



In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's office, (619) 522-7320. Assisted listening devices are available at this meeting. Ask the City Clerk if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be available in appropriate alternative formats to persons with a disability. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

NOTICE OF
SPECIAL MEETING
CIVIL SERVICE COMMISSION
Coronado City Hall
Council Chamber
1825 Strand Way
CORONADO, CALIFORNIA
Thursday, January 8, 2015, 6:00 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. September 11, 2014 Minutes (Pg. 1)
 2. Proposed 2015 Meeting Schedule (Pg. 3)
- V. ACTION ITEMS:
 1. Selection of Chair and Vice-Chair of Civil Service Commission (Pg. 4)
 2. Approval Eligibility List and Recruitment Schedule (Pg. 6)
 3. Approval of Changes to the Classification Specification for Assistant Engineer (Pg. 9)
 4. **CLOSED SESSION: PUBLIC EMPLOYMENT**
Pursuant to Cal.Govt. Code Section 54957 (b)
Scheduling Hearing (Appeal of Disciplinary Action-Civil Service Rule VIII, Section 8)
- VI. OTHER BUSINESS.
- VII. ADJOURNMENT.

Ed Weisbrod
Chair, Civil Service Commission
Date: January 2, 2015

**MINUTES OF A
REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
Coronado City Hall
1825 Strand Way
Coronado, CA 92118
Thursday, September 11, 2014**

CALL TO ORDER

The meeting of the Civil Service Commission convened at 5:30 p.m., September 11, 2014 in the Council Chamber at City Hall. Chair Weisbrod instructed the Secretary to call the roll.

ROLL CALL

MEMBERS PRESENT: Vice-Chair Coleman
Commissioner Schulman
Commissioner Van Rooy
Commissioner Williams

Let the record reflect all members are present except for Chair Weisbrod who was not present.

ALSO PRESENT: Leslie Suelter, Director of Administrative Services
Amy Reeve, Human Resources Manager
Fran Espinosa, Secretary

ORAL COMMUNICATIONS: None.

WRITTEN COMMUNICATIONS: None.

INFORMATIONAL ITEMS: The minutes of May 8, 2014 were submitted to the Commission and accepted into the record.

ACTION ITEMS:

1. Request to Approve Eligibility List and Recruitment Schedule

Commissioner Schulman moved for approval of the Eligibility List and Recruitment Schedule. Commissioner Van Rooy seconded the motion. The motion passed unanimously.

2. Approval of Changes to the Classification Specification for Golf Maintenance Supervisor, Principal Librarian, Fire Engineer, Firefighter, Firefighter/Paramedic and Police Services Officer I/II

Commissioner Williams moved for approval of the changes for Golf Maintenance Supervisor, Principal Librarian, Fire Engineer, Firefighter, Firefighter/Paramedic and Police Services Officer I/II Classification Specifications. Commissioner Van Rooy seconded the motion. The motion passed unanimously.

3. Approval of Special Leave without Pay (LWOP) Status for Oceana Trujillo, Police Dispatcher/Records Assistant, Police Services Department and for Enrique Enriquez, Maintenance Worker II, Golf Services Department

After brief discussion, Commissioner Van Rooy moved for approval of Special Leave without Pay (LWOP) for Oceana Trujillo, Police Dispatcher/Records Assistant, Police Services Department and for Enrique Enriquez, Maintenance Worker II, Golf Services Department. Commissioner Schulman seconded the motion. The motion passed unanimously.

4. **CLOSED SESSION: PUBLIC EMPLOYMENT**
Pursuant to Cal. Govt. Code Section 54957 (b)
Two (2) Items (Appeal of Disciplinary Action-Civil Service Rule VIII, Section 8)

OTHER BUSINESS: None.

ADJOURNMENT:

The Civil Service Commission meeting adjourned at 9:26 p.m.

