

# AGENDA

CITY OF NATIONAL CITY  
CIVIL SERVICE COMMISSION

## REGULAR MEETING

5:30 P.M., Wednesday, NOVEMBER 10, 2021

## WEBINAR ONLY MEETING

<https://us06web.zoom.us/j/85862228585?pwd=R0xKc096N3Uwa3N1RHd3bnpOWnhZUT09>

*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                       Commissioner Coyote                       Commissioner Quintero  
 Vice-Chairperson Courtney                       Commissioner Luna

**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 10, 2021  
B. Regular Meeting of May 12, 2021  
C. Regular Meeting of July 14, 2021

**5. REPORTS FOR FILE**

- A. Personnel Report  
B. Report of Vacancies

**6. UNFINISHED BUSINESS**

**7. NEW BUSINESS**

- A. Request of Reclassification for Three (3) Administrative Services Employees (Admn. Services)  
B. Request of Reclassification for Three (3) Recreation Center Supervisors (Community Services)

**8. STAFF COMMENTS**

**9. COMMISSIONER COMMENTS**

**10. ADJOURNMENT**



## Civil Service Commission – Reclassification Request

September 8, 2021

### AGENDA ITEM:

Request of reclassification for three (3) Administrative Services employees

### PREPARED BY:

Molly Brennan, Administrative Services Director MB

### EXPLANATION:

Joining the City of National City team as Administrative Services Director in mid-June, I was tasked with reorganizing the staffing of the Human Resources and Finance Departments under a new Administrative Services umbrella. By reviewing existing staffing, workload, vacancies, and needs of the City, my recommendation includes reclassification of three (3) current employees. The attached organization chart reflects the positions and structure of the department. The personnel costs associated with the reclassifications are available within the Finance Department adopted budget. A summary of each reclassification request is outlined below.

#### **Request #1:** Reclassify Administrative Secretary to Executive Assistant IV

Current employee in position: Lizza Galindo-Rojas

In her role, Lizza handles a wide array of confidential information, such as internal and external investigations of other staff members, workers' compensation claims, COVID-19 exposures, and labor negotiations strategy and preparation. Her current role is not a confidential position. The other assistant/secretary classifications within the City that perform confidential functions are Executive Assistants. There are currently Executive Assistants within the Police Department, City Attorney's Office, Housing Authority, and City Manager's Office.

In addition to supporting the Human Resources Director and Human Resources staff, Lizza is now responsible for supporting the Administrative Services Director as well.

**Request #2:** Reclassify Accounting Assistant to Payroll Technician I

Current employee in position: Adella Salazar

Adella is currently performing the duties of a Payroll Technician I. In her previous role, Adella administered the City's business license program, a function that has since been outsourced to a contractor. This reclassification will provide greater operational effectiveness and payroll system enhancement.

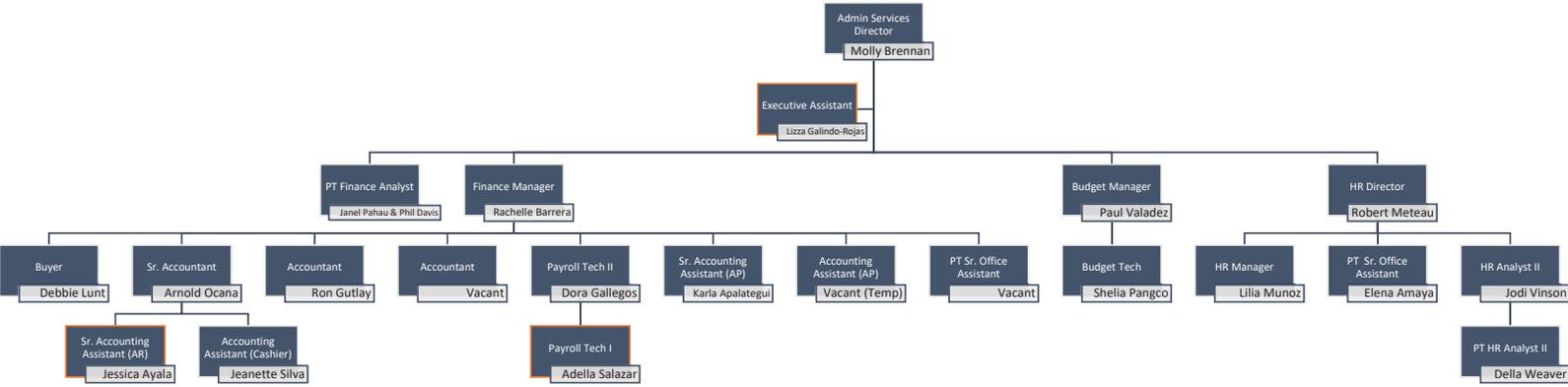
**Request #3:** Reclassify Accounting Assistant to Senior Accounting Assistant

Current employee in position: Jessica Ayala

Jessica has taken on tasks previously handled by an Accountant or the Senior Accountant, such as preparing and posting journal entries, tracking all accounts receivable due to the City, and serving as the main point of contact for the City's collection agency.



