



AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO May 12, 2008 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 for any item listed on the agenda that you wish to discuss. 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.



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 REPORT
5. EXECUTIVE SECRETARY'S REPORT
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. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS

9. 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 REGULAR CIVIL SERVICE COMMISSION MEETING HELD APRIL 14, 2008
- C. APPROVAL OF THE REGISTERS OF ELIGIBLES FOR CIVIL SERVICE POSITIONS:
 - 1) Communications Operator I
 - 2) Communications Operator II
 - 3) Utility Mechanic

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

- D. Approval of the reclassification of Mr. Larry Ross from Engineering Technician II to Senior Engineering Technician in the Utilities Department.

Mr. Ross is currently employed as an Engineering Technician II. He requested a review of his position pursuant to the labor agreement between the City and IBEW, Local 2376, AFL-CIO. Staff completed a review and discussed his duties and responsibilities with his direct supervisor and the Water Superintendent most familiar with his position. Staff conducted a desk audit and an analysis of the duties and responsibilities associated with the position. Staff concluded that Mr. Ross should be reclassified to a Senior Engineering Technician.

RECOMMENDATION: Approve the reclassification of Mr. Larry Ross from an Engineering Technician II to a Senior Engineering Technician in the Utilities Department

10. NEW BUSINESS

11. OLD BUSINESS

12. COMMUNITY FORUM

13. ADJOURNMENT

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
 RECRUITMENT/CLASSIFICATION REPORT
 AS OF May 6, 2008**

CLASSIFICATION STATUS

DEPART	CLASSIFICATION	REC'D DATE	STAFF	COMMENTS
PW-CY	CUSTOMER SERVICE REP		VE	3/24- MTG W/ CERINI WHO IS UNCERTAIN ABOUT THE APPROVED CLASS SPEC. CERINI WILL GET BACK W/ HR AND LET US KNOW HOW TO PROCEED. 1/22 - CERINI INDICATED THAT HE IS STILL HAVING PROBLEMS W/ THE PROPOSED SALARY RANGE AND WOULD PROVIDE HIS INPUT ON 1/25. 12
PW-WATER	ENGINEERING TECHNICIAN II - LARRY ROSS		VE	4/8 - MET WITH LARRY TO DISCUSS PDQ. 4/8/08 - VIV WILL REVIEW RECLASS REQUEST AND CONTACT LARRY FOR MEETING.

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
 RECRUITMENT/CLASSIFICATION REPORT
 AS OF May 6, 2008**

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	POLICE OFFICER (LATERAL ENTRY)	1	N/A						LM	CONTIN.				
PD	POLICE CADET (PART-TIME)	1	N/A						LM	CONTIN.		N/A	N/A	
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	

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

AS OF May 6, 2008

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 I	1	N/A						LM	CONT		OPEN		NEXT WRITTEN EXAM ON MAY 27, 2008.
PW-TRANS	ADMIN ANALYST II	1	2006-068	39064	12/15/06	12/15/06	12/19/06	12/19/06	LM	4/21/08	4/30/08			4/8/08 - ASSIGNED TO LIV. ORAL BOARD PROCESS TENTATIVELY SCHEDULED FOR THE WEEK OF 5/22/08.
PW-WATER	TREATMENT PLANT OPERATOR III/IV	1	2007-33		07/18/07	07/18/07	07/18/07	07/24/07	LM	CONT.	CONT.	N/A - UNASSEMBLED		4/8/08 - WAITING FOR IBEW LAYOFFS TO CONCLUDE. 1/23/08 STILL AWAITING RESULTS OF HIRING SELECTION 12/10/07 ESTABLISHED TPO I REGISTER OF ELIGIBLES; TPO III/IV REGISTER ALSO 10/22 OPENED TPO I RECRUITMENT TO FILL REMAINING VACANCY;

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

MINUTES

April 14, 2008

1. **CALL TO ORDER**

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

2. **FLAG SALUTE**

3. **ROLL CALL**

Present: Commissioners Fox, Jackson, Klimisch and Preovolos*

Absent: Commissioner Jordan

Staff: Debora Boutte, Human Resources Operations Manager
Lydia Lofton, Executive Secretary
Vivian Evans, Personnel Analyst II
John Nagel, Assistant City Attorney

Commission Liaison: Councilmember Bartee

* Commissioner Preovolos arrived at 5:16 p.m.