Richard Coleman
Vice-Chair
CIVIL SERVICE COMMISSION



Administrative Services Department
MEMORANDUM

DATE: January 8, 2015
TO: Civil Service Commission
FROM: Fran Espinosa, Civil Service Commission Secretary
SUBJECT: Proposed 2015 Meeting Schedule

-
- ◆ *All meetings will be held the second Thursday of each month at 5:30 p.m. in the City's Council Chambers located at City Hall, 1825 Strand Way.*
 - ◆ *If there is insufficient agenda material to hold a regularly-scheduled meeting, staff will attempt to notify Commission members at least one week prior to the scheduled meeting.*

2015 Meeting Schedule

Thursday, January 8

Thursday, February 12

Thursday, March 12

Thursday, April 9

Thursday, May 14

Thursday, June 11

Thursday, July 9

Thursday, August 13

Thursday, September 10

Thursday, October 8

Thursday, November 12

Thursday, December 10



Administrative Services Department
MEMORANDUM

DATE: January 8, 2015
TO: Civil Service Commission
FROM: Leslie Suelter, 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 2014 was Commissioner Ed Weisbrod, and the Vice-Chair was Commissioner Richard Coleman. Nominations and selection of the 2015 Chair and Vice-Chair will be conducted at the January 8, 2015 meeting. The following is a list of the 2014 Commissioners and their terms.

Appointments for Commissioners:

	<u>Date of Original Appointment</u>	<u>Date Re-Appointed</u>	<u>Date Term Expires</u>
Richard Coleman	12-04-12		12-31-15
Myra Durbin	12-16-14		12-31-17
Thomas Miller*	12-16-14		12-31-16
Marsi Ann Steirer	12-16-14		12-31-17
Ed Weisbrod, Jr.	12-20-11	11-14-14	12-31-17

* Initial appointment was to fill remainder of vacated term

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



Administrative Services Department
MEMORANDUM

DATE: Thursday, January 8, 2015
TO: Civil/Service Commission Members
FROM:  Leslie Suelter, Director of Administrative Services
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. Police Officer (Lateral/Academy Graduate): Two vacancies (one incumbent resigned, one incumbent promoted). One candidate is in the process of completing pre-employment requirements. One vacancy: Police Services Department is continuing background investigations.
2. Recruitments are in progress for the following positions – Assistant Engineer (one vacancy: incumbent resigned); Firefighter/Paramedic (to establish an eligibility list for future vacancies); Golf Maintenance Supervisor (one vacancy: incumbent retired); Library Technician (one vacancy: incumbent retired); and Recreation Services Supervisor (one vacancy; incumbent resigned).

Eligibility Lists:

All vacancies for the Finance Manager, Human Resources Technician and Police Sergeant classifications have been filled and added to the report.

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

Attachment

Personnel Recruitment Schedule/Eligibility List Status
Current Recruitments
Updated January 8, 2015

	Classification (Number of Vacancies)	Biweekly Salary/ Hourly Wage	Date Recruitment Opened	Date Recruitment Closed	Test Date(s)	Oral Board Date(s)	Eligibility List Promulgation Date	List Expiration Date	Hire Date
1	Police Officer: Lateral Entry/Academy Graduate (2)	\$2,377- \$3,185	10/15/2013	Continuous	N/A *	N/A *	11/18/2013	5/18/2014	TBD
2	Human Resources Technician (1)	\$1,743 - \$2,224	7/30/2014	8/28/2014	N/A ***	9/19/2014	9/22/2014	3/22/2015	10/20/2014
3	Police Corporal (6)	\$2,555 - \$3,424	8/5/2014	8/22/2014	9/8/14 9/9/14 10/6/14	9/8/14 9/9/14	10/16/2014	4/16/2015	1/10/2015
4	Principal Librarian (1)	\$2,595 - \$3,477	8/15/2014	9/5/2014	N/A ***	10/2/2014	10/9/2014	4/9/2015	11/7/2014
5	Recreation Coordinator (.75)	\$19,12 - \$24,41	7/29/2014	8/26/2014	N/A	10/10/2014	10/20/2014	4/20/2015	11/10/2014
6	Maintenance Worker II	\$1,508 - \$2,020	10/24/2014	11/12/2014	TBD	TBD	TBD	TBD	TBD
7	Golf Maintenance Supervisor (1)	\$2,899 - \$3,884	11/12/2014	12/9/2014	TBD	TBD	TBD	TBD	TBD
8	Recreation Programs Supervisor (1)	\$2,254 - \$3,021	10/27/2014	11/21/2014	TBD	TBD	TBD	TBD	TBD
9	Firefighter/Paramedic	\$2,388 - \$3,200	11/12/2014	11/26/2014	1/15/15 1/16/15	1/15/15 1/16/15	TBD	TBD	TBD
10	Library Technician (1)	\$1,983 - \$2,657	11/19/2014	12/5/2014	TBD	TBD	TBD	TBD	TBD
11	Assistant Engineer (1)	\$2,393 - \$3,207	1/5/2015	1/22/2015 (or until filled)	TBD	TBD	TBD	TBD	TBD

