

CITY OF CORONADO

Special Meeting of Civil Service Commission
Date of Meeting September 26, 2002
Place of Meeting City Council Chambers

CALL TO ORDER

The special meeting of the Civil Service Commission convened at 5:30 p.m., September 26, 2002, in the Council Chambers of Coronado City Hall. Vice Chair Edwards instructed the Secretary to call the roll.

ROLL CALL

MEMBERS PRESENT: Vice-Chair Edwards
Commissioner Theberge
Commissioner Bella

Let the record reflect all members were present except Chair Miller and Commissioner Fitzgibbons who were absent.

ALSO PRESENT: Leslie Suelter, Director of Administrative Services
Richard Dukellis, Human Resources Manager
Mary Townson, Secretary
Christian Esquevin, Director of Library Services
John Traylor, Director of Fire Services

ORAL COMMUNICATIONS: Richard Dukellis introduced Leslie Suelter, the new Director of Administrative Services.

APPROVAL OF MINUTES: The minutes of the special meeting of September 26, 2002 were submitted. Commissioner Theberge moved approval of the minutes. Commissioner Bella seconded the motion. The minutes were approved by unanimous vote.

WRITTEN COMMUNICATIONS: None

ACTION ITEMS:

1. Request to Approve Revised Library Assistant II

Mr. Dukellis indicated the Library Assistant II assignment has been filled on a temporary basis and that there were duties performed that were not included in the classification and compensation study.

Christian Esquevin, Director of Library Services, stated the current vacancy is in the technical services section of the library that deals with the processing of library materials such as books, magazines and audio-visual materials. There is a Librarian that serves as the section head that does the main cataloging but the Library Assistant II deals more with the technical aspects of copy cataloging using the OCLC database. This involved looking at a nationwide database of other libraries' cataloging of books and other materials and copying or editing those records for our own particular items. The information goes into the City's computer catalog and patrons can search by author, title, subject, editor, additional authors, series, etc. Patrons can find out if the City has the book, what it is about, when it was published, and most importantly, where it is located: by classification number or other scheme that the City uses for shelving materials.

Mr. Esquevin further stated that the Library Assistant II was a very detail oriented position, so all of those records were important in terms of their initial processing to make sure they are accurately enclosed in the cataloging data that ends up in the catalog. The essential job functions were updated with the last classification and compensation study, but some things were omitted or not sufficiently detailed. What was before the Commission is the existing and proposed language. Mr. Esquevin indicated that none of the proposed changes substantially altered the nature of the duties but rather clarified them.

Mr. Dukellis indicated that with a vacancy, the current practice in preparing for a recruitment, is to review the description to make sure it is current and to make any changes.

Commissioner Bella stated that it looked like it was an update in technology. Mr. Esquevin agreed indicating that technical services was a continually evolving area.

Commissioner Bella moved for approval. Commissioner Theberge seconded the motion. The motion was approved by unanimous vote.

2. Request to Approve Civil Service Rule IV, Section 3 – Veterans' Preference

Mr. Dukellis stated that it was a relatively minor change, specifically bringing it up to date, by eliminating any language references to someone being eligible based on their service in Vietnam. The normal standard has been current service and national defense awards. This would allow it to be current for any other future veterans preference points. The City does not have a lot of veterans' preference points but could with what happens in the next couple of years.

The other change was eliminating any references that are gender specific. In the second paragraph, the rule made reference to "wife" which we propose changing to "spouse."

Commissioner Bella moved for approval. Commissioner Theberge seconded the motion. The motion was approved by unanimous vote.

3. Request to Approve Civil Service Rule IV, Section 15 – Applications, Examinations and Eligibility Lists

Mr. Dukellis indicated that with other agencies, a typical eligibility list has an initial length of three to six months, while the City's has a length of a year from the start. The length has caused some constraint to the departments given the labor market that six to eight months into a list, the candidates are no longer available. The City is proposing a length of six months and allowing the Director of Administrative Services to internally extend it for another six months, if the list is still a good list. If it were in excess of one year, staff would take it to the Civil Service Commission. Mr. Dukellis explained that, typically in Fire and even more in Police, people on an eligibility list are disqualified in the background and taken off an eligibility list, or are not a match for the position and stay on the eligibility list. That takes away from the choice of candidates that the department may have.