4. **WRITTEN COMMUNICATIONS**

A. RECRUITMENT AND CLASSIFICATION REPORT

5. **EXECUTIVE SECRETARY'S REPORT**

None

6. **REPORT OF CHAIRPERSON AND COMMISSIONERS**

The Chair discussed the Civil Service Rules revisions being forwarded to Council for approval and stated to Councilmember Bartee that staff would have had the authority to approve all items on the Consent Calendar and that the meeting would not have been necessary if the revised Rules had been approved by Council.

7. COMMUNITY FORUM

None

8. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS

None

9. CONSENT CALENDAR

It was moved by Commissioner Prevolos and seconded by Commissioner Jackson to approve the Consent Calendar.

A. APPROVAL OF AGENDA

B. APPROVAL OF THE MINUTES OF THE REGULAR CIVIL SERVICE COMMISSION MEETING HELD MARCH 10, 2008

C. APPROVAL OF THE REGISTERS OF ELIGIBLES FOR CIVIL SERVICE POSITIONS:

1. Communications Operator I
2. Communications Operator II
3. Treatment Plant Operator III/IV

The Consent Calendar was approved by the following vote:

AYES: Commissioners Fox, Jackson, Klimisch and Prevolos

NOES: Commissioner Jordan

10. NEW BUSINESS

None

11. OLD BUSINESS

None

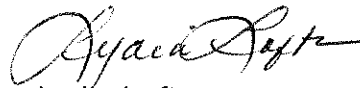
12. COMMUNITY FORUM

None

13. ADJOURNMENT

The meeting was adjourned at 5:18 p.m.

Respectfully submitted,



Lydia Lofton
Executive Secretary

CITY OF VALLEJO
CIVIL SERVICE COMMISSION
REGISTER OF ELIGIBLES

8- Applicants
1- Met MQs/ On Register

CLASSIFICATION: COMMUNICATIONS OPERATOR II

REGISTER TYPE: CONTINUOUS

REGISTER EXPIRES: May 12, 2010

DATE OF APPROVAL: May 12, 2008

Page 1 of 1

NAME DISPOSITION

Musevi, Adrian

Established in accordance with the Civil Service Rules and Regulations.

REVIEWED BY EXECUTIVE SECRETARY

APPROVED BY COMMISSION

Ronald Beretta

DATE:

5/8/08

DATE:

CITY OF VALLEJO
CIVIL SERVICE COMMISSION
REGISTER OF ELIGIBLES

35- Applicants
20- Met MQs/Invited Written Exam
3- Failed to Appear Written Exam
13- Failed Written Exam
4- Invited to Oral Exam
1- Failed to Appear Oral Exam
3- Passed Oral Exam/On Register

CLASSIFICATION: UTILITY MECHANIC

REGISTER TYPE: OPEN

REGISTER EXPIRES: May 12, 2009

DATE OF APPROVAL: May 12, 2008


Page 1 of 1

NAMES	SCORES	VETERANS POINTS INCLUDED
Hill, John	80.92	
Witherspoon, Mark	80.03	
Cook, Renauld	72.87	

Established in accordance with the Civil Service Rules and Regulations.

REVIEWED BY EXECUTIVE SECRETARY

APPROVED BY COMMISSION



DATE: 5/8/08

DATE: _____

CITY OF VALLEJO HUMAN RESOURCES DEPARTMENT
Civil Service Commission

Agenda Item
Date: May 12, 2008

TO: Civil Service Commission

FROM: Debora R. Boutté, Human Resources Operations Manager
Vivian Evans, Personnel Analyst II



SUBJECT: Approval of the reclassification of Mr. Larry Ross from Engineering Technician II to Senior Engineering Technician in the Utilities Department

RECOMMENDATION

Approve the reclassification of Mr. Larry Ross from an Engineering Technician II to a Senior Engineering Technician in the Utilities Department.