* Scored based upon applications and minimum qualifications
 *** Performance exam only
 **** Panel interview only



Personnel Recruitment Schedule/Eligibility List Status

Eligibility Lists

(with no current vacancies)

Updated September 11, 2014

Classification	Biweekly Salary	Date Recruitment Opened	Date Recruitment Closed	Test Date(s)	Oral Board Date(s)	Eligibility List Promulgation Date	List Expiration Date
1 Fire Engineer	\$2,412 - \$3,232	4/9/2014	5/1/2014	5/5/2014 5/20-23/14	5/20-23/14	6/11/2014	6/11/15 (a)
2 Finance Manager	\$3,409 - \$4,568	5/23/2014	7/29/2014	N/A ***	7/23/2014	7/24/2014	1/24/2015
3 Police Sergeant	\$2,954 - \$3,959	5/30/2014	6/13/2014	7/21/14 7/22/14	7/21/14 7/22/14	7/24/2014	1/24/2015

(a) Administrative extension approved


* Scored based upon applications and minimum qualifications

** Performance exam only

*** Panel interview only



Administrative Services Department
MEMORANDUM

DATE: Thursday, January 8, 2015
TO: Civil Service Commission Members
FROM:  Leslie Suelter, Director of Administrative Services
SUBJECT: Approval of Changes to the Classification Specification for Assistant Engineer

Background: At its December 2, 2014 meeting, the City Council approved a change in the staffing levels for the Engineering and Project Development Department (EPD). The Department will be adding a second Assistant Engineer position and not filling its vacant Engineering Technician position. The Department has been evaluating these two positions based upon current and anticipated operations and its present workload requires a skills of the higher Assistant Engineer position. In conjunction with filling the current vacancy, the EPD has reviewed the job duties of the position and is recommending some changes to the class specification.

Civil Service Rule II, Section I provides, in part:

The Commission shall adopt, revise as necessary and maintain for official and public reference a Classification plan.

The Classification Plan shall consist of a list of titles of the classes to which all positions in the Classified Service are to be allocated and a written class specification describing each class. Each class specification shall outline the main characteristics and desirable qualifications required of positions allocated to the class and shall give examples of duties which employees holding such positions may properly be required to perform.

Analysis: The proposed changes to the Assistant Engineer classification specification will modernize the list of duties and required skills and will allow the City to effectively recruit for the current vacancy.

Based on input from management, the revisions to the proposed classification specification reflect the duties to be performed in this position and will allow the City to attract an appropriately skilled professional to fill this position.

Recommendation: Staff recommends that the Commission approve the changes to the Assistant Engineer classification specification as proposed.

Attachment: Assistant Engineer Classification Specification, Revised January 2015

ASSISTANT ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB OBJECTIVES

Under general supervision, to perform professional level duties in support of the City's engineering design and construction projects including City buildings, streets, utility systems, transportation and related capital improvement programs; to prepare construction plans and specifications for capital improvement projects; to perform field survey and construction inspection duties; to serve as project engineer on assigned design and construction projects; and to perform a variety of duties relative to assigned areas of responsibility.

