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**NOTICE OF
REGULAR MEETING
CIVIL SERVICE COMMISSION**

Coronado City Hall
Council Chamber
1825 Strand Way
CORONADO, CALIFORNIA
Thursday, January 11, 2018 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. November 30, 2017 Minutes
- V. ACTION ITEMS:
 1. Selection of Chair and Vice-Chair of Civil Service Commission
 2. Approval of Eligibility List and Recruitment Schedule
 3. **CLOSED SESSION: PUBLIC EMPLOYMENT**
Pursuant to Cal.Govt. Code Section 54957 (b)
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)
- VI. OTHER BUSINESS.
- VIII. ADJOURNMENT.

Marsi Steirer
Chair, Civil Service Commission
Date: January 11, 2018

**MINUTES OF A
SPECIAL MEETING OF THE
CIVIL SERVICE COMMISSION
Coronado City Hall
1825 Strand Way
Coronado, CA 92118
Thursday, November 30, 2017, 5:30 p.m.**

CALL TO ORDER

The meeting of the Civil Service Commission convened at 5:30 p.m., November 30, 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 September 14, 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 Durbin seconded the motion. The motion passed unanimously.

ACTION ITEMS:

1. Approval of Eligibility List and Recruitment Schedule

Mr. Krueger introduced the staff report as outlined in the agenda. Commissioner Williams motioned 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 as follows:

a. Firefighter/Paramedic

Chief Lydon introduced the staff report regarding the requested changes. Commissioner Durbin motioned for the approval of the changes and Commissioner Miller seconded the motion. The motion passed unanimously.

b. Senior Librarian

Mr. Powell introduced the staff report and read into the record a few de minimis changes to the Senior Librarian Class Spec. Christian Esquevin, Director of Library Services, spoke to the commission regarding the requested changes. Commissioner Weisbrod motioned for the approval of the changes and Commissioner Durbin seconded the motion. The motion passed unanimously.

OTHER BUSINESS: None.

ADJOURNMENT:

The Civil Service Commission meeting adjourned at 5:56 p.m.

Marsi Steirer
Chair
CIVIL SERVICE COMMISSION



**Administrative Services Department
MEMORANDUM**

DATE: January 11, 2018
TO: Civil Service Commission
FROM: James Krueger, Personnel Officer / Director of Administrative Services
SUBJECT: Selection of Chair and Vice-Chair of Civil Service Commission

The process for election of officers is outlined in Section 2.30.100(A) of the Coronado Municipal Code (attached) which states that at the first meeting of each calendar year, the members of the commission must elect a chairperson and a vice chairperson from among its members.

The Chairperson for 2017 was Commissioner Marsi Steirer, and the Vice-Chair was Commissioner Thomas Miller. The following is a list of the Commissioners and their terms.

Appointments for Commissioners:

| Commissioner | Date of Original Appointment | Date Re-Appointed | Date Term Expires |
|-------------------|------------------------------|-------------------|-------------------|
| Myra Durbin | 12/16/2014 | 12/05/2017 | 12/31/2020 |
| Thomas Miller* | 12/16/2014 | 11/01/2016 | 12/31/2019 |
| Marsi Ann Steirer | 12/16/2014 | 12/05/17 | 12/31/2020 |
| Kitt Williams | 12/01/2015 | | 12/31/2018 |

Vacant**

*Initial appointment was to fill remainder of vacated term.

** Appointment is scheduled for the 1/16/18 City Council Agenda

Attachment: Section 2.30.100(A) of the Coronado Municipal Code



Chapter 2.30 BOARDS, COMMISSIONS AND COMMITTEES

Sections:

- 2.30.010 Establishment.
- 2.30.020 General residency requirement.
- 2.30.030 Membership.
- 2.30.040 Term.
- 2.30.050 Removal of member.
- 2.30.060 Compensation of members.
- 2.30.070 Finances.
- 2.30.080 Meetings.
- 2.30.090 Supplemental rules and regulations.
- 2.30.100 Officers.
- 2.30.110 Records.

2.30.010 Establishment.

A. The City Council may establish boards, commissions and committees to carry out the proper functions and administration of the City.

B. In establishing a City board, commission or committee, the City Council shall specify the duties and authority of the entity. (Ord. 1794)

2.30.020 General residency requirement.

In addition to the requirements specified elsewhere in this code, a person appointed as a member of a City board, commission or committee must be a citizen of the United States, must not be a registered voter in any city in the State of California other than this City, and must have as the place of habitation a residency fixed within the boundaries of the City when such appointment is made. During the term of appointment, if such person ceases to reside within the City, the appointment of such person shall be deemed to have been terminated.

