



**CIVIL SERVICE COMMISSION  
Agenda for Regular Meeting  
5:30 P.M., Wednesday, May 13, 2026  
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](mailto:hr@nationalcityca.gov) TO REQUEST ACCOMMODATION, INCLUDING ANY AUXILIARY AIDS OR SERVICES.*

**1. CALL TO ORDER AND ROLL CALL**

- Chairperson Wapnowski       Vice Chair Sampsell       Commissioner Clave  
 Commissioner Magana       Commissioner Werner

**2. SALUTE TO THE FLAG**

**3. PUBLIC COMMUNICATIONS**

**You may provide written comments on agenda items via email at [hr@nationalcityca.gov](mailto: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 March 11, 2026

**5. REPORTS FOR FILE**

- A. Personnel Report

**6. UNFINISHED BUSINESS**

- A. None

**7. NEW BUSINESS**

- A. Introduction of new Acting Human Resources Director, Conchita Waite  
B. Request to revise the following classification:

**Classification**  
Director of Finance

**Department**  
Finance

**8. COMMISSIONER COMMENTS**

**9. STAFF COMMENTS**

**10. ADJOURNMENT**

Next Regular Civil Service Commission Meeting on Wednesday, July 8, 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

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**MINUTES OF THE REGULAR BUSINESS MEETING OF THE  
CIVIL SERVICE COMMISSION  
March 11, 2026**

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**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, March 11, 2026.

**ROLL CALL**

COMMISSION MEMBERS PRESENT: *Paul Wapnowski*, Chair  
*Sean Sampsell*, Vice-Chairperson  
*Wellington Clave*, Commissioner  
*David Magana*, Commissioner  
*Robert Werner*, Commissioner

STAFF PRESENT: *Alicia Hicks*, Human Resources Director  
*Lizza Galindo-Rojas*, Executive Assistant

**SALUTE TO THE FLAG**

Commissioner Sampsell led the pledge of allegiance to the flag.

**PUBLIC COMMUNICATIONS**

None

**APPROVAL OF MINUTES**

Regular Meeting of November 12, 2025

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

**REPORTS FOR FILE**

**Personnel Report**

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

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A. Introduction of new Civil Service Commissioner David Magana**

Commissioner Magana introduced himself and provided his background.

**CLOSED SESSION**

**Action:** Motion made by Wapnowski, seconded by Werner to continue and schedule new dates for Appeal Hearing for April 14-15, 2026 at 4:30pm.

**STAFF COMMENTS**

None

**COMMISSIONER COMMENTS**

None

**ADJOURNMENT**

**Action:** Motion made by Wapnowski, seconded by Werner, and unanimously carried to adjourn the regular meeting at 6:03 p.m., Wednesday, March 11, 2026 to the next regular meeting of the Civil Service Commission on Wednesday, May 13 at 5:30 p.m.

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CHAIRPERSON

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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.*

# 5A.1

## NATIONAL CITY CIVIL SERVICE COMMISSION

### **PERSONNEL REPORT**

February 18, 2026 to March 31, 2026

#### *Appointments*

NAME	POSITION TITLE	DEPARTMENT	EFFECTIVE DATE	TYPE OF APPOINTMENT
Anthony Lemonds	Community Services Manager	Community Services	03/10/2026	Career/Fulltime
Peter Ebert	Firefighter	Fire	03/17/2026	Career/Fulltime
Nikoli Labsan	Firefighter	Fire	03/17/2026	Career/Fulltime
Kyle Ohlson	Firefighter	Fire	03/17/2026	Career/Fulltime
Evan Sullivan	Firefighter	Fire	03/17/2026	Career/Fulltime

#### *Promotions*

NAME	POSITION TITLE		DEPARTMENT	EFFECTIVE DATE
	From	To		
Eduardo Sanchez	Fire Inspector II	Deputy Fire Marshall	Fire	03/03/2026
Robert Drew	Deputy Fire Marshall	Division Chief	Fire	03/03/2026
Sophia Depew	Assistant Planner	Associate Planner	Planning	03/17/2026
Chance Knight	Information Technology Analyst	Senior Information Technology Analyst	Police	03/31/2026

#### *Separations*

NAME	POSITION TITLE	DEPARTMENT	EFFECTIVE DATE	TYPE OF SEPARATION
Hector Hueso	Code Conformance Officer II	Community Development	03/30/2026	Resignation

<b>DIRECTOR OF FINANCE</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved: July 1, 1994</b>

**DEFINITION**

Under general administrative direction of the City Manager, to plan, develop, organize, and direct the investments, financial accounting, central collections, and business license activities of the City; coordinate the development, preparation, and administration of the City budget; develop plans, goals, and objectives to improve departmental services; advise the City Manager in financial matters and activities supervised; serve as the primary City authority on financial matters; [serve concurrently as and fulfill the duties and obligations of the City Treasurer as required by State law and the National City Municipal Code](#); participate as a member of the City's management team in the consideration of general City policies, programs, and concerns; oversee and coordinate the City's data processing functions; and perform related work as required.

**EXAMPLES OF TYPICAL DUTIES**

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Supervises the disbursement of funds and establishes and maintains controls to ensure that budget appropriations are not exceeded; directs the collection of City taxes, assessments, fees, revenues, and all other monies received; develops and implements City policies, procedures, and strategies for investments; conducts complex studies and forecasts to develop a City-wide budget in coordination with the City Manager; establishes, reviews, and maintains a system of financial procedures, methods, accounts, and controls; [serve as City Treasurer and perform the duties in accordance with applicable provisions of State law or the National City Municipal Code, including administration of appeals and disputes over business license taxes](#); supervises the receipt, deposit, investment, and disbursement of all City monies together with records thereof; develops department goals and objectives and institutes processes for their achievement; supervises and directs the planning, organizing, and maintenance of control accounting systems, including pre-audit, internal audit, posting of expenditures and revenues, fiscal and capital budget, improvement bond administration, payroll, investment program, assessments, bond indebtedness, and other related activities; supervises the preparation of or prepares statements and reports on City financial affairs; directs the preparation of revenue, expenditure, debt, cost, and other statements; advises and makes presentations to the City Manager, City Council, and department directors on financial matters; serves as coordinator of the City's data processing functions, including responsibilities for the purchase of new equipment and modifications on existing systems; recommends amendments and revisions to license codes; plans audits of departments and units handling cash and maintaining subsidiary accounting records; prepares and administers the department operating budget; represents the department in contacts with other public and private agencies; performs other work as assigned.

## **MINIMUM QUALIFICATIONS**

**Training and Experience:** Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: a bachelor's degree in accounting, finance, public or business administration, or related field with a specialty in finance from an accredited college or university; and seven (7) years of increasingly responsible administrative experience involving accounting, public or business administration. A master's degree in public or business administration with an emphasis on municipal finance administration and certification as a public accountant are desirable.

**Knowledge and Skills in:** The theories, principles, and practices of finance administration and management; considerable knowledge of the laws and court decisions which relate to finance administration and management; working knowledge of the dynamics of City government and general problems faced; and knowledge of and ability to operate computers and computer programs.

**Ability to:** Plan, organize, and direct a variety of administrative activities, including finance, personnel, and management information services; develop comprehensive plans to satisfy future needs for departmental services; demonstrate supervisory and administrative ability; deal effectively with the general public, City departments and officials, and county, state, and federal government; and private agencies in coordinating activities and resolving problems.

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