

CITY OF CORONADO

Special Meeting of
Date of Meeting
Place of Meeting

Civil Service Commission
January 7, 2002
City Council Chambers

CALL TO ORDER

The special meeting of the Civil Service Commission convened at 5:30 p.m., January 7, 2002, in the Council Chambers of Coronado City Hall. Chairman Fitzgibbons instructed the Secretary to call the roll.

ROLL CALL

MEMBERS PRESENT: Chair Fitzgibbons
Vice-Chair Miller
Commissioner Edwards
Commissioner Theberge
Commissioner Bella

Let the record reflect all members are present.

ALSO PRESENT: Jack Van Sambeek, Staff Representative
Mary Townson, Secretary
Richard Dukellis, Human Resources Manager
John Traylor, Director of Fire Services
Scott Huth, Director of Public Services
Kim Raddatz, Fire Division Chief
Erin Bernal, Human Resources Technician

ORAL COMMUNICATIONS: None

APPROVAL OF MINUTES: The minutes of the special meeting of July 23, 2001 were submitted. Commissioner Theberge moved approval of the minutes. Commissioner Miller seconded the motion. The minutes were approved by unanimous vote.

ACTION ITEMS:

1. Selection of Chair and Vice-Chair of Civil Service Commission

Commissioner Theberge moved approval of Vice-Chair Jim Miller as the new Chair. Commissioner Fitzgibbons seconded the motion. The motion passed unanimously. Chair Miller moved approval of Elaine Edwards as Vice-Chair; Commissioner Theberge seconded the motion. The motion passed unanimously.

Chair Miller assumed direction of the meeting.

2. Request to Extend Temporary Appointment for Mary Massello, Senior Account Clerk

Mr. Dukellis stated the incumbent in the Public Services Department is on medical leave. The position requires a skill, knowledge base, and history of working in the assignment to be effective. There has been a learning curve with the position. Ms. Massello is on the secretarial pool list and had been used in other departments before being assigned to Public Services. She will have reached her 1,000 hour limit within the next two weeks. Mr. Huth had requested that the 1,000 hour limit be extended until the incumbent retires or six months, with a limit of an additional six months. Mr. Dukellis noted he had just found out earlier in the day that the incumbent had been given another four weeks off and is to be

reevaluated at that point. That person could be back in four weeks or may be extended beyond that. Mr. Huth does not want to lose the knowledge base that he has in Ms. Massello.

Commissioner Fitzgibbons asked if Ms. Massello would be absorbed into the system if the incumbent retires. Mr. Huth responded that if the incumbent returns to the workplace, Ms. Massello would be laid off. In order to bring her back into the system, she would have to wait until the fiscal year is over and then return for an additional 1,000 hours. This is a special request geared toward the current circumstances. Mr. Huth noted that Public Services handles more of the accounts receivables and payables than all the departments in the City combined. This is a very critical position in processing bills and payments for all the infrastructure work within the City, maintenance work, as well as providing the purchasing for the department and the vehicle purchases for the entire City.

Mr. Dukellis and Mr. Huth also pointed out that there currently is only one seasoned veteran in the administrative staff of this department as there has recently been a new hire to the department. Mr. Huth noted that Ms. Massello has been doing a very good job and they are working to keep her in the department until she leaves the area within the next six months because of a military assignment of her spouse.

Commissioner Theberge moved approval of the extension of the temporary assignment for Mary Massello; Commissioner Fitzgibbons seconded the motion. The motion passed unanimously.

3. Request to Approve Extension of Fire Engineer Eligibility List for One Year from Date of Expiration

Mr. Dukellis reported that it had not been communicated to the department that this eligibility list had expired. Typically, an eligibility list is good for a year, which in most cases is too long. Possibly the Fire Department is an exception. The Fire Association and the Fire Chief had asked for us to look at this list and ask the Commission's authorization to extend it retroactively and have it expire the day it would have if it had been extended at that point, which is July 26, 2002.

