

# AGENDA

CITY OF NATIONAL CITY  
CIVIL SERVICE COMMISSION

## REGULAR MEETING

5:30 P.M., Thursday, JULY 13, 2017  
Civic Center, Large Conference Room, 2<sup>nd</sup> Floor  
1243 National City Blvd.  
National City, California 91950

UPON REQUEST, THIS AGENDA CAN BE PROVIDED IN ALTERNATIVE FORMAT TO ACCOMMODATE ANY INDIVIDUAL NEEDS. PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT (619) 336-4300 OR BY E-MAIL AT [hr@nationalcityca.gov](mailto:hr@nationalcityca.gov) TO REQUEST ACCOMMODATION, INCLUDING ANY AUXILIARY AIDS OR SERVICES.

1. **CALL TO ORDER AND ROLL CALL**
  - Chairperson Garcia
  - Commissioner Coyote
  - Commissioner Sendt
  - Vice Chairperson Courtney
  - Commissioner Puhn
2. **SALUTE TO THE FLAG**
3. **PUBLIC COMMUNICATIONS**
4. **APPROVAL OF MINUTES**
  - A. Regular Meeting of March 9, 2017
  - B. Regular Meeting of May 11, 2017
5. **REPORTS FOR FILE**
  - A. Personnel Report
  - B. Report of Vacancies
6. **UNFINISHED BUSINESS**
  - A. Commission to approve absence of Commissioners Coyote and Sendt from Civil Service Regular Meeting of March 9, 2017 (per CS Bylaws Article III, Section 6)
  - B. Continuation of Appeal of Examination Results from Firefighter Steven Cesnauskas (per CS Rules, Section 317(b)-Review and Appeal)
7. **NEW BUSINESS**
  - A. Request for Suspended Competition: Request to suspend Civil Service III – Applications, Examinations and Eligible Lists in the appointment of incumbent employees to reclassified position
  - B. Request to Exempt the Assistant Police Chief Classification from Civil Service
  - C. Action Item: Request to Shorten Probationary Period to Six (6) Months: Ma. Cecilia Martinez, Police Dispatcher
8. **STAFF COMMENTS**
9. **COMMISSIONER COMMENTS**
10. **ADJOURNMENT**



CITY OF NATIONAL CITY  
M E M O R A N D U M

DATE: July 13, 2017

TO: City of National City Civil Service Commission

FROM: Stacey Stevenson, Deputy City Manager

SUBJECT: Continuation of Appeal of Examination Results from Firefighter Cesnauskas (per CS Rule 317(b)-Review and Appeal)

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#### BACKGROUND

In an agenda item, on May 11, 2017, the City of National City Civil Service Commission heard an appeal from City of National City Firefighter Steven Cesnauskas. Mr. Cesnauskas exercised his right to appeal his score and components of the process from the February, 2017 Fire Engineer promotional testing process administered jointly by the Human Resources and Fire Departments. Having heard from Firefighter Cesnauskas and representatives of the Human Resources and Fire Departments related to this matter, the Commission directed staff to obtain a neutral review of the testing process.

#### DISCUSSION

##### The Process

Following the Commission direction, staff receive the assistance of City of Chula Vista Fire Battalion Chief Sean Lowery and City of National City Fire Captain James Stiles, representing the National City Firefighters' Association. Said individuals (reviewers) conducted their reviews independently. Prior to conducting their reviews, they received a brief introduction that included the instructions/overview that had been given to the raters of the performance portion of the testing process. For their review, they were each given access to the written test, including the written instructions that the candidates received at the time of the written test; the answer key for the written; the rater sheets for the practical test, including the script that the raters were to follow and the scoring guidelines; Firefighter Cesnauskas' rating sheets from the performance test, and Firefighter Cesnauskas' written appeal. The written appeal was provided to assist

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the reviewers in evaluating the specific areas of concern noted by Firefighter Cesnauskas without any unintended misinterpretation or filtering by Human Resources or Fire staff.

