



AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO December 10, 2007 5:15 P.M.

CHAIR
Marc Fox

COMMISSIONERS
Frank Jackson
Donald Jordan
Connie Klimisch
Michael Preovolos

CITY HALL
CITY COUNCIL CHAMBERS
555 Santa Clara Street
Vallejo, CA 94590

RULES OF CONDUCT FOR ADDRESSING THE CIVIL SERVICE COMMISSION: Complete a "Request to Address the Civil Service Commission" card. After receiving recognition from the Chairperson please walk to the rostrum, state your name and address, and proceed to comment upon the agenda item you wish to discuss. No member of the audience will be called upon to address the Civil Service Commission on any subject during the time the members are discussing the item. Following the discussion and prior to a vote, the Chairperson will recognize any member of the audience who wishes to speak on the subject. Members of the public may comment on Consent Calendar items during Community Forum.



Requests for disability modifications or accommodations, aids or services may be made by a person with a disability to the Department of Human Resources no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. The Department of Human Resources may be contacted as follows:
Telephone: (707) 553-7211, FAX: (707) 648-5292 or e-mail: llofton@ci.vallejo.ca.us

1. CALL TO ORDER
2. FLAG SALUTE
3. ROLL CALL
4. WRITTEN COMMUNICATIONS
 - A. RECRUITMENT AND CLASSIFICATION
5. EXECUTIVE SECRETARY'S
6. REPORT OF CHAIRPERSON AND COMMISSIONERS
7. COMMUNITY FORUM

Those wishing to address the Commission on any matter for which another opportunity to speak is not provided on the Agenda but which is within the jurisdiction of the Commission to resolve may come forward to the podium during the "Community Form" portion of the Agenda. The Community Forum shall be limited to three minutes per individual and five minutes for individuals representing groups.

8. CONSENT CALENDAR

All matters are approved under one motion unless requested to be removed for discussion by the Chairperson or Executive Secretary.

- A. APPROVAL OF AGENDA
- B. APPROVAL OF THE MINUTES OF THE SPECIAL CIVIL SERVICE COMMISSION MEETING HELD NOVEMBER 20, 2007
- C. APPROVAL OF THE REGISTERS OF ELIGIBLES FOR CIVIL SERVICE POSITIONS
 - 1. Communications Operator I
 - 2. Treatment Plant Operator I
 - 3. Treatment Plant Operator III/IV

RECOMMENDATION: Approve the Registers of Eligibles for the above listed Civil Service positions.

9. NEW BUSINESS

10. OLD BUSINESS

- A. CONSIDERATION OF A RESOLUTION REVISING CIVIL SERVICE RULE 4.6, CLASSIFICATION REVISION

At the June 11, 2007 Commission meeting, the Chair suggested that the Commission begin looking at changes to the Civil Service Rules and Regulations that would allow staff to manage broader discretion. At the July 9, 2007 meeting, staff prepared an outline of recommended changes that would be required in order to give the Executive Secretary the authority to approve all eligibility lists; exam plans; job descriptions and reclassifications into present job classifications. Following discussions at the October 11, 2007 meeting, the Chair requested that staff revise the rule to include language that would not leave the Rule subject to too much latitudinal interpretation as it pertains to making significant and/or minor changes to classification revisions.

RECOMMENDATION: Adopt the Resolution revising Civil Service Rule 4.6, Classification Revision.

- B. CONSIDERATION OF A RESOLUTION REVISING CIVIL SERVICE RULE 12.1, INSPECTION OF QUESTIONS

At the June 11, 2007 Commission meeting, the Chair suggested that the Commission begin looking at changes to the Civil Service Rules and

Regulations that would allow staff to manage broader discretion. At the July 9, 2007 meeting, staff prepared an outline of recommended changes that would be required in order to give the Executive Secretary the authority to approve all eligibility lists; exam plans; job descriptions and reclassifications into present job classifications. Following discussions of a recruitment appeals process at the October 11, 2007, the Chair stated his desire to assure that applicants have the same kind of protections in place as the Commission moves more responsibility down to the staff level. The revised Rule is attached for the Commission's consideration.

RECOMMENDATION: Adopt the Resolution revising Civil Service Rule 12.1, Inspection of Questions.

