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**NOTICE OF  
REGULAR MEETING  
CIVIL SERVICE COMMISSION**

Coronado City Hall  
Council Chamber  
1825 Strand Way  
CORONADO, CALIFORNIA  
Thursday, November 10, 2016, 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 11, 2016
- V. ACTION ITEMS:
  1. Approval of Eligibility List and Recruitment Schedule
    - Extension of Fire Battalion Chief Eligibility List
    - Extension of Fire Captain Eligibility List
- VI. OTHER BUSINESS.
- VII. ADJOURNMENT.

Marsi Steirer  
Chair, Civil Service Commission  
Date: November 10, 2016

**MINUTES OF A  
REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
Coronado City Hall  
1825 Strand Way  
Coronado, CA 92118  
Thursday, August 11, 2016, 5:30 p.m.**

**CALL TO ORDER**

The meeting of the Civil Service Commission convened at 5:30 p.m., June 9, 2016 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 Durbin  
Commissioner Weisbrod  
Commissioner Williams

**ALSO PRESENT:** James Krueger, Director of Administrative Services  
Amy Reeve, Human Resources Manager  
Alexandrea Herring, Secretary

**ORAL COMMUNICATIONS:** None.

**WRITTEN COMMUNICATIONS:** None.

**INFORMATIONAL ITEMS:** The minutes of April 14, 2016 and June 9, 2016 were submitted to the Commission and accepted into the record.

Commissioner Williams 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

Commissioner Weisbrod moved for the approval of the Eligibility List and Recruitment Schedule. Commissioner Durbin seconded the motion. The motion passed unanimously.

2. Approval of Changes to the Classification Specification for:
  - a. *Information Technology Network Administrator I/II*

Commissioner Weisbrod moved for the approval of the changes to the Recreation Services Supervisor class specification. Commissioner Durbin seconded the motion. The motion passed on a vote of four to one, with Commissioner Miller voting nay.

Minutes of a Regular Meeting of the  
Civil Service Commission of August 11, 2016

**OTHER BUSINESS:** None.

**ADJOURNMENT:**

The Civil Service Commission meeting adjourned at 5:54 p.m.

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Marsi Steirer  
Chair  
CIVIL SERVICE COMMISSION



**Administrative Services Department  
MEMORANDUM**

**DATE:** Thursday, November 10, 2016  
**TO:** Civil Service Commission Members  
**FROM:** Amy Reeve, Human Resources Manager  
**SUBJECT:** Approval of Eligibility List and Recruitment Schedule

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**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 – Police Officer (three vacancies); Police Services Officer I/II (two vacancies); and Office Specialist (one vacancy).

**Eligibility Lists:**

1. All vacancies for Accounting Technician I, Active Transportation Planner, Aquatics Coordinator, Associate Engineer, Community Development Technician, Fire Battalion Chief, Fire Captain, Maintenance Worker I/II, Management Analyst, Police Dispatcher/Records Assistant, Recreation Services Supervisor, and Senior Management Analyst have been filled and added to the report.
2. The Fire Battalion Chief and Fire Captain Eligibility Lists were extended by six months by the Personnel Officer. The Personnel Officer is requesting the Civil Service Commission extend the eligibility list for an additional period of one year, to expire November 19, 2017 and November 20, 2017 respectively due to the extensive nature of the examination process. Multiple incumbents are considering retirement which will result in several vacancies within the next 12 months

**Recommendation:** Staff recommends that the Commission approve the eligibility list 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
Police Officer (Lateral/Academy Graduate)	3	\$2,497.12 - \$3,346.39	2/9/2015	Continuous	N/A	11/3/2016	TBD	TBD
Police Services Officer I/II	2	\$1,505.17 - \$2,169.62	6/9/2016	6/30/2016	N/A	8/23/2016 8/24/2016	8/24/2016	2/24/2017
Office Specialist	1	\$1,491.37 - \$1,903.41	10/14/2016	10/24/2016		10/31/2016	TBD	TBD

### 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
Accounting Technician I	\$1,670.84 - \$2,132.46	6/9/2016	6/30/2016	7/19/2016	8/9/2016	8/9/2016	2/9/2017
Active Transportation Planner	\$2,455.82 - \$3,291.03	3/14/2016	4/15/2016	N/A	5/26/2016	5/26/2016	11/26/2016
Aquatics Coordinator	\$1,607.20 - \$2,051.23	8/1/2016	8/15/2016	9/14/2016	9/14/2016	9/14/2016	3/14/2017
Associate Engineer	\$2,905.53 - \$3,893.69	3/28/2016	4/29/2016	N/A	6/6/2016	6/6/2016	12/6/2016
Community Development Technician	\$1,724.86 - \$2,201.41	10/9/2015	10/26/2015	N/A	11/23/2015	11/30/2015	11/30/2016
Fire Battalion Chief	\$3,709.42 - \$4,970.97	10/5/2015	10/16/2015	11/19/2015	11/19/2015	11/19/2015	11/19/2017
Fire Captain	\$2,972.71 - \$3,983.71	10/5/2015	10/16/2015	11/10/2015	11/20/2015	11/20/2015	11/20/2017
Maintenance Worker I/II	\$1,415.80 - \$2,101.87	4/29/2016	5/13/2016	N/A	7/27/2016	7/27/2016	1/27/2017
Management Analyst	\$2,485.21 - \$3,330.42	6/30/2016	7/29/2016	N/A	8/11/2016	8/11/2016	2/11/2017
Police Dispatcher/Records Assistant	\$1,972.43 - \$2,643.24	5/11/2016	5/23/2016	06/21/2016 06/22/2016	TBD	7/6/2016	1/6/2017
Recreation Services Supervisor	\$2,368.35 - \$3,173.81	6/14/2016	7/12/2016	N/A	8/24/2016	8/24/2016	2/24/2017
Senior Management Analyst	\$2,982.14 - \$3,996.36	5/3/2016	5/27/2016	N/A	6/29/2016 7/28/2016	7/28/2016	1/28/2017