Commissioner Bella indicated that those candidates basically block the list. Mr. Dukellis agreed and noted it would allow more flexibility and make the rule more consistent with what other agencies have.

Commission Theberge asked if Police and Fire needed eligibility lists for one year because of the expense and the involvement of the recruitment process. She noted that the Commission had extended eligibility lists in the past.

Mr. Dukellis answered that the City typically extended promotional exams.

Commissioner Bella moved for approval. Commissioner Theberge seconded the motion. The motion was approved by unanimous vote.

4. Request to Approve Special Leave of Absence for James Edmonds III, Paramedic Firefighter

Mr. Dukellis stated that the Civil Service Rules require requests for special leave of absence be approved by the Commission. The employee has been out for medical reasons, has exhausted his accrued leave and has requested a special leave of absence for one year. The City is in the process of getting approval from the doctors to have the employee return to work and preliminary indications are that it will be in less than a year. His recommendation at this point, based on current information is that the leave be approved for three months.

Commissioner Bella stated that things always take longer than expected and that it was better to overextend rather than underextend and have to request additional leave. Mr. Dukellis indicated he was waiting for a report which he was expecting soon.

Commissioner Bella moved for approval. Commissioner Theberge seconded the motion. A discussion then ensued about the length of the leave.

Vice Chair Edwards asked if three months was sufficient. John Traylor, Fire Chief, stated that he would not preclude the employee from taking the full year, however in this case, it doesn't appear it will take that long. The treatment the employee went through has put him in a situation where he is either recovering or in remission. It appears that from his treating physician's standpoint he can be released to duty. We are in the process of getting that confirmed from a City physician. He further stated that he didn't believe that it would take a year, and was reluctant to ask for a year because it could cause other problems in the workplace.

In response to a question from Vice Chair Edwards, Chief Traylor stated six months would be sufficient, but preferred three months.

Mr. Dukellis, in response to a question from Commissioner Theberge, stated recent information showed the employee returning to work very soon, but that the City was just waiting for the written report. Chief Traylor added that the process started sometime back and since then the City has received additional information that leads him to believe that the employee is returning to work right away.

Commissioner Theberge asked when the leave request was approved by the department director and Director of Administrative Services. Mr. Dukellis stated that it was approved in August, however, the doctor's appointment was less than two weeks ago.

Leslie Suelter, Director of Administrative Services, indicated that it seemed the Commission was struggling with the intent of staff coming to the Civil Service Commission. She stated that the rules require the City to have, on record, any special leave approved by the Commission. In this particular case, the employee has already exhausted his leave and is into additional leave, which is beyond what the department director and Human Resources has the authority to extend.

Commissioner Theberge stated that the request was originally for one year, but asked if the leave should be approved for a shorter period of time given the current medical information.

Chief Traylor said that subsequent to approving the request, the employee's physician had released him to return to duty, he had completed an evaluation done by a City physician and that the department was currently working on the return-to-work status.

Commissioner Bella asked if three months with a provision for a three-month extension would be sufficient. Chief Traylor stated that would be acceptable.

Commissioner made a new motion to approve special leave for three months with a provision for a three-month extension without the approval of the Civil Service Commission. Commissioner Theberge seconded the motion. The motion was approved by unanimous vote.

OTHER BUSINESS: None.

PERSONNEL RECRUITMENT SCHEDULE: Mr. Dukellis noted that the Personnel Recruitment Schedule was attached.

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. Commissioner Edwards asked if the change made today would impact the expiration dates of the lists. Mr. Dukellis said it would not.

ADJOURNMENT

Commissioner Bella moved for adjournment. Seconded by Commissioner Theberge. The motion passed unanimously. The Civil Service Commission meeting adjourned at 5:58 p.m.

ELAINE EDWARDS, VICE CHAIR
CIVIL SERVICE COMMISSION