11. COMMUNITY FORUM

12. ADJOURNMENT

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT
AS OF December 3, 2007**

RECRUITMENT STATUS

DEPART	POSITION TITLE	# OF VAC	REQ #	DATE REQ RECD	DATE SIGNED BY HR	DATE SENT TO FIN	DATE OF FINAL SIGN	DATE FINAL RECEIPT	STAFF	OPEN DATE	FFD	EXAM TYPE	DATE OF EXAM	COMMENTS
CD	SR. CD ANALYST	1							VE	09/11/07	10/05/07	ORAL BOARD		10/24 - AWAITING REQUISITION. 9/6 - AWAITING REQUISITION 9/11 - CPS CONDUCTING RECRUITMENT
FIN	RISK MANAGER	1	0						VE	8/13/07	9/7/07	ORAL		10/30 - INTER VIEWS HELD ON 11/9. 10/24 - CPS IS WORKING WITH ROB ON A SECONDARY SCREENING TO WIDDLE THE CANDIDATE POOL. 9/13 - CPS HAS SCREENED THE CANDIDATE POOL TO 17. 9/12 - EMAILED CPS REGARDING THE NUMBER OF APPLICANTS THEY
PD	POLICE OFFICER (LATERAL ENTRY)	1	N/A						LM	CONTIN.				
PD	POLICE CADET (PART-TIME)	1	N/A						LM	CONTIN.				N/A

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT**

AS OF December 3, 2007

RECRUITMENT STATUS

DEPART	POSITION TITLE	# OF VAC	REQ #	DATE REQ RECD	DATE SIGNED BY HR	DATE SENT TO FIN	DATE OF FINAL SIGN	DATE FINAL RECEIPT	STAFF	OPEN DATE	FFD	EXAM TYPE	DATE OF EXAM	COMMENTS
PD	COMM OPERATOR II (PERMANENT-INTERMITTENT)	1	N/A						LM	CONTIN.		N/A	N/A	
PD	COMM OPERATOR II	1	N/A						LM	CONTIN.		N/A	N/A	
PD	COMM OPERATOR I	1	N/A						LM	CONT		OPEN		NEXT WRITTEN EXAM IN JAN. 2008.
PW-ADMIN	SR. CIVIL ENGINEER - TRAFFIC	1	2007-38	39288	07/30/07	07/30/07	08/06/07	08/06/07	VE	11/2/07	11/30/07	OPEN	12/15/07	11/2 - CPS ADVERTISED OPENING. 10/22 - REVIEWED CPS DRAFTED BROCHURE. 8/27 - CONTACTED VFA FOR INFORMATION TO DO WITH ASSOC AND ADMIN ANALYST

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT
AS OF December 3, 2007**

RECRUITMENT STATUS

DEPART	POSITION TITLE	# OF VAC	REQ #	DATE REQ RECD	DATE SIGNED BY HR	DATE SENT TO FIN	DATE OF FINAL SIGN	DATE FINAL RECEIPT	STAFF	OPEN DATE	FFD	EXAM TYPE	DATE OF EXAM	COMMENTS
PW-ADMIN	ASSOC CIVIL ENGINEER - TRAFFIC	1	2007-37	39288	07/30/07	07/30/07	08/06/07	08/06/07	VE	11/2/07	11/30/07	OPEN	WK OF 12/17/07	11/2 - CPS ADVERTISED OPENING. 10/24 - CPS IS WORKING ON FINALIZING THE BROCHURE. 8/27 - CONTACTED VFA FOR INFORMATION TO DO WITH ASSOC AND ADMIN ANALYST
PW-WATER	ASST. MAINTENANCE SUPERINTENDENT - UTILITIES	1							VE					11/4/07 - CPS OPENING RECRUITMENT; REQUISITION NOT YET RECEIVED FROM DEPT.
PW-WATER	LABORATORY ANALYST I/II	1	2007-39	39289	07/30/07	07/30/07	08/06/07	08/07/07	VE	10/31/07	11/30/07	OPEN	12/15/07	10/31 - CPS ADVERTISED OPENING. 10/24 - CPS IS WORKING ON FINALIZING THE BROCHURE. 10/18 - REVIEWED CPS DRAFTED BROCHURE AND PHONED BY COMMENTS TO WILL GODDAVE. 8/8 NO LIST NEW CLASS
PW-WATER	TREATMENT PLANT OPERATOR I/IV	1	2007-33		07/18/07	07/18/07	07/18/07	07/24/07	LM	10/22/07 FOR TPO I/CONT. FOR TPO III/IV	11/09/07 FOR TPO I/CONT. FOR TPO III/IV	WRITTEN FOR TPO I/UNASSEMBLED FOR TPO III/IV	11/28/07	10/22 OPENED TPO I RECRUITMENT TO FILL REMAINING VACANCY; 9/17 HIRED TPO III CANDIDATE; 8/13 MADE JOB OFFER TO I CANDIDATE AS TPO III; 7/18 RECEIVED REQUISITIONS TO FILL 2 VACANCIES