SUMMARY

Mr. Ross is currently employed as an Engineering Technician II. He requested a review of his position pursuant to the labor agreement between the City and IBEW, Local 2376, AFL-CIO. Staff completed a review and discussed his duties and responsibilities with his direct supervisor and the Water Superintendent most familiar with his position. Staff conducted a desk audit and an analysis of the duties and responsibilities associated with the position. Staff concluded that Mr. Ross should be reclassified to a Senior Engineering Technician.

DISCUSSION

The Human Resources Department conducted a classification review of Mr. Ross' current position of Engineering Technician II. The classification review included an audit of Mr. Ross' position with input from both his supervisor and the Water Superintendent.

We determined that the major duties of an Engineering Technician II include:

- Act as project manager, project designer, project inspector, and project administrator for various Capital Improvement Projects.
- Coordinate public works projects with applicable city, state and federal officials and other relevant agencies and parties.
- Provide information to the public, contractors and consultants relative to engineering office business and technical matters.
- Check plans for accuracy and compliance with City standards and general construction practices.

The classification desk audit and discussion with supervisor and management staff disclosed that Mr. Ross has taken on and been assigned increasingly responsible tasks that fall outside his current classification of Engineering Technician II. He is performing at the Senior Engineering Technician level over 90% of the time.

His work includes a major emphasis in the areas of water facility construction, inspection, field survey, and design. Mr. Ross currently is acting as the Senior Engineering Technician for the construction management on Rollingwood with an estimated budget of \$1.2 million dollars, Highway 12 waterline reconstruction with an estimated budget of \$650,000 dollars and waterline relocations for American Canyon with an estimated budget of \$350,000 dollars and Jamison Canyon with an estimated budgeted of \$300,000 dollars. Mr. Ross' job assignment has changed from those duties and responsibilities that were performed to one that leads with major project design, construction, and inspection duties responsible for managing water projects from conception to final closeout.

In addition to his duties as an Engineering Technician II, he is performing the following major duties of a Senior Engineering Technician:

- Lead and perform a variety of the most complex technical civil engineering work including survey, design and drafting work; perform duties involved in field survey, office engineering, and construction inspection activities.
- Lead and perform necessary calculations to facilitate construction staking layout of approved engineering drawings.
- Design and layout of the most complex pipeline construction routing and as-built drawings for capital improvement projects.
- Facilitate and coordinate meetings with various City divisions and Vallejo Sanitation and Flood Control District to assure adequate communication of project timing and protection of water facilities, in order to assure public health and safety.

Staff reviewed the level of responsibility of all the classifications within the classification series of Engineering Technician and determined that Mr. Ross spends 90% of his time performing work at the level of a Senior Engineering Technician. Discussions with the Water Superintendent who is responsible for his division indicated that the above Senior Engineering Technician responsibilities will not change. We discussed these recommendations with the employee, IBEW, and his supervisor. Copies of the job descriptions are attached.

Authority to take Action

Authority for the Commission's action is in Rule 4.4, Reclassification and Rule 4.5, New Classes of Positions:

Rule 4.4, "...when the duties of any department or position change materially, any employee or department head may request the Commission to review the classification title or any position. If the Commission finds that the class title no longer applies to the position, such position may either be reclassified,..."

Rule 4.5, "...whenever study and investigation disclose that any position is not allocated to its proper class for any reason whatsoever whether through an error in the original allocation, amendment of the classification plan or change in the nature of the position, the Commission shall allocate or reallocate such position by assignment of a title, either one already in the classification plan, or..."

Authority is also found under provision Section 12, Classification Studies. B. 1 of the current Memorandum of Understanding between the City of Vallejo and International Brotherhood of Electrical Workers (IBEW).

