CIVIL SERVICE COMMISSION
Agenda for Regular Meeting
5:30 P.M., Wednesday, November 12, 2025
City Hall, Large Conference Room,
2nd 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 TO REQUEST ACCOMMODATION, INCLUDING ANY AUXILIARY AIDS OR SERVICES.

1. CALL TO ORDER AND ROLL CALL

☐ Chairperson Wapnowski ☐ Vice Chair Sampsell ☐ Vacant
☐ Commissioner Clave ☐ Commissioner Werner

2. SALUTE TO THE FLAG

3. PUBLIC COMMUNICATIONS

You may provide written comments on agenda items via email at hr@nationalcityca.gov. Comments will be received until 3:30 pm on the day of the Civil Service Commission Meeting.

4. APPROVAL OF MINUTES

A. Regular Meeting of September 10, 2025

5. REPORTS FOR FILE

A. Personnel Report

6. UNFINISHED BUSINESS

A. Civil Service Commission Annual Report – Presentation December 2nd Council Meeting

7. NEW BUSINESS

A. Introduction of new Civil Service Commissioner, Robert Werner

B. Request to create the following classification:

Classification	Department
EMS Coordinator	Fire Department

8. COMMISSIONER COMMENTS

9. STAFF COMMENTS

10. ADJOURNMENT

Next Regular Civil Service Commission Meeting on Wednesday, January 14, 2026, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950

CITY OF NATIONAL CITY
HUMAN RESOURCES DEPARTMENT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE CIVIL SERVICE COMMISSION
September 10, 2025

CALL TO ORDER

The Regular Meeting of the Civil Service Commission was called to order at 5:31 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Wednesday, September 10, 2025.

ROLL CALL

COMMISSION MEMBERS PRESENT:	***Paul Wapnowski***, Chair ***Rafael Courtney***, Commissioner ***Wellington Clave***, Commissioner ***Commissioner -*** *Vacant*
COMMISSIONER ABSENT:	***Sean Sampsell***, Vice-Chairperson
STAFF PRESENT:	***Alicia Hicks,*** Human Resources Director ***Lizza Galindo-Rojas****, Executive Assistant* ***Ron Williams,*** *IT Manager*

SALUTE TO THE FLAG

Commissioner Clave led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

APPROVAL OF MINUTES

Regular Meeting of March 12, 2025

Regular Meeting of May 14, 2025

Action: Motion made by Courtney seconded by Clave, and unanimously carried to approve the regular meeting minutes.

REPORTS FOR FILE

Personnel Report

Action: Motion made by Wapnowski, seconded by Courtney, and unanimously carried to accept and file the Personnel Report as presented to the Commission.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Introduction of new Human Resources Director

Human Resources Director Alicia Hicks introduced herself and provided her background.

B. Request to revise the classification of Information Technology Technician (IT)

Ron Williams, IT Manager provided a background of the request, and answered questions from the Commission.

Action: Motion made by Wapnowski, seconded by Courtney, and unanimously carried to approve the request to revise the classification of Information Technology Technician.

C. Update on Closed Session Disciplinary Appeal Hearing:

Action: No discussion except to move the item to the next regular meeting in November under Closed Session.

D. Civil Service Commission Annual Report

Action: HR Director Hicks to research the annual report requirements and process and report back to the Commission with findings about the annual report and determine which upcoming City Council meeting the Commission's annual report should be presented. Civil Service Commission to prepare the annual report for presentation to the City Council.

STAFF COMMENTS

None

COMMISSIONER COMMENTS

Commissioner Courtney expressed his term with the Commission had expired and he is not seeking to renew his term.

ADJOURNMENT

Action: Motion made by Wapnowski, seconded by Courtney , and unanimously carried to adjourn the regular meeting at 5:55 p.m., Wednesday, September 10, 2025 to the next regular meeting of the Civil Service Commission on Wednesday, November 12 at 5:30 p.m.

_____ _____

CHAIRPERSON DATE APPROVED

Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.

NATIONAL CITY CIVIL SERVICE COMMISSION

PERSONNEL REPORT

August 25, 2025 to October 15, 2025

Appointments

NAME	POSITION TITLE	DEPARTMENT	EFFECTIVE DATE	TYPE OF APPOINTMENT
Richard Shugrue	Property & Evidence Spec I	Police	09/02/2025	Career/Fulltime
Julian Perez	Maintenance Worker	Engineering & PW Dept.	09/02/2025	Career/Fulltime
Alan Arroyo	Custodian	Engineering & PW Dept.	09/16/2025	Career/Fulltime
Nardyezda Acosta Razo	Alarm Program Coordinator	Fire - Administration	09/30/2025	Career/Fulltime
Moses Bojorquez	Maintenance Worker	Engineering & PW Dept.	10/14/2025	Career/Fulltime
Stefanie Tellez	Public Information Officer	City Manager - Operations	10/14/2025	Career/Fulltime

Promotions

NAME	POSITION TITLE		DEPARTMENT	EFFECTIVE DATE
	From	To		
Emily Roranes	Senior Office Assistant	Executive Assistant II	City Manager - Operations	09/02/2025
Hector Hueso	Code Conformance Officer I	Code Conformance Officer II	Neighborhood Services	09/02/2025
David Welch	Associate Planner	Principal Planner	Planning	09/02/2025
David McEachern	Community Dev Spec II	Community Development Spec III	Housing Grants - Housing	09/02/2025
Nancy Valdivia-Ochoa	Executive Assistant	Community Development Spec II	Housing & Grants - Housing	09/02/2025