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT**

AS OF December 3, 2007

RECRUITMENT STATUS

DEPART	POSITION TITLE	# OF VAC	REQ #	DATE REQ RECD	DATE SIGNED BY HR	DATE SENT TO FIN	DATE OF FINAL SIGN	DATE FINAL RECEIPT	STAFF	OPEN DATE	FFD	EXAM TYPE	DATE OF EXAM	COMMENTS
PW-WATER	WATER OPERATIONS MAINTENANCE PLANNER	1	2007-51	39358	10/04/07	10/03/07	10/04/07	10/05/07	VE	11/4/07	11/26/07	OPEN		10/31 - RECRUITMENT ADVERTISEMENT WILL START ON 11/4. 10/24 APPROVED BY COUNCIL ON 10/23 & PREPARING TO OPEN RECRUITMENT; 10/18 - PLACED ON 11/23 CITY COUNCIL AGENDA; 10/2 - PLACED ON 1/11 CSC AGENDA ITEM AS A NEW

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT**

CLASSIFICATION STATUS

AS OF December 3, 2007

DEPART	CLASSIFICATION	REC'D DATE	STAFF	COMMENTS
CITY CLERK	ADMIN CLERK II		VE	10/18 - REQUESTED A DESK AUDIT WITH JUNI WHO INDICATED THAT HER DEPT IS IN THE MIDDLE OF MOVING AND SHE WILL HAVE TO GET BACK ME IN ABOUT 2 WEEKS. 9/5 - MARY ELLSWORTH PHONED TO STATE THAT SHE IS STILL WORKING ON JUNI'S QUESTIONNAIRE.
PW-CY	PARTS SPECIALIST RECLASS FOR CARL SCOTT		VE	11/1 - NOTIFIED CARL THAT I WILL CONSIDER THE MATTER CLOSED IF I DON'T HEAR FROM HIM BY 11/15. 9/4 - WAITING FOR JA TO BE COMPLETED BY CARL
PW-CY	WAREHOUSE SPECIALIST RECLASS FOR JULIE BELL-VAUGHN		VE	11/1 - NOTIFIED JULIE THAT SHE HAS UNTIL 11/15 TO SUBMIT HER QUESTIONNAIR TO HR. 9/4 - WAITING FOR JA TO BE COMPLETED BY JULIE
PW-CY	CUSTOMER SERVICE REP		VE	11/5 - PREPARED ADGENDA ITEM FOR CSC TO APPROVE CLASS SPEC DURING THE 11/20/07 MTG. 10/31 - CERINI IS REVIEWING NEW PROPOSED TITLE FOR JADE. 10/24 - REVIEWING PDQ WITH DEBORA AND CERINI ON 10/30. 9/5 - MET WITH JADE TO DISCUSS HER QUESTIONNAIRE.
PW-WATER	LABORATORY ANALYST VII	07/26/2007	VE	10/31/ - CPS ADVERTISED OPENING. 10/24 - CPS IS WORKING ON FINALIZING THE BROCHURE. 10/18 - REVIEWED CPS DRAFTED BROCHURE AND PHONED BY COMMENTS TO WILL GODDAVE. 8/8 NO LIST NEW CLASS

**CIVIL SERVICE COMMISSION
CITY OF VALLEJO
555 SANTA CLARA STREET
VALLEJO, CA 94590**

MINUTES – SPECIAL MEETING

November 20, 2007

1. CALL TO ORDER

Chairman Fox called the meeting was to order at 5:15 p.m.

