

**\*\* AMENDED \*\***

**AGENDA**

**CITY OF NATIONAL CITY  
CIVIL SERVICE COMMISSION**

**REGULAR MEETING**

**5:30 P.M., Wednesday, JULY 8, 2020**

**ONLINE ONLY MEETING**

**LIVE WEBCAST**

<https://www.nationalcityca.gov/webcast>

**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**

- |  |  |
|--|--|
| <input type="checkbox"/> Chairperson Wapnowski     | <input type="checkbox"/> Commissioner Coyote |
| <input type="checkbox"/> Vice-Chairperson Courtney | <input type="checkbox"/> Commissioner Puhn   |

**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 3:00 pm on the day of the Civil Service Commission Meeting.

**4. APPROVAL OF MINUTES**

- A. Regular Meeting of March 11, 2020

**5. REPORTS FOR FILE**

- A. Personnel Report  
B. Report of Vacancies

**6. UNFINISHED BUSINESS**

**7. NEW BUSINESS**

- A. Request to create a new classification titled Deputy City Clerk  
B. Request to create a new classification titled Part-Time Call Taker

**8. STAFF COMMENTS**

**9. COMMISSIONER COMMENTS**

**10. ADJOURNMENT**

<b>DEPUTY CITY CLERK (Unrepresented – Management Group)</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved:</b>

**DEFINITION**

Under general direction, to implement and maintain the public records management and retention schedule functions; prepares and maintains minutes of the City Council and other administrative bodies; serve as the custodian of records and official City documents; prepare for and conduct elections; supervise staff; and perform related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is an unrepresented, advanced journey-level management position reporting directly to the City Manager or designee. The incumbent exercises independent judgment and supervisory authority in planning and organizing to ensure the proper handling of City records and the other essential duties. Acts as City Clerk in absence of the City Clerk as directed.

**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.

- Oversees and maintains the official records for the City.
- Prepares Ordinances, Resolutions, and other City documents for certification.
- Administers and maintains the National City Municipal Code.
- Serves as the Elections Official, administers and coordinates General and Special Elections.
- Maintains a records management system and records retention schedule for records of the City, and works closely with City departments to ensure their compliance with all records management and retention schedules.
- Prepares minutes for City Council, Housing Authority and other administrative bodies.
- Records and maintains legislative actions of City Council meetings on document imaging and computer software systems.
- Analyzes new approaches to electronic management and public access of City records.
- Receives petitions relating to initiative, referendum, or recall and administers the process on behalf of the City.
- Serve as filing officer for campaign disclosure statements and statement of economic interests under the Political Reform Act.
- Accepts subpoenas and all claims filed with the City, and maintains a log.
- Processes documents for filing with the County Recorder's Office (deeds, liens, etc.).
- Performs administrative duties related to street vacations, annexations, unsafe/substandard property, nuisance proceedings, hazardous materials incidents, abandoned vehicles, and weed and sewer abatement.
- Sets public hearing before the City Council and provides notice as required by law.

- Maintains appointive list of all City Commissions/Boards, including list of interested applicants and coordinates appointment process; advises City Council on term expirations; and administers oaths or affirmations of office.
- Provides support to City boards and commissions, when necessary.
- Performs research and responds to inquiries from the public and staff requesting public records.
- Maintains contracts, bonds, insurance certificates, etc., for projects in the City.
- Registers voters.
- Manages all incoming and outgoing central mail for City Hall.
- Performs related duties as required.

### **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 public or business administration, information technology, records management, or closely related field from an accredited college or university; and at least three (3) years of office and records management experience, including two (2) years supervisory experience. Proficiency in computer systems and certification as a municipal clerk are highly desirable.

**Knowledge and Skills in:** City, state, and federal laws and processes as they relate to the City Clerk's office and City Council; ability to compose correspondence on official actions with appropriate reference to City codes; extensive knowledge of modern office management principles, procedures, and methods including computers and supporting word processing, equipment, and records management and retention; ability to deal effectively and courteously with City and other agency staff and the public; demonstrated supervisory and administrative ability; excellent proofreading skills; effective oral and written communication skills; willingness to stay current in modern office practices and recommend changes in equipment; working knowledge of election and related laws and with political reform requirement.

**Ability to:** Interpret and apply laws, rules, and regulations relating to the various aspects of City government; analyze and solve problems of organization and management; maintain complex records, including filing, storage, retrieval, and disposal of documents; train and supervise subordinate employees; communicate clearly and concisely, both orally and in writing; work independently and with minimal supervision; establish and maintain effective working relations with elected and appointed officials, the public, and all levels of staff.

**LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS**

A current license as a Notary Public issued by the State of California at the time of appointment. Certification as a Municipal Clerk (CMC) is required within one (1) year of employment.

Possession of a valid California Class C driver's license or other means that would allow for the ability to commute to meetings, conduct site visits, and attend other special events throughout the county.

<b>PART-TIME CALL TAKER (Unrepresented – Part-Time)</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved:</b>

**DEFINITION**

Under general supervision, receives, evaluates, and transmits emergency and non-emergency telephone and radio messages for public safety assistance (police and fire/paramedics); perform a variety of general clerical processing and maintaining of Police Department records; and perform related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is an entry level class in the Police Dispatcher series. A Call Takers primary function is to receive by telephone and radio and relay information and requests for service.

**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.

Answers emergency and non-emergency calls via telephone, teletype or automatic alarm systems; monitors alarm systems, receives information from other jurisdictions and relays messages. Monitors radio receiver for all communications concerning Police department; maintains two-way radio communications with emergency cars and other emergency units on assignments; maintains contact with all field personnel; receives emergency and other-type messages, secures and records/logs all information regarding type of emergency or incident, exact location, and other pertinent information; monitors mutual aid radio channels; keeps supervisor informed of general activities and emergency calls or situations; may train other personnel in the techniques and use of the department's communication equipment.

**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: graduation from high school or GED equivalent; and at least six (6) months experience providing information and assistance to the public by means of telephone or radio communications. Previous emergency service communications experience is desirable.

**Knowledge and Skills in:** Correct English usage; techniques, procedures, and methods used in operation of a public safety communications center, including telephone and radio communications; emergency (911) systems operation; State and local law enforcement procedures, practices, criminal codes, statutes and ordinances; geography of San Diego County, City and environs; appropriate agencies for handling of public safety complaints, problems, and/or emergencies; telephone, office, and online etiquette; current technology and trends in the profession.

**Ability to:** Learn the rules and regulations of the Federal Communications Commission, which governs the operation of radio transmitters or receivers. Effectively operate telephone, two-way voice radio console, computer terminal, and other related telephone equipment or systems in the Communications center; elicit from and explain information effectively and accurately to a wide variety of callers including local government officials and the general public; reason clearly, analyze situations accurately and adopt /develop effective course of action under both emergency and non-emergency circumstances; maintain professional demeanor and response in handling sensitive, provocative, and/or emergency calls/callers; document facts accurately, legibly, and completely under pressure of multiple/emergency call situations; work effectively/accurately with codes and coded information; read, interpret, and communicate map information correctly; communicate effectively with a variety of individuals representing diverse cultures and backgrounds, and function calmly in situations that require a high degree of sensitivity, tact and diplomacy; establish effective working relationships with management, employees, employee representatives, and the public; provide prompt, efficient and accurate, complete, and up-to-date information, in a courteous and timely manner.

**LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS**

Possession of a valid California Class C driver's license is required at the time of appointment, and must be maintained throughout employment in this position.