CLASS CHARACTERISTICS

This is the entry level class within the professional Engineer series. This class is distinguished from the Associate Engineer by the performance of the more routine tasks and duties assigned to positions within the series including participating in engineering projects that are limited in scope. Typically, employees at this level would have completed a college degree in the civil engineering field but would have limited work experience.

ESSENTIAL JOB FUNCTIONS—*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Perform professional level duties in support of the City's engineering design and construction projects including City buildings, streets, utility systems, transportation and related capital improvement programs.
2. Prepare designs and specifications for assigned projects; develop engineering drawings, construction plans, specifications, contract documents, bid documents, calculations and cost estimates for proposed projects.
3. Provide assistance to contractors, engineers, builders, developers and the general public on engineering policies and procedures; review submitted plans, drawings and specifications for compliance with engineering and city codes and standards; respond to general inquiries concerning permit requirements, utility locations, property title and related issues; ensure issues are resolved in a timely and efficient manner.
- 3-4. Receive, review, process and issue right-of-way and encroachment permits; research titles, maps and records; inspect property to determine conditions; calculate, receive and process payments.
- 4-5. Conduct site inspections during and at completion of project; monitor construction progress and changes to scope of work; review and process requests for contract and final payments; prepare project close-out documents.

CITY OF CORONADO
Assistant Engineer (Continued)

- 5-6. Provide assistance to construction inspectors in the interpretation of plans and resolution of problems during construction; review "as-built" plans to ensure compliance with original plans and specifications.
- 6-7. Conduct transportation and traffic surveys; research, compile and analyze traffic data; prepare and present data and reports.
- 7-8. As assigned, serve as project engineer for engineering design and construction projects which are limited in scope and complexity; administer project from inception to completion; develop scope of work; serve as liaison City staff, developers, engineers, consultants, the general public and external agencies; develop project timelines and set priorities; assign work tasks; facilitate and ensure projects and issues are completed or resolved in a timely and efficient manner.
- 8-9. Prepare a variety of reports, correspondence, letters, memoranda and related documents on engineering projects; maintain project files and records.
- 9-10. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of civil engineering design and construction management.
- 10-11. Perform related duties and responsibilities as required.

QUALIFICATION GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least one year of professional engineering experience.

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

Licenses and Certificates:

Possession of a valid Class C California Driver's License with a safe driving record.

Possession of, or ability to obtain, an Engineer-in-Training Certificate is desirable.

Knowledge of:

Operations, services and activities of a comprehensive municipal engineering design and construction program.

Principles and practices of civil engineering design and construction.

Principles and practices of land surveying.

Methods and techniques of conducting site and field investigation and surveys.

Methods and techniques of performing construction site inspections and assessments.

CITY OF CORONADO
Assistant Engineer (Continued)

Topical Topographic and construction surveying.
Mathematical principles as applied to engineering work.
Principles and practices of project management.
Recent developments, current literature and information related to innovations and trends in civil engineering design and development.
Principles and practices of business correspondence and technical report preparation.
Modern office procedures, methods and equipment including computers, supporting word processing software, spreadsheet applications and specialized engineering software programs.
Occupational health and safety standards.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform engineering duties in the design, development and construction management of a variety of capital improvement projects.
Perform construction inspection duties.
Use engineering and survey instruments.
Prepare traffic studies and surveys.
Prepare engineering plans, drawings, specifications and related technical documents.
Serve as project engineer on assigned design and construction projects.
Prepare clear and concise administrative and technical reports.
Coordinate activities with internal and external agencies and committees.
Perform accurate and complex mathematical calculations.
Communicate clearly and concisely, both orally and in writing.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.

Mobility: Incumbents require sufficient mobility to work in an office and construction site setting, and operate office equipment; light to moderate lifting; walking, standing or sitting for prolonged periods of time.

Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.

Environment: Normal office setting; construction site setting; travel from site to site; exposure to noise, dust, and inclement weather conditions.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.