2. FLAG SALUTE

3. ROLL CALL

Present: Commissioners Fox, Jackson, Klimisch, and Preovolos

Absent: Commissioner Jordan

Staff: Dennis Morris, Director of Human Resources
John Nagel, Assistant City Attorney

4. WRITTEN COMMUNICATIONS

A. RECRUITMENT AND CLASSIFICATION REPORT

5. EXECUTIVE SECRETARY'S REPORT

A. Mr. Morris advised the Commission that he will have revisions to Rules 4.6 and Rule 12.1 available at the next regular meeting. Regarding the status of the Rules approved at the October meeting, Mr. Morris advised that the bargaining groups are in the process of reviewing the revised Rules prior to being submitted for adoption by City Council. He will advise the Commission when the Rule revisions are scheduled for adoption and he suggested that the Commission might want to attend that meeting.

B. Mr. Morris called to the attention of the Commission that the "City Attorney's Report" has been removed from the agenda. Mr. Nagel may have other recommended changes to the agenda format.

6. REPORT OF CHAIRPERSON AND COMMISSIONERS

None

7. COMMUNITY FORUM

None

8. CONSENT CALENDAR

It was moved by Commissioner Jackson and second by Commissioner Klimisch to approve the Consent Calendar.

- A. APPROVAL OF AGENDA
- B. APPROVAL OF THE MINUTES OF THE OCTOBER 11, 2007 CIVIL SERVICE COMMISSION MEETING
- C. APPROVAL OF THE REGISTERS OF ELIGIBLES FOR CIVIL SERVICE POSITIONS
 - 1) Communications Operator I
 - 2) Communications Operator II
- D. APPROVE THE PUBLIC WORKS SPECIALIST CLASSIFICATION SPECIFICATION AND THE EXAMINATION PLAN
- E. CHANGE IN EXAMINATION PLAN FOR UTILITY MECHANIC CLASSIFICATION
- F. ANNUAL REPORT TO THE COMMISSION

The Consent Calendar was approved by the following vote:

AYES: Commissioners Fox, Jackson, Klimisch, and Preovolos

NOES:

ABSENT: Commissioner Jordan

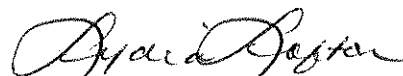
10. NEW BUSINESS

None

13. ADJOURNMENT

The meeting was adjourned at 5:23 p.m.

Respectfully submitted,



Lydia Lofton
Executive Secretary

CITY OF VALLEJO
CIVIL SERVICE COMMISSION
REGISTER OF ELIGIBLES

4- Applicants w/ passing scores
4- On Register

CLASSIFICATION: COMMUNICATIONS OPERATOR I

REGISTER TYPE: CONTINUOUS

REGISTER EXPIRES: December 10, 2009

DATE OF APPROVAL: December 10, 2007

Page 1 of 1

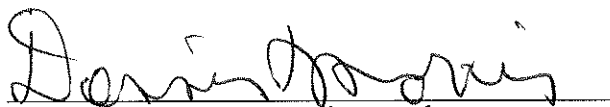
NAME	SCORE	VETERANS POINTS INCLUDED
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Stow, Kristina	84.20	
Bailey, Kimberly	79.00	
Boykin, Adriane	76.00	
Mason, John	70.00	

Established in accordance with the Civil Service Rules and Regulations.

REVIEWED BY EXECUTIVE SECRETARY

APPROVED BY COMMISSION



DATE: 12/6/07

DATE: _____

CITY OF VALLEJO
CIVIL SERVICE COMMISSION
REGISTER OF ELIGIBLES

273 - Applicants
263 - Met MQs/Invited to written exam
70- Failed to appear to written exam
147- Failed written exam
46- Passed written exam/On Register