Separations

NAME	POSITION TITLE	DEPARTMENT	EFFECTIVE DATE	TYPE OF SEPARATION
Germi Morrison	Police Officer	Police	08/25/2025	Resignation
Dong Damon	Information Tech Technician	City Manager - IT Division	09/01/2025	Retirement
Brian Hadley	Deputy City Manager	City Manager - Operations	09/04/2025	Retirement
Joanne McGhee	Community Services Manager	Community Services	09/08/2025	Resignation
Ronaldo Fernandez Perez	Police Officer	Police	09/18/2025	Resignation
Zovek Carrillo	Police Officer	Police	09/23/2025	Resignation
Maximiliano Avila	Police Dispatcher	Police	09/24/2025	Failure of Probation
Alejandro Ocampo Huerta	Police Officer	Police	10/07/2025	Failure of Probation

Emergency Medical Services (EMS) Coordinator	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the general direction assists in planning, coordinating, monitoring, and evaluating the National City Fire Department Emergency Medical Services (EMS) Program; oversees and administers the EMS Quality Assurance/Quality Improvement (QA/QI) Program and the EMS education; ensures program compliance with pertinent Federal, State, and Local Rules and Regulations. Performs a variety of technical and administrative work in support of assigned programs, including serving as liaison to, coordinating with, and providing assistance to other divisions, departments, and outside agencies; and functions as technical expert on medical and EMS issues.

EXAMPLES OF TYPICAL DUTIES

Examples of duties performed by employees in this class may not include all required duties, nor are listed tasks necessarily performed by everyone in this class.

Develops, implements, and evaluates EMS programs and continuing education for paramedics and EMTs. Maintains and implements the continuous Quality Improvement program; evaluates and analyses EMS needs, trends and system effectiveness and makes recommendations for improvement. Serves as the Designated Infectious Control Officer (DICO) and coordinates with hospitals to obtain follow-up data; assists personnel with exposure management plan of care. Serves as liaison with state and local regulatory agencies, base hospital personnel, paramedic receiving center hospital personnel, other fire agencies, paramedic training institutions, the general public and other agencies/individuals regarding EMS programs. Assists in the development of policies and procedures relating to EMS delivery.
Collaborates with the Medical Director, the EMS Battalion Chief, and other personnel in matters relating to Emergency Medical Services. Maintains and implements the Exposure Control Plan.
Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Experience and Training

Experience: Three (3) years of increasingly responsible experience in emergency medical services coordination, field paramedic operations, EMS program management.

Education: Associate's degree from an accredited college or university in Emergency Medical Services, Fire Services Public Administration or closely or related field or a minimum of 60 college semester units from an accredited college or university or a related field.

Bachelor's Degree in Nursing, Public Administration, Emergency Services, or a related field from a college or university preferred.

License/Certificate: Must provide, possess, and maintain a valid class "C" State of California Driver's License (or higher) at time of employment.

Experience working in a pre-hospital care system and/or emergency department; experience as a Mobile Intensive Care Nurse (MICN), Pre-Hospital Care Instructor/Program Manager or Base Hospital Coordinator is highly desirable

As a condition of continued employment:

Must be able to obtain status as an approved provider of ALS and BLS continuing education in San Diego County.

Certification as instructor for ACLS, BLS, PHTLS, and PEPP or PALS must be obtained within one (1) year of appointment

Successful completion of Incident Command System 100, 200, 700, & 800 is required within three (3) months of appointment.

Knowledge of:

- Emergency pre-hospital medical care system, practices, and procedures.
- Principles and practices of emergency medical services program development, evaluation, and implementation.
- Continuous quality improvement and infectious control practices and procedures
- ICS/NIMS structure and emergency operations procedures.
- Applicable federal, state and local laws, codes and regulation
- HIPPA Compliance
- Public administration, budgeting, program evaluation methods.

Ability to:

- Establishing and maintaining effective working relationships with managers, fellow employees, and the general public.
- Collaborate with various stakeholders; fully participate as a contributing member of a highly functioning team
- Research and compile technical data; analyze data and make recommendations on EMS programs and effectiveness.
- Communicate clearly and effectively both orally and in writing.
- Exercise sound judgement and maintain composure in emergency and high stress situations
- Operate a computer to utilize word processing, spreadsheet, and electronic patient care platforms.

- Manage deadlines and exercise independent judgment and consult with management when appropriate.

Working Conditions:

Work is performed both in office and field environments, with exposure to emergency conditions, biohazards and weather extremes. May be required to work extended hours, weekends or during emergencies.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Upon review and request

While performing the duties of the job, the employee is regularly required to:

Essential and marginal functions requiring maintaining physical condition necessary for strenuous work and frequent bending, turning, reaching, grasping, kneeling, standing, sitting and walking; the employee is occasionally required occasionally lift and/or move up to 20 pounds and occasionally up to 30 pounds. Specific vision abilities required by this job include close vision, distant vision, and ability to adjust focus through use of corrective lenses, as necessary