### Findings

The reviewers provided the following feedback (in order of Firefighter Cesnauskas' written appeal):

1. The written test – the timed test was cut short by 10 minutes to 2:20 hours.
  - The testing period was not shortened.
  - The cover sheet of the testing booklet provided to each candidate stated that the allotted testing time would be two hours and twenty minutes (2:20 hours).
  - All of the candidates had the same amount of time.
2. Multiple choice questions with incorrect answer options. Majority of hydraulic coefficients were non-departmental related.
  - The job announcement told candidates where the test would come from and what materials to study.
  - The testing materials included a “cheat sheet” with the proper coefficients to use in answering the questions.
  - When used, the formulas (coefficients) provided do provide the correct answers.
  - It is common to use the International Fire Service Training Association (IFSTA) based questions such as those used in this process.
3. Driving and Laddering the Building.
  - Address provided did not match the location name.
    - The rater was scripted to direct the candidates to 2700 E. 4<sup>th</sup> Street, the Pines Building.
    - It is common to be given the general “parent” address for a complex (as in this case, 2700 E. 4<sup>th</sup> Street). You must still be able to locate the actual building (as in this case, the Pines Building (2720 E. 4<sup>th</sup> Street)).
    - Firefighter Cesnauskas did receive points for getting to Paradise Village but he did not get the full points because he did not find the fire hydrant or the FDC for the 2720 (Pines) building.
    - There was another knowledge question of this same type on the test and Firefighter Cesnauskas failed to find that address as well.
  - Address requested was outside of city boundary.

Continuation of Appeal of Examination Results from Firefighter Cesnauskas (per CS Rule 317(b)-Review and Appeal)

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- Firefighter Cesnauskas should have known where he was going. The prompt read by the rater stated that the destination was the Chula Vista Fire District. It also stated “the Chula Vista address is...”.
- Other agencies, such as Chula Vista likewise have candidates drive outside of the city boundary.

*NOTE: as stated in the written response to Firefighter Cesnauskas and at the May 11, 2017 meeting, the issue with the Thomas Guide was discovered during the testing process and all candidates, including Firefighter Cesnauskas, were awarded the points for that component. The reviewers were also notified of this.*

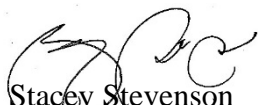
4. Pumping evolution. Did not address question on option settings after repeated requests.
  - It appears that Firefighter Cesnauskas did not listen to what the rater told him.
  - The reviewers considered whether his answer would have been correct at either high or low pressure. His answer was incorrect for both.
  - Firefighter Cesnauskas might not know what the term elevation means. He did not recognize that he was told to pump to a certain nozzle pressure.

The reviewers provided additional insights as follows:

- The test raters were consistent.
- The test rater comments were very convincing.
- Liked that the test raters had the ability to give discretionary points.
- The test prompts make sense; they were not tricky.
- The test was very fair.
- No inconsistencies were found.
- Providing the list of study resources on the job announcement is applauded.
- How others performed is relevant.

#### RECOMMENDATION

Based on the above, given that the independent reviewers found no flaws in the process that would have adversely effected Firefighter Cesnauskas or any of the other candidates, staff recommends that the Commission deny the appeal.

  
Stacey Stevenson  
Deputy City Manager



CITY OF NATIONAL CITY  
M E M O R A N D U M

DATE: July 13, 2017

TO: City of National City Civil Service Commission

FROM: Stacey Stevenson, Deputy City Manager

SUBJECT: Request for Suspended Competition

Request:

Suspend recruiting and testing requirements called for under Civil Service Rule III, Application, Examination and Eligible Lists, and appoint the following individuals without competition to their reclassified positions:

Name	Department	Current Classification	Proposed Classification
Hernandez, Guadalupe	Library	Library Technician	Senior Library Technician
Marmolejo, Maria	Library	Library Technician	Senior Library Technician

Discussion:

The Municipal Employees' Association (MEA) labor group requested a class study of all the positions within the Library. Upon receiving the request, the Human Resources Department completed classification studies of the various positions. In doing so, it was determined that the highest level duties performed by the incumbents of these two positions are beyond the intent of their current classification: Library Technician. In reviewing the classification plan, it was determined that the appropriate classification for the two positions is that of Senior Library Technician.