CLASSIFICATION: TREATMENT PLANT OPERATOR I

REGISTER TYPE: OPEN

REGISTER EXPIRES: December 10, 2008

DATE OF APPROVAL: December 10, 2007

Page 1 of 2

NAMES	SCORES	VETERANS POINTS INCLUDED
Eakman, Scott	90.40	
Urbanik, Edward	90.40	
Murphy, Sean	88.00	
Grover, Sean	84.40	
Reyes, Jr., Lorenzo	84.40	
Uehling, Timothy	84.40	
Jacobson, Thomas	83.20	
Moore, Ryan	83.20	
Rivard, Michael	83.20	
Grover, John	80.80	
Larkin, Paul	80.80	
Podger, Deborah	80.80	
Delemos, David	79.60	
Gutierrez, Jose	79.60	
Pinto, Chris	79.60	
Vazquez, Daniel	79.60	
Bobis, Richard	78.40	
Crummett, Robert	78.40	
Wittkop, Kenneth	78.40	
Gill, Daniel	77.20	
Glashoff, Larry	77.20	
Martinez, James	77.20	
Singh, Simranjeet	77.20	
Spacher, Jacob	77.20	
Grimm, John	76.00	
Aguilar, Carina	74.80	
Barber, Louren	74.80	

Treatment Plant Operator I
Register of Eligibles
December 10, 2007
Page 2 of 2

NAMES	SCORES	VETERANS POINTS INCLUDED
Elkin, Brian	74.80	
Harvey, Aaron	74.80	
Tolvtvar, Christopher	74.80	
Davis, Robert	73.60	
Fredenburg, Barry Jr.	73.60	
Lovrin, John	73.60	
Lucas, Laurie	73.60	
Thompson, David	73.60	
Ellicock, Daniel	72.40	
Lamanna, Bruce	72.40	
Landers, Mark	72.40	
Benshoof, Patrick	71.20	
Hoffman, William	71.20	
Phung, James	71.20	
Punzalan, Gloria	71.20	
Landon, Joseph	70.00	
Lydon, Joshua	70.00	
Moore, Bradley	70.00	
Shuler, Lee	70.00	

Established in accordance with the Civil Service Rules and Regulations.

REVIEWED BY EXECUTIVE SECRETARY

APPROVED BY COMMISSION



DATE: 12/6/07

DATE: _____

CITY OF VALLEJO
CIVIL SERVICE COMMISSION
REGISTER OF ELIGIBLES

26 - Applicants
2 - Met MQs/On Register

CLASSIFICATION: TREATMENT PLANT OPERATOR III/IV

REGISTER TYPE: CONTINUOUS

REGISTER EXPIRES: December 10, 2009

DATE OF APPROVAL: December 10, 2007

Page 1 of 1

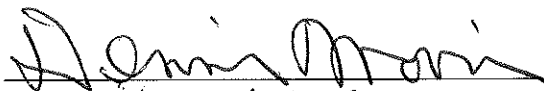
NAMES DISPOSITION

Stover, David
Wacker, Ken

Established in accordance with the Civil Service Rules and Regulations.

REVIEWED BY EXECUTIVE SECRETARY

APPROVED BY COMMISSION



DATE:

12/6/07

DATE:

CITY OF VALLEJO HUMAN RESOURCES DEPARTMENT**Agenda Item****Civil Service Commission****Date: December 10, 2007**

TO: Civil Service Commission

FROM: Dennis Morris, Director of Human Resources *D.M.*

SUBJECT: Consideration of Resolutions Revising Civil Service Rule 4.6, Classification Revision

RECOMMENDATION

Adopt the Resolution revising Civil Service Rule 4.6, Classification Revision

BACKGROUND AND DISCUSSION

At the June 11, 2007 Commission meeting, the Chair suggested that the Commission begin looking at changes to the Civil Service Rules and Regulations that would allow staff to manage broader discretion. At the July 9, 2007 meeting, staff prepared an outline of recommended changes that would be required in order to give the Executive Secretary the authority to approve all eligibility lists; exam plans; job descriptions and reclassifications into present job classifications. Following discussions at the October 11, 2007 meeting, the Chair requested that staff revise the rule to include language that would not leave the Rule subject to too much latitudinal interpretation as it pertains to making significant and/or minor changes to classification revisions.

Authority to take Action

Authority for the Commission's action is in Rule 2.8, Rules and Regulations:

“The Commission shall have the power to adopt, change, amend, revoke or modify these Rules and Regulations, or any part thereof, provided at any meeting of the Commission. Rules and amendments thereto made by the Civil Service Commission shall be effective only on approval by the City Council.”

