

CITY OF CORONADO

Special Meeting of
Date of Meeting
Place of Meeting

Civil Service Commission
May 13, 2002
City Council Chambers

CALL TO ORDER

The special meeting of the Civil Service Commission convened at 5:30 p.m., May 13, 2002, in the Council Chambers of Coronado City Hall. Chairman Miller instructed the Secretary to call the roll.

ROLL CALL

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

Let the record reflect all members are present except Commissioner Fitzgibbons who was absent.

ALSO PRESENT: Jack Van Sambeek, Director of Administrative Services
Richard Dukellis, Human Resources Manager
Mary Townson, Secretary
John Traylor, Director of Fire Services
Robert Hutton, Director of Police Services
Paul Crook, Captain, Police Services
Erin Bernal, Human Resources Technician

ORAL COMMUNICATIONS: None

APPROVAL OF MINUTES: The minutes of the special meeting of January 7, 2002 were submitted. It was noted that Jack Van Sambeek, Director of Administrative Services, was not present at the January 7 meeting. Commissioner Bella moved approval of the minutes as corrected. Commissioner Theberge seconded the motion. The minutes were approved by unanimous vote.

WRITTEN COMMUNICATIONS: None

INFORMATIONAL ITEMS: Mr. Dukellis noted a special advancement had been granted to Leticia Martinez, the Office Assistant in the Community Development Department. Chairman Miller congratulated Ms. Martinez on behalf of the Commission.

ACTION ITEMS:

1. Request to Approve Revised Beach Lifeguard Captain Class Specification

Mr. Dukellis noted the Fire Chief has had some changes in his department relative to the lifeguard series. He had a temporary, long-term but non-benefited employee as a Captain and the functional supervisor Beach Lifeguard Lieutenant. The Chief had requested and received approval from the City Council to restructure and to have a full time, benefited regular position of Beach Lifeguard Captain. That required that we change the FLSA status change from non-exempt to exempt.

Chief Traylor noted the long tenured, temporary part-time Lifeguard Captain worked with the City for over 30 years but was not available through those years for full time employment as he is a school teacher. He resigned in anticipation of retirement, which gave the Chief an opportunity to look at restructuring the

beach lifeguard department and put a position in at full time that would be predominantly administrative but also have the necessary skills to oversee the beach lifeguard operations.

The purpose in coming to the Commission is to change the exempt vs. non-exempt status. All the certifications listed as a requirement for that position and the rest of the beach lifeguard positions are standard in that industry and are obtained through the Regional Lifeguard Academy on an ongoing basis through skills development. All incumbents currently have those certifications.

Chairman Miller asked if there is a significant change between the old specification and the one presented today. Generally when a specification is presented to the Commission the changes are tracked so the changes can be seen. Mr. Dukellis noted there is only one change, from non-exempt to exempt.

Commissioner Theberge moved approval of the revised Beach Lifeguard Captain Class Specification. Commissioner Bella seconded the motion. The motion passed unanimously.

2. Request to Approve Revised Evidence and Property Technician Class Specification

Mr. Dukellis stated there is a vacancy in this position at the Police Department. A review of the spec in place showed it was not revised with the rest of the class specifications that were brought to the Commission a year or so ago. The Class and Comp Study recommended language that fits the needs of the Police Department with a few modifications. The formatting was very different from the old spec from 1990. Erin compiled the language that had existed and what is being recommended. Once approved, the extra verbiage will be removed. It is a more general spec and more typical of what is in the field for evidence technician positions.

Mr. Dukellis noted that a meeting was held with the Police Officers' Association, they have reviewed the spec, and concur with the way it is presented to the Commission. Commissioner Bella noted it looks as though the spec has been updated for the new technology.

Commissioner Edwards moved approval of the revised Evidence and Property Technician Class Specification. Commissioner Bells seconded the motion. The motion passed unanimously.

3. Request to Extend Provisional Appointment for Barry Fuller, Evidence and Property Technician

Mr. Dukellis reported that in anticipation of holding a recruitment for the position, this request would be relatively short-term in duration. During the interim period since the incumbent left the assignment, the Police Department had a retired Police Sergeant filling in on a part-time basis. Those hours have been exhausted and they are anxious for him to come back until the position is filled.

This request is asking for the Commission's approval to let the person work more than the current 1000-hour limit. Chairman Miller stated that in the past, in certain circumstances, this has been done. Mr. Dukellis stated it has been done in the past for the Recreation Department and in Public Services. Commissioner Edwards asked if the part-time individual had retired from the City to which Mr. Dukellis responded affirmatively. She inquired about his 960-hour limit as a retiree. Mr. Dukellis and Captain Crook noted Mr. Fuller is aware of the 960 limit and he is working within that. Mr. Dukellis also noted the limitation of 1000 hours is per fiscal year and Mr. Fuller's PERS hours are on a calendar basis.

Commissioner Bella moved approval of the extension of the provisional appointment of Barry Fuller, Evidence and Property Technician. Commissioner Edwards seconded the motion. The motion passed unanimously.

OTHER BUSINESS: None.

PERSONNEL RECRUITMENT SCHEDULE: Chairman Miller asked if the target date of June 7 to hire a Paramedic Firefighter would be met. Mr. Dukellis reported the recruitment was finished and the names were certified to the Fire Chief. Chief Traylor reported he has three interviews this week and one the following week. Out of those four interviews, he will make one job offer if there is a suitable candidate.

Mr. Dukellis noted there would be more recruitments coming up in the short run and at the next Commission meeting expected to have a few extra eligibility lists. Currently staff is very involved in hiring summer temporary help.

STATUS OF ELIGIBILITY LISTS: Commissioner Edwards noted the expiration date for the Paramedic Firefighter should be 2003. Mr. Dukellis noted the correction would be made.

ADJOURNMENT

Commissioner Bella moved for adjournment. Seconded by Commissioner Theberge. The motion passed unanimously. The Civil Service Commission meeting adjourned at 5:45 p.m.

JIM MILLER, CHAIR
CIVIL SERVICE COMMISSION