

CIVIL SERVICE COMMISSION MINUTES

April 5, 2023

A meeting of the Civil Service Commission was held at 2:33 p.m., in-person in room 402-A at the County Administration Center; 1600 Pacific Hwy.; and via Videoconference/Teleconference.

Present:

Melissa Johnson
Will Rodriguez-Kennedy
Peter B. Smith

Absent:

Bryan J. Fletcher
Ira Sharp

Comprising a quorum of the Commission

Support Staff Present:

Todd Adams, Executive Officer
Morgan Foley, Commission Legal Advisor

Approved
Civil Service Commission
May 3, 2023

**SAN DIEGO COUNTY CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
APRIL 5, 2023**

CLOSED SESSION: No Items for Discussion

2:30 p.m. OPEN SESSION: County Administration Center, 1600 Pacific Highway, 4th Floor, Room 402A, San Diego, California, or Videoconference/Teleconference

Notice pursuant to Government Code Section 54954.2.

OPEN SESSION AGENDA

In-Person and Videoconference/Teleconference

ORDER OF BUSINESS

A. ROLL CALL

Present: Johnson, Rodriguez-Kennedy, Smith

Absent: Fletcher, Sharp

B. APPROVAL OF MINUTES: Regular meeting of March 1, 2023.

Motion by Commissioner Rodriguez-Kennedy to approve the minutes of March 1, 2023; seconded by Commissioner Smith.

Motion carried with all Commissioners present in favor.

C. NON-AGENDA PUBLIC COMMENT:

None.

D. AGENDA ITEM DISCUSSION:

Agenda item #2 was pulled for discussion.

E. FORMATION OF CONSENT AGENDA

Item Nos. 1, 3 & 4 formed the Consent Agenda.

Motion by Commissioner Smith to approve the Consent Agenda; seconded by Commissioner Rodriguez-Kennedy.

Motion carried with all Commissioners in favor.

F. **DISCUSSION ITEMS**

Item No. 2 was pulled for discussion.

AGENDA ITEMS

CONFIRMATION OF ASSIGNMENT

1. Commissioner Smith: Adriana Meza, Representation Specialist, SEIU Local 221, on behalf of **2023-016**, former Protective Services Worker, appealing an Order of Removal and Charges from the Health and Human Services Agency.

Confirmed.

SELECTION PROCESS

Appeals

2. **2023-017**, Administrative Analyst I, Health and Human Services Agency, appealing the Department of Human Resources' determination that she does not meet the minimum qualifications for the classification of Administrative Analyst II.

RECOMMENDATION: Deny request for a selection process appeal hearing

The appellant spoke regarding why she is qualified for the Administrative Analyst II classification. Appellant stated that her work at the County and duties assigned to her during this period is adequate professional experience to be placed on the hiring list for Administrative Analyst II.

Susan Rumley, Senior HR Analyst, noted that the previous positions in which the appellant held were clerical and did not meet the professional experience requirements of the Administrative Analyst II classification. However, if she remains in her current position as an Administrative Analyst I for the required time, then she will be qualified to be placed on the list.

Commissioner Smith motioned to deny appellant's request for a selection process hearing. This motion was not seconded.

Motion failed.

Commissioner Rodriguez-Kennedy motioned to grant appellant's request for a selection process hearing, seconded by Commissioner Johnson.

Motion carried with 2 Commissioners in favor and 1 opposed.

Commissioner Johnson assigned as hearing officer.

Findings

3. **2023-018**, Applicant, appealing the Department of Human Resources' removal of her name from the employment list for Deputy Sheriff Cadet-Detentions/Court Services.

4. **2023-019**, Applicant, appealing the Department of Human Resources' removal of her name from the employment list for Deputy Sheriff Cadet-Detentions/Court Services.

RECOMMENDATION: Ratify item nos. 3 & 4. Appellants have been successful in the appellate process provided by Civil Service Rule 4.2.2 and their names have been returned to the employment list.

Ratified.

ADJOURNED: 3:12 p.m.

ASSISTANCE FOR THE DISABLED:

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