



## AGENDA

### CIVIL SERVICE COMMISSION CITY OF VALLEJO November 10, 2008 5:15 P.M.

**CHAIR**  
Marc Fox

**COMMISSIONERS**  
Letha Clement  
David Lindquist  
Surry Poole  
Michael Prevolos

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

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**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](mailto:llofton@ci.vallejo.ca.us)

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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 SEPTEMBER 8, 2008
- C. APPROVE THE INSTRUMENT TECHNICIAN I/II CLASSIFICATION SPECIFICATIONS AND ELIMINATE THE INSTRUMENT TECHNICIAN (JOURNEY LEVEL) CLASSIFICATION SPECIFICATION

Recently, a classification study was completed on an Instrument Technician position in the Water Division. Based on previous recruitment efforts and input from the division managers during the study, it was determined that the Instrument Technician (journey level) classification is limiting the City's ability to attract potential applicants from the labor pool. In particular, the classification's designation at the full journey level prevents staff from considering applicants whose backgrounds do not permit them to immediately perform the full range of assigned duties. The consultant who performed the study recommended that the city consider changing this journey level classification to a flexibly staffed classification to assist with recruitment efforts.

RECOMMENDATION: Approve the Instrument Technician I/II classification specifications and eliminate the Instrument Technician (journey level) classification specification.

- D. APPROVE THE UTILITY MECHANIC I/II CLASSIFICATION SPECIFICATIONS AND ELIMINATE THE UTILITY MECHANIC (JOURNEY LEVEL) CLASSIFICATION SPECIFICATION

Earlier this year the City conducted a recruitment process for Utility Mechanic. Subsequent to that recruitment, the Water Division managers and their consultant met to discuss the difficulties they are experiencing in locating qualified individuals for vacancies in this classification. As has been found with other technical and highly skilled city classifications, it is increasingly difficult to locate and then compete with other local public agencies and private companies that operate public utilities and who must hire skilled employees. As with other classifications before the commission, leaving Utility Mechanic as a journey level classification restricts the City's ability to actively recruit those applicants in the pool who need some additional training to perform the full range of duties assigned to the classification.

However, the Water Division's willingness to develop a training program that helps less skilled appointees achieve journey level abilities, when coupled with a flexibly staffed classification, will enable the City to meet its future hiring needs for this classification. Therefore, the consultant agreed that Utility Mechanic is another class of positions that warrants modification to a flexibly staffed classification. Changing to classifications that enable the City to hire at below journey level skills for some positions is a strategic, competitive move in a difficult labor market.

RECOMMENDATION: Approve the Utility Mechanic I/II Classification Specifications and eliminate the Utility Mechanic (journey level) Classification Specification.

E. APPROVE THE RESERVOIR KEEPER I/II CLASSIFICATION SPECIFICATIONS AND ELIMINATE THE RESERVOIR KEEPER AND SENIOR RESERVOIR CLASSIFICATION SPECIFICATIONS

Recently, a classification study was completed on a Reservoir Keeper position in the Water Division. The incumbent had requested reclassification of his position to Senior Reservoir Keeper. Specifically, he stated he had assumed additional, higher level duties at that level following the recent retirement of the other Reservoir Keeper (that same week.) The consultant found that while the incumbent was performing additional duties, he was not performing at the level of a Senior Reservoir Keeper. In fact, it was determined that the original reasoning and role for the creation of a Senior Reservoir Keeper position no longer existed. Division managers further indicated their intention to fill the existing vacancy in a manner that would maintain two positions. Additionally, both of those positions would be assigned equal responsibilities once the promotional candidate completed two years of on the job training.

Division managers explained that while City employees had, in years past, possessed both the interest and the required background to perform the journey level duties of this specialized classification, that no longer is the case. In fact, they expect that it will become more difficult to find employees who are willing to accept these positions in the future, as the two budgeted positions do not have a specific career ladder beyond this point. It was recommended by the consultant that the City establish a flexibly staffed classification to provide a mechanism by which candidates with less than journey level experience may be selected and evaluated. As is customary with the City's flexibly staffed classifications, automatic advancement from the Reservoir Keeper I level to the Reservoir Keeper II level would be accomplished with the division head's recommendation and upon successful completion of the probationary (training) period. Because the role and purpose of a Senior Reservoir Keeper no longer exists, it was further recommended that this classification be abolished.

**RECOMMENDATION:** Approve the Reservoir Keeper I/II Classification Specifications and eliminate the Reservoir Keeper and Senior Reservoir Keeper Classification Specifications.

10. **NEW BUSINESS**
11. **OLD BUSINESS**
12. **COMMUNITY FORUM**
13. **ADJOURNMENT**