City of National City Administrative Services Department  
September 8, 2021





## Civil Service Staff Report

November 10, 2021

### ITEM

Requesting approval to reclassify three Recreation Center Supervisor positions to Recreation Supervisor within the Library and Community Services Department, with no fiscal impact.

### EXPLANATION

When Recreation Superintendent, Audrey Denham, started with the City in December 2014, there was one  $\frac{3}{4}$  time Recreation Supervisor, Maria Wright, with four part-time employees at the Kimball Senior Center. At the Casa De Salud Youth Center, there were three part-time employees and no Recreation Center Supervisor. Las Palmas Pool and Camacho Recreation Center were being operated by the YMCA; however, the YMCA was in the process of terminating their operating agreement with the City. There were four contract instructors providing programming for youth and adults at the MLK Community Center and El Toyon Recreation Center, but there was no supervision for these programs. For example, there was no staff on site to open and close the facility or ensure proper use of City equipment and facilities. Additionally, instructors had keys to come and go as they pleased and payments were sent directly to the Finance Department on an honor system. Special events were coordinated by the City Manager's Office with some support from Community Services staff. The Public Works Division managed all facility rentals at recreation centers. The Housing and Grants Department managed leases with non-profits and other organizations, such as, A Reason to Survive, the Boys and Girls Club and the National City Golf Course. Lastly, the Neighborhood Services Division answered the main Community Services phone line.

Since then, the Community Services Division has assumed operation and management of the following: Camacho Recreation Center, Las Palmas Pool, contract instructors with increased supervision, facility rentals at all recreation centers, ActiveNet to book facility rentals and register program participants, the City's quarterly newsletter, improved marketing techniques and strategies, and leases. Community Services manages the following leases and operating agreements: EXOS to operate Las Palmas Pool, Olivewood Gardens to operate Paradise Creek Community Garden, American Golf Corporation to operate the National City Golf Course, and the Boys and Girls Club lease. Additionally, Community Services took over the planning of all special events and added additional events to meet the needs of City Council and the residents. Community Services is also responsible for one-time events such as a grand openings, and supporting the Mayor's events and the Neighborhood Council Breakfast events. At one point, Recreation Center Supervisors had to provide aquatic programming at the National City Aquatic Center in addition to normally assigned duties. Over the past 7 years the department has continually expanded its workload. Although two Recreation Center Supervisor positions have

been added to the department, the duties have changed significantly since the positions were added. Each attached reclassification request includes a description of how duties have changed for each position.

**FISCAL IMPACT**

There is no fiscal impact. The increased expenses in full-time salaries will be covered by a savings in part-time salaries. With creative scheduling of part-time staff and recreation programs there will be no impact to the services the Library and Community Services Department can provide to the residents of National City. Below is a table outlining the current salaries as a Recreation Center Supervisor, the salaries as a Recreation Supervisor, and increased salary expenses.

Employee	Recreation Center Supervisor Annual Salary	Recreation Center Supervisor Annual Salary with Benefits	Recreation Supervisor Annual Salary	Recreation Supervisor Annual Salary with Benefits	Salary Increase	Total Increased Cost
Elyana Delgado (full-time)	\$55,245 Step E	\$89,002	\$58,552 Step D	\$92,261	5.98%	\$3,259
Juanita Castaneda (full-time)	\$55,245 Step E	\$89,002	\$58,552 Step D	\$92,261	5.98%	\$3,259
Maria Wright (3/4 time)	\$41,434 Step E	\$66,751	\$43,914 Step D	\$69,195	5.98%	\$2,444
<b>Total Increased Salary Expenses</b>						<b>\$8,962</b>