2.30.030 Membership.

A. At least three affirmative votes of members of the City Council are required to appoint an individual to a City board, commission or committee for a full term or the unexpired portion of a vacated term.

B. On or before December 31st of each year, the City Clerk shall prepare an appointments list of all regular and ongoing boards, commissions and committees which are appointed by the City Council. (Gov. Code § [54972](#))

C. Whenever a vacancy occurs, the City Clerk shall post notice. Final appointment shall not be made by the City Council for at least 10 days after the posting of notice. (Government Code Section [54974](#)).

D. Whenever a vacancy occurs prior to the expiration of the term, the vacancy shall be filled in the same manner as an original appointment and the newly appointed member shall serve for the remainder of the

unexpired term. (Ord. 1814)

2.30.040 Term.

A. Persons appointed to a City board, commission or committee serve at the pleasure of the City Council.

B. If a member of a board, commission or committee is absent for four successive, regular meetings without cause, the term of such member is automatically vacated. The board, commission or committee shall determine whether the absence was for cause.

2.30.050 Removal of member.

A member of a board, commission or committee appointed by the City Council serves at the pleasure of the City Council and may be removed by a majority vote of the City Council.

2.30.060 Compensation of members.

No member of a City board, commission or committee shall receive compensation for services as a member. However, members may be compensated for expenses reasonably and necessarily incurred in the performance of official duties.

2.30.070 Finances.

The City Council shall provide the funds, equipment and accommodations deemed necessary by the City Council, for the work of each board, commission and committee.

2.30.080 Meetings.

All meetings of a City board, commission or committee shall be conducted in accordance with the Ralph M. Brown Act. (Government Code Section [54950](#) et seq.)

2.30.090 Supplemental rules and regulations.

Each City board, commission or committee may adopt such rules and regulations as are required to conduct their business and which are consistent with the provisions of this code.

2.30.100 Officers.

A. At the first meeting of the City board, commission or committee, and at the first meeting in each calendar year thereafter, the members of the City board, commission or committee shall elect a chairperson and a vice chairperson from among its members.

B. The chairperson and vice chairperson shall serve for a term of one year and until the successor of each takes office.

C. The chairperson shall preside at all meetings of the City board, commission or committee. The chairperson shall appoint all subcommittees subject to the approval of the entity and shall perform the duties necessary or incidental to the office.

D. The vice chairperson shall serve as chairperson in the absence of the chairperson or in case of the inability of the chairperson to act.

2.30.110 Records.

Each City board, commission or committee shall keep a record of the resolutions, transactions, findings and determinations made, which shall be filed with the City Clerk and maintained as a public record.



**Administrative Services Department
MEMORANDUM**

DATE: Thursday, January 11, 2018
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. Accounting Technician I (one vacancy)
 - b. Administrative Secretary (one vacancy)
 - c. Aquatics Coordinator (one vacancy)
 - d. Building Inspector (Continuous recruitment - no vacancies)
 - e. Fire Battalion Chief (two vacancies)
 - f. Fire Captain (one vacancy)
 - g. Firefighter/Paramedic (one vacancy)
 - h. Lead Maintenance Worker (Facilities - one vacancy)
 - i. Office Specialist (one projected vacancy)
 - j. Police Officer (one vacancy)
 - k. Police Dispatcher (one vacancy)
 - l. Senior Librarian (one vacancy)

Eligibility Lists:

1. The following vacancies have been filled and have active eligibility lists:
 - a. Associate Planner
 - b. Building Inspector
 - c. Community Development Technician (expires 1/11/18)
 - d. Fire Engineer
 - e. Firefighter/Paramedic (expires 1/31/18)
 - f. Human Resources Technician
 - g. Librarian II
 - h. Management Analyst (Human Resources)
 - i. Police Corporal
 - j. Police Sergeant
 - k. Police Services Officer I/II

