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**NOTICE OF  
REGULAR MEETING  
CIVIL SERVICE COMMISSION**  
Coronado City Hall  
Council Chamber  
1825 Strand Way  
CORONADO, CALIFORNIA  
Thursday, October 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. July 12, 2018 Minutes
- V. ACTION ITEMS:
  1. Approval of Eligibility List and Recruitment Schedule
- VI. OTHER BUSINESS.
- VIII. ADJOURNMENT.

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

**MINUTES OF A  
REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
Coronado City Hall  
1825 Strand Way  
Coronado, CA 92118  
Thursday, July 12, 2018, 5:30 p.m.**

**CALL TO ORDER**

The meeting of the Civil Service Commission convened at 5:30 p.m. on July 12, 2018 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 Williams  
Commissioner Rud

**MEMBERS ABSENT:** Commissioner Miller  
Commissioner Durbin

**ALSO PRESENT:** Kevin Powell, Human Resources Manager  
Alexandrea Herring, Secretary

**ORAL COMMUNICATIONS:** None.

**WRITTEN COMMUNICATIONS:** None.

**INFORMATIONAL ITEMS:**

The minutes of June 14, 2018 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 Rud seconded the motion. The motion passed unanimously.

**ACTION ITEMS:**

1. Approval of Eligibility List and Recruitment Schedule

Mr. Powell introduced the staff report as outlined in the agenda. Commissioner Rud motioned for the approval of the Eligibility List and Recruitment Schedule. Commissioner Williams seconded the motion. The motion passed unanimously.

2. Approval to Add a New Classification Specification for Police Dispatch Supervisor and Amend the Classification Specification for Police Support Services Supervisor

Minutes of a Special Meeting of the  
Civil Service Commission of July 12, 2018

Mr. Powell introduced the staff report as outlined in the agenda. Commissioner Williams motioned for the approval of the Eligibility List and Recruitment Schedule. Commissioner Rud seconded the motion. The motion passed unanimously.

**OTHER BUSINESS:** None.

**ADJOURNMENT:**

The Civil Service Commission meeting adjourned at 5:42 p.m.

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Marsi Steirer  
Chair  
CIVIL SERVICE COMMISSION



**Administrative Services Department  
MEMORANDUM**

**DATE:** Thursday, October 11, 2018  
**TO:** Civil Service Commission Members  
**FROM:** Kevin Powell, 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:
  - a. Firefighter/Paramedic (two vacancies)
  - b. Office Specialist (one vacancy)
  - c. Police Officer (two vacancies)
  - d. Police Dispatch Supervisor

**Eligibility Lists:**

1. The following vacancies have been filled and have active eligibility lists:
  - a. Accountant
  - b. Associate Planner
  - c. Building Inspector
  - d. Capital Projects Manager
  - e. Fire Engineer
  - f. Lead Maintenance Worker – Beach
  - g. Lead Pump Mechanic
  - h. Maintenance Worker I/II
  - i. Management Analyst
  - j. Office Assistant
  - k. Police Dispatcher
  - l. Police Officer
  - m. Secretary to the City Manager
  - n. Utility Systems Operator 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 (October 2018)

### *Current Recruitments*

	<b>Classification</b>	<b>Vacancies</b>	<b>Biweekly Salary</b>	<b>Recruitment Opened</b>	<b>Recruitment Closed</b>	<b>Exam Date</b>	<b>Oral Panel Interview Date</b>	<b>Eligibility List Promulgation Date</b>	<b>Eligibility List Expiration Date</b>
1	Firefighter/Paramedic	2	\$2,686.81 - \$3,600.58	9/7/2018	10/7/2018	TBD	TBD	TBD	TBD
2	Office Specialist	1	\$1,566.84 - \$1,999.72	8/22/2018	9/9/2018	9/18/2018 - 9/25/18	10/4/2018	TBD	TBD
3	Police Officer: Lateral Entry/Academy Graduate (Continuous Recruitment)	2	\$2,674.42 - \$3,583.98	3/5/2018	Continuous	Orientation 3/26/18	TBD	TBD	TBD
4	Police Dispatch Supervisor	1	\$2,556.81 - \$3,426.37	7/25/2018	8/15/2018	8/20/2018-9/2/2018	10/23/2018	TBD	TBD

*Active Eligibility Lists (October 2018)*

<b>Classification</b>	<b>Biweekly Salary</b>	<b>Date Recruitment Opened</b>	<b>Date Recruitment Closed</b>	<b>Test Date</b>	<b>Oral Board Date</b>	<b>Eligibility List Promulgation Date</b>	<b>List Expiration Date</b>
Accountant	\$2,741.51 - \$3,498.94	8/7/2018	8/24/2018	8/30/18 - 9/9/18	9/18/2018	9/19/2018	3/19/2019
Associate Planner	\$2,504.94 - \$3,356.85	5/16/2018	6/13/2018	N/A	6/28/2018	7/2/2018	1/2/2019
Building Inspector	\$2,299.84 - \$2,935.25	5/24/2018	7/8/2018	N/A	7/24/2018	7/25/2018	1/25/2019
Capital Projects Manager	\$4,057.85 - \$5,437.91	3/20/2018	4/15/2018	N/A	4/30/2018	4/30/2018	10/30/2018
Fire Engineer (Promotional)	\$2,713.67 - \$3,636.58	5/1/2018	5/22/2018	6/4/18 & 6/19/18 - 6/22/18	N/A	6/25/2018	12/25/2018
Lead Maintenance Worker (Beach)	\$1,899.74 - \$2,545.8	2/20/2018	3/30/2018	4/17/2018	4/17/2018	4/18/2018	10/18/2018
Lead Pump Mechanic	\$2,187.00 - \$2,930.79	2/28/2018	3/25/2018	4/10/2018	4/10/2018	4/11/2018	10/11/2018
Maintenance Worker I/II	\$1,599.81 - \$2,143.90	2/26/2018	3/19/2018	4/5/2018	4/5/2018	4/5/2018	10/5/2018
Management Analyst	\$2,534.91 - \$3,397.03	2/16/2018	3/11/2018	N/A	3/29/2018	4/3/2018	10/3/2018
Office Assistant	\$1,241.64 - \$1,584.68	2/22/2018	3/7/2018	3/27/2018	3/27/2018	4/3/2018	10/3/2018
Police Dispatcher	\$2,175.84 - \$2,915.84	2/28/2018	3/19/2018	3/20/2018-4/3/2018	6/13/2018	6/14/2018	12/14/2018
Police Officer (Lateral/Academy Graduate) Merged List	\$2,674.42 - \$3,583.98	3/5/2018	Continuous	Orientation 4/2/2018, 5/21/2018 & 7/16/2018	5/24/2018 & 8/27/2018	8/29/2018	3/1/2019
Secretary to the City Manager	\$2,067.61 - \$2,638.85	6/18/2018	7/13/2018	N/A	8/1/2018	8/1/2018	2/1/2019
Utility Systems Operator II	\$1,615.81 - \$2,165.34	4/24/2018	5/17/2018	5/29/2018	5/29/2018	5/31/2018	12/1/2018