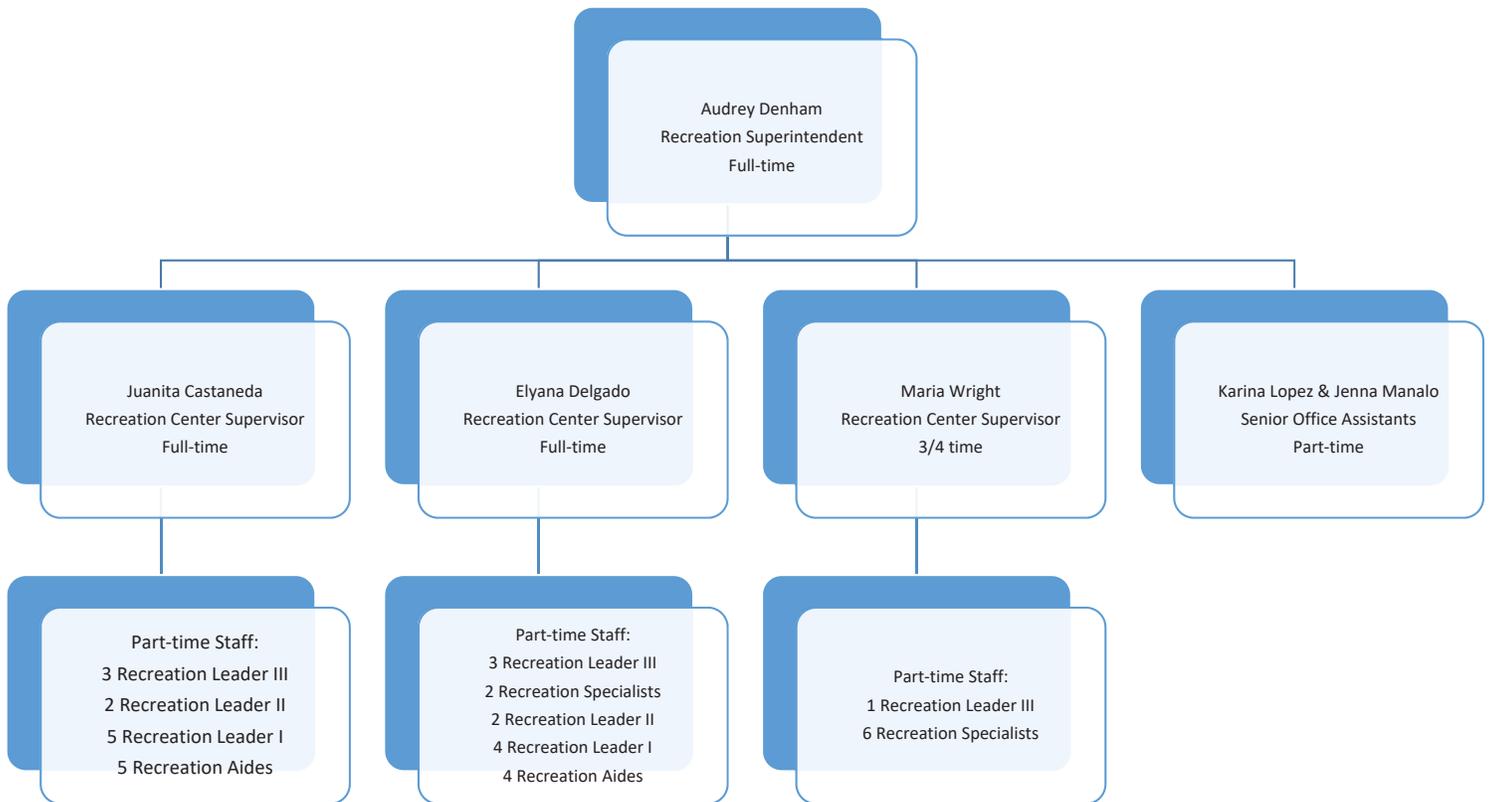
**RECOMMENDATION**

Approve the reclassification of three Recreation Center Supervisor positions to Recreation Supervisor within the Library and Community Services Department.

**ATTACHMENTS**

1. Community Services Division Organization Chart

## Community Services Org Chart 2019



<b>Rec Center Supervisor: Juanita Castaneda</b>	<b>Title</b>	<b>Hired</b>
Aldyn Delgado	Recreation Leader III	09/19/2019
Mayra Olson	Recreation Leader III	04/06/2021
Vacant	Recreation Leader III	
Brandon Wright	Recreation Leader II	05/28/2013
Johnnie Morris Jr.	Recreation Leader II	04/10/2018
Raquel Reyes	Recreation Leader I	09/12/2019
Alexis Diaz De Leon	Recreation Leader I	04/06/2021
Vacant	Recreation Leader I	
Vacant	Recreation Leader I	
Vacant	Recreation Leader I	
Vacant	Recreation Aide	

<b>Rec Center Supervisor: Elyana Delgado</b>	<b>Title</b>	<b>Hired</b>
Michelle Rodriguez	Recreation Leader III	9/19/2019
Jessica Soriano	Recreation Leader III	10/27/2016
Vacant	Recreation Leader III	
Vacant	Recreation Specialist E-Sport Coordinator	
Vacant	Recreation Specialist E-Sport Coordinator	
Carlos Carrillo	Recreation Leader II	01/19/16
Joshua Perez	Recreation Leader II	9/12/2021
Breana Rodrigues	Recreation Leader I	02/26/2019
Saul Hernandez	Recreation Leader I	04/06/2021
Vacant	Recreation Leader I	
Vacant	Recreation Leader I	
Jonah Arcelona	Recreation Aide	09/19/2019
Yaneli Gonzalez	Recreation Aide	04/06/2021
Vacant	Recreation Aide	
Vacant	Recreation Aide	

Rec Center Supervisor: Maria Wright	Title	Hired
Vacant	Recreation Leader III	
Anthony Martinez	Recreation Specialist	3/13/19
Patricia Diaz	Recreation Specialist	3/20/19
Vacant	Recreation Specialist	