ATTACHMENTS:

- A. Classification Specification for Engineering Technician II
- B. Classification Specification for Senior Engineering Technician

CONTACT: Vivian Evans, Personnel Analyst II, (707) 648-4366

CITY OF VALLEJO
CLASSIFICATION SPECIFICATION
ENGINEERING TECHNICIAN II

DEFINITION

To perform a variety of complex technical civil engineering work including survey, design and drafting work; to perform duties involved in field survey, office engineering, and construction inspection activities; and to provide assistance to professional level engineering staff.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Engineering Technician series. Employees within this class are distinguished from the Engineering Technician I by the performance of the full range of duties as assigned including leading and directing the work of an assigned survey crew and handling all aspects of assigned counter, design and drafting work. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level engineering staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - *Important responsibilities and duties may include, but are not limited to, the following:*

Perform skilled drafting in preparation of plans for public works projects.

Provide information to the public, contractors and consultants relative to engineering office business and technical matters.

Coordinate public works projects with applicable city, state and federal officials and other relevant agencies and parties.

Perform related duties and responsibilities as required.

When assigned to Field Survey:

Coordinate and participate in the work of a field survey crew; operate a full range of survey equipment including theodolite, engineering level, transits, electronic measuring devices, and other equipment to measure distances, horizontal angles and elevations.

Maintain accurate, orderly and legible field notes of survey work performed including lines, angles, distances, benchmarks and mathematical calculations.

Undertake detailed preliminary, topographic, construction, property, geodetic and other engineering surveys.

Apply survey information and reduce field notes to create designs and drawings for various engineering and planning projects.

When assigned to Construction and Inspection:

Perform necessary calculations to facilitate construction staking layout of approved engineering drawings.

Conduct research of ownership, legal descriptions or other such data needed to complete information required in preparation for construction.

Participate in the preparation of legal descriptions and plat maps for right-of-way or public acquisitions including easements, abandonments, lease parcels and real property.

Assist engineering staff in the preparation of engineering designs, related drawings, specifications and construction project estimates.

Perform construction inspections of public improvement projects and other work completed within the street right-of-way by overseeing assigned public works projects to assure conformance to plans and specifications; process inspection records with appropriate departmental personnel.

Check subdivision maps for accuracy and compliance with City standards, ordinances, and Subdivision Map Act/Land Surveyors Act.

Meet with contractors to coordinate construction schedules.

When assigned to Office Engineering:

Check plans for accuracy and compliance with City standards and general construction practices.

Research, investigate and analyze complex land title problems; prepare recommendations for professional staff.

Act as project manager, project designer, project inspector, and project administrator for various Capital Improvement Projects.

Provide technical support for computer hardware and software.

Assist in designing, specifying, operating, installing, and maintaining the Local Area Network (LAN) system.

Research, acquire and implement technology to improve the various computer systems.

Research, plan, design, and assist in the implementation of a Geographical Information System (GIS).

Prepare feasibility studies for the acquisition of technical survey equipment.

Perform purchasing activities for the division.

QUALIFICATIONS

Knowledge of:

Techniques and practices of land surveying.

Trigonometry as applied to the computation of angles, areas, distances, and traverses.

Design and construction theory and engineering design standards.

Terminology, methods, practices, and techniques of drafting.

Materials, methods, and techniques of modern construction.

Methods and techniques of construction inspection.

Engineering maps and records.

Construction plans and specifications.

Modern office procedures, methods, and computer equipment.

Applicable laws, regulations, codes, department policies, governing assigned engineering duties.

Ability to:

Interpret and apply state and local policies, procedures, laws, codes, and regulations.

Direct the work of an assigned survey crew.

Reduce, interpret, and apply field notes in the performance of drafting and survey duties.

Compile rough technical data and prepare statistical and narrative reports from field studies.

Perform civil engineering design and drafting work.

Understand and interpret engineering plans and specifications.

Deal firmly and tactfully with contractors, engineers, and property owners.

Prepare accurate engineering records.

Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible technical engineering experience in the areas of drafting, design and survey.

Training:

Equivalent to the completion of the twelfth grade with specialized college level courses related to assigned areas of responsibility.

Department Head Signature _____ **Date:** _____

Date Adopted by CSC _____

Revised _____ **New** _____

Class Code 02275

Pay Grade 0039

Bargaining Unit IBEW

EEOC Category 03

CITY OF VALLEJO

CLASSIFICATION SPECIFICATION

SENIOR ENGINEERING TECHNICIAN

DEFINITION

To lead and perform a variety of the most complex technical civil engineering work including survey, construction management, design and drafting work; to perform duties involved in field survey, office engineering, and construction inspection activities; and to provide assistance to professional level engineering staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level engineering staff.