Based on the results of the classification study, it is the intent of the Human Resources Department to reclassify the two positions to Senior Library Technician. However, while staff can reclassify positions, staff cannot reclassify employees. The two mechanisms available to address the incumbents is to either have them apply for the reclassified positions in a competitive recruiting process or to suspend competition and appoint them to the positions, an action that can only be taken by the Civil Service Commission. The suspension of competition option is warranted for the following reasons:

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- The incumbents have been performing the higher level duties of the position at a satisfactory level or above for an extended period of time.
- It is not operationally feasible or effective to reassign these higher levels duties to other employees.
- To hire anyone other than the incumbents into the reclassified positions would result in layoffs of the incumbents.

Recommendation:

Based on the above, it is hereby requested that the Civil Service Commission suspend recruiting and testing requirements and appoint the following individuals without competition.

<b>Name</b>	<b>Department</b>	<b>Current Classification</b>	<b>Proposed Classification</b>
Hernandez, Guadalupe	Library	Library Technician	Senior Library Technician
Marmolejo, Maria	Library	Library Technician	Senior Library Technician

All other Civil Service Rules would remain applicable to the incumbents for the duration of employment in classifications governed by Civil Service.


  
 Stacey Stevenson



CITY OF NATIONAL CITY  
MEMORANDUM

DATE: July 13, 2017

TO: City of National City Civil Service Commission

FROM: Stacey Stevenson, Deputy City Manager 

SUBJECT: Request to Exempt the Assistant Police Chief Classification from Civil Service

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The City of National City command staff consists of the following classifications: Chief of Police, Assistant Police Chief, and Police Captain. Currently, the Assistant Police Chief and Police Captain classifications are categorized under Classified Service and thus governed by Civil Service. The request before the Commission is to exempt the Assistant Police Chief from Classified Service and Civil Service.

The Assistant Police Chief is second in command in the National City Police Department. On a daily basis, the position is responsible for direct oversight of all facets of the department's operations, overseeing, through subordinate supervisors, both sworn and non-sworn staff. Consistent with the nature of work performed by police departments, there is a high level of judgement and decision making, and political acumen required at this level, as well as a high consequence of error and an exceptional need to achieve and maintain the public's trust. As such, it is imperative that the Police Chief and the City Manager have the discretion to make efficient decisions related to incumbents of this classification. Further, while this position is the "number 2" in the department, the scope and complexity of the duties performed are on par with some of the City's department directors, all of whom are exempted from classified service.

Based on the above, staff recommends that the existing classification of Assistant Police Chief be exempted from Classified Service and Civil Service.

NATIONAL CITY POLICE DEPARTMENT  
MEMORANDUM

Date: May 23, 2017  
TO: Robert Rounds, Lieutenant  
FROM: Dan Hansen, Communications Supervisor  
SUBJECT: Shorten Probation Period Request- Cecilia Martinez

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Police Dispatcher Cecilia Martinez worked as a full time dispatcher for the National City Police Department (NCPD) continuously from April, 2008 to April 7, 2016. She left NCPD for a short period of time to be a full time dispatcher at the Chula Vista Police Department from April 7 2016 to July 5, 2016. She returned to NCPD as a full time dispatcher from July 6, 2016 to January 30, 2017. On January 30, 2017, she resigned from NCPD to take a position with a private company. Ms. Martinez remained with NCPD as a part-time Police Dispatcher from January 31, 2017 to February 13, 2017. On February 14, 2017, Ms. Martinez was re-hired as a full time Police Dispatcher with NCPD.

I am officially requesting Police Dispatcher Martinez be granted an abbreviated probation period of six months. The City of National City Civil Service Rules (section 408) states;

"At the discretion of the Department Head and with the approval of the City Manager and the Civil Service Commission, a probationary period may be completed in six months for promotional employees or employees having over 12 months previous experience with the City in that classification."

I am confident in Ms. Martinez' knowledge, skills, and abilities as a tenured dispatcher and recommend her probation period be shortened to six months.

I am requesting this memo be forwarded over to the Chief of Police (via chain of command) for approval.

*Approved*  
*[Signature]*  
6-19-17

*[Signature]*  
#360