Chair Miller questioned what the oversight would be going forward to make sure we don't have this situation occur again. Mr. Dukellis responded that a weekly department schedule is maintained that details department activities, current recruitments, exam status, future exams, and status changes of new and current employees. There is a page that is reviewed on a weekly basis that outlines all the eligibility lists. Ms. Bernal merges any new lists on to that. It is reviewed as lists come close to expiring and departments are asked if they would like to see any of the lists extended. However, extending a list is relatively rare.

Commissioner Theberge asked if the Commission has the authority to retroactively extend a list and if anyone had been hired from this list during the last six months. Mr. Dukellis responded that the list had not been used and that the Fire Chief had requested a new exam or to fill from the list but we held off until after this meeting. Fire Chief Traylor informed the Commission that there are four viable candidates on this list and that he did not draw from that pool in the last 18 months. There have been two projected retirement dates that were extended but those people are, in fact, retiring this month. We have a need to fill two full positions from four qualified, certified candidates. He noted they looked at the employee group as a whole to see if there would be any new candidates qualified to take the test. There are no new candidates within the current workforce who weren't eligible to take it last time. Vice-Chair Edwards asked if this is acceptable to the Fire Association to which the Chief responded that it was.

Commissioner Fitzgibbons asked how the City is doing with the paramedic situation. Chief Traylor stated the City implemented the paramedic program on October 1 and it is going quite well. One of our paramedics is currently diagnosed with an illness and will be off the job so we will be looking at paramedic candidates in the next two weeks to fill positions not only for the two retirees but to backfill on a temporary basis the one member who will be off for some time. Commissioner Fitzgibbons stated he recalled that the City would be looking for a total of six individuals. Chief Traylor noted there are six currently on board including the one on extended medical leave. With the two retirements, he will make

two promotions to Engineer from the Firefighter ranks, hire two new Firefighter/Paramedics to replace them, and that will build the paramedic pool to seven. If he can hire a temporary employee to replace the person on long term illness, that will bring us to eight.

Commissioner Fitzgibbons moved approval of the extension of the Fire Engineer eligibility list. Commissioner Theberge seconded the motion. The motion passed unanimously.

OTHER BUSINESS: Chair Miller introduced the new Commission member, Laurianne Bella, and welcomed her to the Commission. The members expressed their welcome, also.

PERSONNEL RECRUITMENT SCHEDULE: Mr. Dukellis stated that he and Ms. Bernal have been talking about recruiting and how incredibly busy it had been in 2001. It is very manageable at this time. We are being proactive with the Police Officer recruitment. We are doing well with the Dispatcher position and have certified names to the department for a half position, which is all that is vacant at this point. We are re-evaluating the seasonal hiring process for spring.

Chair Miller stated the targeted hire date for Information Systems Coordinator is 1/22/01 and asked if that correctly should be 2002 as well as the close date for the Recreation Coordinator. Mr. Dukellis concurred with the corrections.

Commissioner Fitzgibbons moved approval of the Personnel Recruitment schedule as corrected. Commissioner Bella seconded the motion. The motion passed unanimously.

STATUS OF ELIGIBILITY LIST: Mr. Dukellis noted the exam numbers are now being identified by year and numbered sequentially with the exam numbers. That will allow us to look at a snapshot for recruiting on a year-by-year basis. There are still a couple of old exam numbers on the list for exams that have not yet expired but will soon.

Chair Miller moved acceptance of the Eligibility List. Commissioner Fitzgibbons seconded the motion. The motion passed unanimously.

Mr. Dukellis introduced Kim Raddatz, Fire Division Chief. Chief Traylor noted Kim is the successful candidate for Fire Division Chief. He is a 24-year member of the fire services and came to Coronado from the Lakeside Fire District. The Commission welcomed Division Chief Raddatz to Coronado.

ADJOURNMENT

Commissioner Fitzgibbons moved for adjournment. Seconded by Chair Miller. The motion passed unanimously. The Civil Service Commission meeting adjourned at 5:51 p.m.

JIM MILLER, CHAIR
CIVIL SERVICE COMMISSION