Exercises functional and technical supervision over lower level Engineering Technician staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - *Important responsibilities and duties may include, but are not limited to, the following:*

Lead and perform a variety of the most complex technical civil engineering work including survey, design and drafting work; to perform duties involved in field survey, office engineering, and construction inspection activities.

Perform skilled drafting in preparation of plans for public works projects.

Provide information to the public, contractors and consultants relative to engineering office business and technical matters.

Coordinate public works projects with applicable city, state and federal officials and other relevant agencies and parties.

Perform related duties and responsibilities as required.

When assigned to Field Survey:

Lead, coordinate and participate in the work of a field survey crew; operate a full range of survey equipment including theodolite, engineering level, transits, electronic measuring devices, and other equipment to measure distances, horizontal angles and elevations.

Maintain accurate, orderly and legible field notes of survey work performed including lines,

angles, distances, benchmarks and mathematical calculations.

Undertake detailed preliminary, topographic, construction, property, geodetic and other engineering surveys.

Apply survey information and reduce field notes to create designs and drawings for various engineering and planning projects.

When assigned to Construction and Inspection:

Lead and perform necessary calculations to facilitate construction staking layout of approved engineering drawings.

Conduct research of ownership, legal descriptions or other such data needed to complete information required in preparation for construction.

Participate in the preparation of legal descriptions and plat maps for right-of-way or public acquisitions including easements, abandonments, lease parcels and real property.

Assist engineering staff in the preparation of engineering designs, related drawings, specifications and construction project estimates.

Perform construction inspection for various projects; insure project is built to the plans and specifications.

Check subdivision maps for accuracy and compliance with City standards, ordinances, and Subdivision Map Act/Land Surveyors Act.

Meet with contractors to coordinate construction schedules.

When assigned to Office Engineering:

Lead and perform the checking of plans for accuracy and compliance with City standards and general construction practices.

Research, investigate and analyze complex land title problems; prepare recommendations for professional staff.

Act as project manager, project designer, project inspector, and project administrator for various Capital Improvement Projects.

Provide technical support for computer hardware and software.

Assist in designing, specifying, operating, installing, and maintaining the Local Area Network

(LAN) system.

Research, acquire and implement technology to improve the various computer systems.
Research, plan, design, and assist in the implementation of a Geographical Information System (GIS).

Prepare feasibility studies for the acquisition of technical survey equipment.

Perform purchasing activities for the division.

QUALIFICATIONS

Knowledge of:

Techniques and practices of land surveying.

Trigonometry as applied to the computation of angles, areas, distances, and traverses.

Design and construction theory and engineering design standards.

Terminology, methods, practices, and techniques of drafting.

Materials, methods, and techniques of modern construction.

Methods and techniques of construction inspection.

Engineering maps and records.

Construction plans and specifications.

Modern office procedures, methods, and computer equipment.

Applicable laws, regulations, codes, department policies, governing assigned engineering duties.

Principles of supervision, training and performance evaluation.

Ability to:

Lead, supervise, train and evaluate assigned Engineering Technicians.

Interpret and apply state and local policies, procedures, laws, codes, and regulations.

Direct the work of an assigned survey crew.

Reduce, interpret, and apply field notes in the performance of drafting and survey duties.

Compile rough technical data and prepare statistical and narrative reports from field studies.

Perform civil engineering design and drafting work.

Understand and interpret engineering plans and specifications.

Deal firmly and tactfully with contractors, engineers, and property owners.

Prepare accurate engineering records.

Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible technical engineering experience in the areas of drafting, design and survey.

Training:

Equivalent to the completion of the twelfth grade with specialized college level courses related to assigned areas of responsibility.

Department Head Signature _____ **Date:** _____

Date Adopted by CSC _____

Revised _____ **New** _____

Class Code 02280

Pay Grade 0043

Bargaining Unit IBEW

EEOC Category 03