



AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO September 8, 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. **ELECTION OF SECRETARY (PURSUANT TO RULE 2.2, OFFICERS AND ELECTIONS, OF THE CIVIL SERVICE COMMISSION RULES AND REGULATIONS)**
5. **WRITTEN COMMUNICATIONS**
 - A. **RECRUITMENT AND CLASSIFICATION REPORT**
6. **EXECUTIVE SECRETARY'S REPORT**
7. **REPORT OF CHAIRPERSON AND COMMISSIONERS**
8. **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.

9. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS

10. 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 AUGUST 11, 2008
- C. APPROVAL OF THE REGISTER OF ELIGIBLES FOR COMMUNICATIONS OPERATOR I
 - 1) Communications Operator I
 - 2) Housing Accounting Specialist
 - 3) Treatment Plant Operator III/IV
- D. CHANGE IN EXAMINATION PLAN FOR UTILITY MECHANIC CLASSIFICATION

The Human Resources Department has received a new request to conduct a recruitment for the classification of Utility Mechanic. Currently, the examination plan for Utility Mechanic consists of a written test (weighted 50%) and an appraisal interview by an Oral Board (weighted 50%.) These components and weights were approved by the Commission in November 2007 at staff's request. A recent review of the test outcomes using this changed exam plan has raised concerns with staff and the hiring department's managers concerning its validity, reliability, and effectiveness in assessing candidates' qualifications accurately.

RECOMMENDATION: Approve changes to the examination plan for the classification of Utility Mechanic.

11. NEW BUSINESS

12. OLD BUSINESS

13. COMMUNITY FORUM

14. ADJOURNMENT