ATTACHMENTS: A. Civil Service Rule 4.6, Classification Revision
B. Resolutions adopting the revision(s) to Civil Service Rule 4.6

CONTACT: Dennis Morris, Director of Human Resources
Executive Secretary to the Commission (707) 648-4362

4.6 Classification Revision

The classification plan shall be subject to revision by the ~~Commission~~ *Executive Secretary*, either by changes in the class title, by amendment of specifications or by addition of a class without amendment to the Rules and Regulations. *Significant changes in the job description, by amendment of specifications or by addition of a class shall be discussed with the various unions representing civil service positions and with or without agreement with the various unions shall be forwarded to the Commission for its consideration.*

RESOLUTION NO. CSC 07- _____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 4.6 of the Civil Service Rules and Regulations to transfer authority to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 4.6, subject to the approval by the City Council, to read as follows:

4.6 Classification Revision

The classification plan shall be subject to revision by the Executive Secretary, either by changes in the class title, by amendment of specifications or by addition of a class without amendment to the Rules and Regulations. Significant changes in the job description, by amendment of specifications or by addition of a class shall be discussed with the various unions representing civil service positions and with or without agreement with the various unions shall be forwarded to the Commission for its consideration.

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox, Chair

ATTEST: _____
Dennis Morris, Executive Secretary

CITY OF VALLEJO HUMAN RESOURCES DEPARTMENT**Agenda Item****Civil Service Commission****Date: December 10, 2007**

TO: Civil Service Commission

FROM: Dennis Morris, Director of Human Resources *D. Morris*

SUBJECT: Consideration of Resolutions Revising Civil Service Rule 12.1 Inspection of Questions

RECOMMENDATION

Adopt the Resolution revising Civil Service Rule 12.1, Inspection of Questions

BACKGROUND AND DISCUSSION

At the June 11, 2007 Commission meeting, the Chair suggested that the Commission begin looking at changes to the Civil Service Rules and Regulations that would allow staff to manage broader discretion. At the July 9, 2007 meeting, staff prepared an outline of recommended changes that would be required in order to give the Executive Secretary the authority to approve all eligibility lists; exam plans; job descriptions and reclassifications into present job classifications. Following discussions of a recruitment appeals process at the October 11, 2007 meeting, the Chair stated his desire to assure that applicants have the same kind of protections in place as the Commission moves more responsibility down to the staff level. The revised Rule is attached for the Commission's consideration.

Authority to take Action

Authority for the Commission's action is in Rule 2.8, Rules and Regulations:

“The Commission shall have the power to adopt, change, amend, revoke or modify these Rules and Regulations, or any part thereof, provided at any meeting of the Commission. Rules and amendments thereto made by the Civil Service Commission shall be effective only on approval by the City Council.”

ATTACHMENTS: A. Civil Service Rule 12.1, Inspection of Questions
B. Resolutions adopting the revision(s) to Civil Service Rule 12.1

CONTACT: Dennis Morris, Director of Human Resources
Executive Secretary to the Commission (707) 648-4362

ATTACHMENT A

12.1 **Inspection of Questions**

*If possible, d*During the seven (7) working days after a written test has been administered, any candidate may inspect a copy of the question booklet and the answer key at the offices of the Executive Secretary. During this period of inspection, he/she may file in writing a protest against any part of the written test, citing the question or questions against which the protest is directed and his/her reasons for protesting. During the inspection of the booklet, candidates shall not be allowed to copy any of the test questions, except to the extent necessary to file a protest.

RESOLUTION NO. CSC 07- _____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 4.6 of the Civil Service Rules and Regulations to transfer authority to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 4.6, subject to the approval by the City Council, to read as follows:

12.1 Inspection of Questions

If possible, during the seven (7) working days after a written test has been administered, any candidate may inspect a copy of the question booklet and the answer key at the offices of the Executive Secretary. During this period of inspection, he/she may file in writing a protest against any part of the written test, citing the question or questions against which the protest is directed and his/her reasons for protesting. During the inspection of the booklet, candidates shall not be allowed to copy any of the test questions, except to the extent necessary to file a protest.

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox, Chair

ATTEST: _____
Dennis Morris, Executive Secretary