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

| | Classification | Vacancies | Biweekly Salary | Recruitment Opened | Recruitment Closed | Exam Date | Oral Panel Interview Date | Eligibility List Promulgation Date | Eligibility List Expiration Date |
|----|---|---------------------|-------------------------|---------------------------|---------------------------|------------------------|----------------------------------|---|---|
| 1 | Accounting Technician I | 1 | \$1,670.84 - \$2,336.59 | 10/30/2017 | 11/20/2017 | 12/3/2017 | TBD | TBD | TBD |
| 2 | Administrative Secretary | 1 | \$1,780.29 - \$2,272.15 | 12/14/2017 | 1/15/2018 | N/A | 1/29/2018 | TBD | TBD |
| 3 | Aquatics Coordinator | 1 | \$1,607.20 - \$2,051.23 | 12/11/2017 | 1/19/2018 | 1/30/2018 | 1/30/2018 | TBD | TBD |
| 4 | Building Inspector (Continuous Recruitment) | 0 | \$2,299.84 - \$2,935.25 | 11/30/2016 | Continuous | N/A | 12/18/2017 | 12/18/2017 | 6/18/2018 |
| 5 | Fire Battalion Chief | 2 | \$3,709.42 - \$4,970.97 | 12/12/2017 | 1/15/2018 | 1/23/2018 | 1/23/2018 | TBD | TBD |
| 6 | Fire Captain | 1 | \$2,972.71 - \$3,983.71 | 12/22/2017 | 1/15/2018 | 1/17/2018 1/24/2018 | 1/24/2018 | TBD | TBD |
| 7 | Firefighter/Paramedic | 1 | \$2,508.69 - \$3,361.88 | 12/12/2017 | 1/31/2018 | 2/6/2018- 2/9/2018 | 2/14/2018- 2/16/2018 | TBD | TBD |
| 8 | Lead Maintenance Worker (Facilities) | 1 | \$1,899.74 - \$2,545.83 | 11/30/2017 | 1/8/2018 | N/A | 1/22/2018 | TBD | TBD |
| 9 | Office Specialist | 1 projected vacancy | \$1,491.37 - \$1,903.41 | 11/30/2017 | 1/1/2018 | TBD | TBD | TBD | TBD |
| 10 | Police Officer: Lateral Entry/Academy Graduate (Continuous Recruitment) | 1 | \$2,497.12 - \$3,346.39 | 3/17/2016 | Continuous | N/A | 7/26/2016 | 8/10/2017 9/18/2017 | 2/10/2018 3/8/2018 |
| 11 | Police Dispatcher | 1 | \$1,972.43 - \$2,643.24 | 9/14/2017 | 10/12/2017 | 11/15/2017 | 1/3/2018 1/4/2018 | TBD | TBD |
| 12 | Senior Librarian | 1 | \$2,370.53 - \$3,176.74 | 11/6/2017 | 12/18/2017 | N/A | TBD | TBD | TBD |

Active Eligibility Lists

| | Classification | Biweekly Salary | Date Recruitment Opened | Date Recruitment Closed | Test Date | Oral Board Date | Eligibility List Promulgation Date | List Expiration Date |
|----|--------------------------------------|--------------------------|--------------------------------|--------------------------------|--------------------------------------|------------------------|---|-----------------------------|
| 1 | Associate Planner | \$2,455.82 - \$ 3,291.03 | 10/13/2017 | 11/10/2017 | N/A | 11/30/2017 | 11/30/2017 | 5/30/2018 |
| 2 | Building Inspector | \$2,299.84 - \$2,935.25 | 11/30/2016 | Continuous | N/A | 12/18/2017 | 12/18/2017 | 6/18/2018 |
| 3 | Community Development Technician | \$1,724.86 - \$2,201.41 | 6/1/2017 | 6/22/2017 | N/A | 7/11/2017 | 7/11/2017 | 1/11/2018 |
| 4 | Fire Engineer | \$2,533.78 - \$ 3,395.50 | 9/20/2016 | 10/11/2016 | 10/25/2016 11/2/2016 11/3/2016 | N/A | 11/3/2016 | 11/3/2018 |
| 5 | Firefighter/Paramedic | \$2,508.69 - \$3,361.88 | 12/1/2016 | 12/15/2016 | 11/2/2016 11/3/2016 | N/A | 1/31/2017 | 1/31/2018 |
| 6 | Human Resources Technician | \$1,830.78 - \$2,336.59 | 8/30/2017 | 9/17/2017 | N/A | 10/11/2017 | 10/19/2017 | 4/19/2018 |
| 7 | Librarian II | \$2,164.52 - \$2,762.54 | 8/28/2017 | 9/24/2017 | N/A | 10/24/2017 | 10/24/2017 | 4/24/2018 |
| 8 | Management Analyst (Human Resources) | \$2,485.21 - \$3,330.42 | 8/30/2017 | 9/17/2017 | N/A | 10/2/2007 | 10/2/2017 | 4/2/2018 |
| 9 | Police Corporal | \$2,684.41 - \$3,597.36 | 10/12/2017 | 10/23/2017 | 11/13/2017 | 11/13/2017 | 11/13/2017 | 5/13/2018 |
| 10 | Police Sergeant | \$3,103.60 - \$4,159.12 | 9/11/2017 | 9/20/2017 | 10/25/2017 | 10/25/2017 | 10/25/2017 | 4/24/2018 |
| 11 | Police Services Officer I/II | \$1,505.17 - \$2,169.62 | 3/16/2017 | 4/16/2017 | N/A | 7/12/2017 7/13/2017 | 7/13/2017 | 1/13/2018 |