

**MINUTES OF A
REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
Coronado City Hall
1825 Strand Way
Coronado, CA 92118
Thursday, September 14, 2006**

CALL TO ORDER

The meeting of the Civil Service Commission convened at 5:30 p.m., September 14, 2006, in the Council Chamber at City Hall. Chair Bella instructed the Secretary to call the roll.

I. ROLL CALL

Present: Chair Bella
Commissioner Edwards
Commissioner Lusitana

Let the record reflect Vice-Chair Walker and Commissioner Jensen were not present.

Also Present: Jim Lynch, Human Resources Manager
Fran Espinosa, Secretary

II. ORAL COMMUNICATIONS: None.

III. APPROVAL OF MINUTES: Minutes for January 12, 2006 were submitted.

The minutes of the regular meeting of January 12, 2006, were continued due to lack of a quorum. Newly elected Commissioner Edwards was not present at the January 12, 2006 meeting.

IV. WRITTEN COMMUNICATIONS: None

V. INFORMATIONAL ITEMS:

1. Jim Lynch, Human Resources Manager, updated the Commission on the current Personnel Recruitment Schedule.

2. Jim Lynch, Human Resources Manager, updated the Commission on the Status of Eligibility Lists.

VI. ACTION ITEMS:

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

Chair Bella stated that in January of 2006 the Commission did not select a new Chair, therefore she has held the term into the current year. Commissioner Lusitana moved for the approval that she remain as Chair and Greg Walker as the current Vice Chair, upon completion of the existing term or until the first meeting in 2007. Commissioner Edwards seconded the motion. The motion was approved by unanimous vote.

2. Request to Approve Revised Aquatics Coordinator Classification Specification

Jim Lynch, Human Resources Manager, stated there are currently two Aquatics Coordinator positions within the Recreation Department. Due the resignation of one of the incumbents, the Director of Recreation Services was asked to review the classification specification. At the request of the Director of Recreation Services, minor wording changes were made to ensure the current licenses and certifications accurately reflect the duties and responsibilities related to the Aquatics Coordinator position.

After brief discussion, Commissioner Edwards moved for approval of the revised Aquatics Coordinator classification specification. Commissioner Lusitana seconded the motion. The motion was approved by unanimous vote.

3. Request to Approve Proposed Changes to Civil Service Rule VIII, Section 8

Jim Lynch, Human Resources Manager stated the proposed rule changed resulted from a disciplinary hearing back in the spring of 2005. The issue involved the mutual agreement of all parties to conduct a hearing within ten days of the filing of an appeal as stated in Rule VIII, Section 8. Staff worked with the Commission and the City Attorney to develop language addressing the concerns related to the postponement of the disciplinary hearing by mutual consent of the parties. The change allows the ten day limit to be extended to an additional twenty days, upon agreement of all parties without any intervention of the Commission. Anything over the thirty days would have to come before the Commission with specific ground under which the Commission could approve such an extension. It was also determined that the Commission would not receive the substance of the matter when determining whether an extension is appropriate. In other words, no information regarding the specifics of the allegations which is the subject of the discipline shall be disclosed to the Commission.

Staff negotiated with all three union groups for new contracts. Mr. Lynch stated that during negotiations, all unions agreed with proposed changes. Unfortunately the City could not reach any agreements with them. On August 31, 2006, the City Council voted to impose on all three unions. As part of the imposition, one of the terms was the Civil Service Rule.

After brief discussion, Commissioner Lusitana moved for approval of the proposed changes to Civil Service Rule VIII, Section 8. Commissioner Edwards seconded the motion. The motion was approved by unanimous vote.

VII. OTHER BUSINESS:

Jim Lynch, Human Resources Manager briefed the Commission on legislation that was passed (AB 1234), mandatory “Ethics Training” for elected and appointed public officials. The City will provide training and will be conducted by the City Attorney’s office.

VIII. ADJOURNMENT:

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

LAURIANNE BELLA
CHAIR
CIVIL SERVICE COMMISSION