a. *Mergence of Police Dispatcher and Police Dispatch/Records Assistant*

Mr. Krueger introduced the staff report as outlined in the agenda. Police Chief, Jon Froomin, provided a brief overview of the changes and answered questions from the Commission. Commissioner William motioned for the approval of the merging of the Police Dispatcher and Police Dispatcher/Records Assistant class specifications with de minimis corrections. Commissioner Weisbrod seconded the motion. The motion passed 4/1 with Commissioner Miller voting no.

b. *Creation of Utility Systems Operator I/II and Utility Systems Operator III; and modification to Maintenance Worker I/II and Maintenance Worker III*

Mr. Krueger introduced the staff report as outlined in the agenda. Director of Public Services and Engineering, Clifford Maurer, provided a brief overview of the changes and answered questions from the Commission. Commissioner Miller motioned for the approval of the creation of the Utility Systems Operator I/II and Utility Systems Operator III class specifications, and the modification of the Maintenance Worker I/II and Maintenance Worker III class specifications. Commissioner Williams seconded the motion. The motion passed unanimously.

OTHER BUSINESS: None.

ADJOURNMENT:

The Civil Service Commission meeting adjourned at 6:12 p.m.

Marsi Steirer
Chair
CIVIL SERVICE COMMISSION



**Administrative Services Department
MEMORANDUM**

DATE: Thursday, September 14, 2017
TO: Civil Service Commission Members
FROM: Kevin Powell, Human Resources Manager
SUBJECT: Approval of Eligibility List and Recruitment Schedule

Background: City staff prepares an eligibility list for all covered classifications and a recruitment schedule for vacant positions. Attached are the most recent reports.

Recruitments:

1. Recruitments are in progress for the following positions:
 - a. Building Inspector (no vacancies – to establish eligibility list only)
 - b. Human Resources Management Analyst / Human Resources Technician (one vacancy – to be filled at either level)
 - c. Librarian II: Integrated Library Systems (one vacancy)
 - d. Police Officer (one vacancy)
 - e. Police Dispatcher/Records Assistant (two vacancies)
 - f. Police Services Officer (one vacancy)

Eligibility Lists:

1. The following vacancies have been filled and have active eligibility lists:
 - a. Community Development Technician
 - b. Fire Battalion Chief
 - c. Fire Captain
 - d. Fire Engineer
 - e. Firefighter/Paramedic
 - f. Human Resources Manager
 - g. Librarian II
 - h. Management Analyst

Recommendation: Staff recommends that the Commission approve the eligibility lists and the recruitment schedule.

Attachment

City of Coronado

PERSONNEL RECRUITMENT SCHEDULE ELIGIBILITY LIST STATUS

Current Recruitments

Position Title	Vacancies	Biweekly Salary	Recruitment Opened	Recruitment Closed	Exam Date	Oral Panel Interview Date	Eligibility List Promulgation Date	Eligibility List Expiration Date
Building Inspector	0	\$2,345.84 - \$2,993.95	11/30/2016	Continuous	TBD	TBD	TBD	TBD
Human Resources Management Analyst*	1	\$2,534.91 - \$3,397.03	8/30/2017	9/17/2017	N/A	TBD	TBD	TBD
Human Resources Technician*	1	\$1,867.39 - \$2,383.32	8/30/2017	9/17/2017	N/A	TBD	TBD	TBD
Librarian II (Integrated Library Systems)	1	\$2,207.82 - \$2,817.79	8/28/2017	9/24/2017	N/A	TBD	TBD	TBD
Police Dispatcher/Records Assistant	2	\$2,112.47 - \$2,830.91	1/11/2017	2/8/2017	02/26/2017 04/23/2017	7/6/2017	7/6/2017	1/6/2018
Police Officer (Lateral/Academy Graduate)	1	\$2,674.42 - \$3,583.98	8/25/2016	Continuous	N/A	8/9/2017	8/10/2017	2/10/2018
Police Sergeant	1		9/11/2017		TBD	TBD	TBD	TBD
Police Services Officer I/II	1	\$1,612.04 - \$2,323.66	3/16/2017	4/16/2017	N/A	7/12/2017	7/13/2017	1/13/2018

*One vacancy, to be filled at either level.

Active Eligibility Lists

Position Title	Biweekly Salary	Recruitment Opened	Recruitment Closed	Exam Date	Oral Panel Interview Date	Eligibility List Promulgation Date	Eligibility List Expiration Date
Community Development Technician	\$1,759.36 - \$2,245.44	6/1/2017	6/22/2017	N/A	7/11/2017	7/11/2017	1/11/2018
Fire Battalion Chief	\$3,972.79 - \$5,323.91	10/5/2015	10/16/2015	11/19/2015	11/19/2015	11/19/2015	11/19/2017
Fire Captain	\$3,183.77 - \$4,266.56	10/5/2015	10/16/2015	11/10/2015	11/20/2015	11/20/2015	11/20/2017
Fire Engineer	\$2,713.67 - \$3,636.58	9/20/2016	10/11/2016	11/2/2016 11/3/2016	N/A	11/3/2016	11/3/2018
Firefighter/Paramedic	\$2,686.81 - \$3,600.58	12/1/2016	12/15/2016	01/30/17 01/31/17	01/30/17 01/31/17	1/31/2017	1/31/2018
Human Resources Manager	3,651.76 - \$4,893.70	3/2/2017	3/31/2017	N/A	5/17/2017	5/17/2017	11/17/2017
Librarian II	\$2,207.82 - \$2,817.79	3/23/2017	4/14/2017	N/A	5/4/2017	5/4/2017	11/4/2017



Administrative Services Department
MEMORANDUM

DATE: Thursday, August 14, 2017

TO: Civil Service Commission Members

FROM: Kevin Powell, Human Resources Manager

SUBJECT: Approval of Request to Extend a Disciplinary Hearing Beyond the 30 Day Period and Schedule the Public Disciplinary Appeal Hearing for Jorge Ramirez, Utility Systems Operator II, for Tuesday, September 26, 2017 at 6pm

Background:

Civil Service Rule VIII, Section 8 provides, in part:

(a) Subject to availability of Commission members, the Commission shall commence a hearing within ten (10) working days from the filing of said appeal. This ten (10) day limit may be extended up to an additional 20 working days by mutual agreement of the parties. Any party may request an extension of more than 30 working days from the date of the filing of the appeal or the scheduled date of the hearing, whichever is later, if approved by the Commission based on one or more of the following reasons:

- (i) unavailability of the parties or their respective representatives
- (ii) unavailability of appropriate facilities for the hearing
- (iii) unavailability of witnesses critical to the presentation or defense of the matter
- (iv) any other reason the denial of which would result in an injustice to any party

During the Commission's review of the request for an extension, no information regarding the specifics of the allegations that are the subject of the discipline shall be disclosed to the Commission except for such limited information that is necessary for the determination as to the granting or denying of the request for the extension.

Analysis:

Due to the availability of both the City and the Grievant's representation, the parties were unable to find a hearing date that worked for both parties within the 30 working days from the filing of the appeal. The soonest date that all parties could come together is September 26, 2017.

Recommendation: Approve the Request to Extend a Disciplinary Hearing Beyond the 30 Day Period and Schedule the Public Disciplinary Appeal Hearing for Jorge Ramirez, Utility Systems Operator II, for Tuesday, September 26, 2017 at 6pm.