



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 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

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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**

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT
AS OF November 4, 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
FIN	METER READER	1	2008-29	39742	10/22/08	10/22/08	10/23/08	10/23/08	LM	10/29/08	11/13/08	WRITTEN - 100%	11/20/08	10/29/08 - RECRUITMENT OPENED. 10/23/08 - REQUISITION APPROVED, AWAITING INPUT FROM DEB. 10/9/08 - DISCUSSED RECRUITMENT PLAN WITH BOTH CINDY AND RICK. WILL OPEN RECRUITMENT AS SOON AS REQUISITION IS RECEIVED.
PD	POLICE LIEUTENANT	1	0						VE	6/2/08	6/27/08	ASSESSMENT CENTER		11/3/08 - VERIFIED COMPUTED SCORES WITH RICH. 10/27/08 - TEST MATERIALS WERE RETURNED TO RICH FOR SCORING. SHOULD HAVE RESULTS FROM RICH DURING THE WEEK OF 11/10/08. 9/16/08 - SANDY AND CAPT JACKSON MET WITH RICH JOINES.
PD	POLICE OFFICER (LATERAL ENTRY)	1	N/A						LM	CONTIN.				
PD	POLICE CADET (PART-TIME)	1	N/A						LM	CONTIN.		N/A	N/A	

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AS OF November 4, 2008**

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PD	COMM OPERATOR II (PERMANENT-INTERMITTENT)		N/A						LM	CONTIN.		N/A	N/A	
PD	COMM OPERATOR II		N/A						LM	CONTIN.		N/A	N/A	
PD	COMM OPERATOR I		N/A						LM	CONT		OPEN		DUE TO STATE OF CA POST BUDGET ISSUES, WRITTEN EXAM TENTATIVELY SCHEDULED FOR OCTOBER 21, 2008 HAS BEEN CANCELLED AND WILL RESCHEDULED FOR EARLY NEXT YEAR.
PW-CY	PIPE MECHANIC II	1	0							10/31/08	11/19/08			

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AS OF November 4, 2008

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PW-CY	ASST. MAINTENANCE SUPERINTENDENT - (LANDSCAPE)	1							PT	9/03/08	OCTOBER R.3, 2008	OPEN/PROMOTIONAL DEPARTMENTAL INTERVIEW	ORAL EXAM OCTOBER 22, 2008 - 10 SCHEDULE D	10/16 - 3 OF 10 CANDIDATES HAVE REQUESTED PHONE INTERVIEWS; 10/8 - JOHN CERINI HAS SCREENED DOWN TO 14, ALL EMAILS & WRITTEN COMMUNICATION SENT TO NON-QUALIFIED 9/25/08 JOHN CERINI & I MET @ 1PM AND SCREENED CURRENT
PW-CY	ELECTRICIAN	1	2008-21	39625	6/26/08	6/26/08	6/27/08	6/27/08	PT	OCTOBER R.31, 2008 OPEN 19 DAYS FOR RECRUITMENT	NOVEMBER 18, 2008 13 DAYS TO TESTING DATE	WRITTEN - 40% ORAL - 60%	DECEMBER R.3, 20008	10/29/08-FINALIZED WRITTEN TESTING REVIEW AND THE DATES FOR OPENING, CLOSING, WRITTEN TESTING, AND ORAL EXAM DATES. 10/23/08 SET IN MOTION RECRUITMENT WITH 10 AM MEETING WITH JAMES GAIKOWSKI; CALLED CPS FOT REVIEW COPY OF ELECTRICIAN
PW-CY	PUBLIC WORKS MAINTENANCE WORKER I	4	2008-15/16/17/18/22	39619	06/25/08	06/25/08	06/25/08	06/26/08	PT	OCTOBER R.31, 2008 15 OPEN DAYS FOR RECRUITMENT	NOVEMBER 14, 2008	MECHANICAL ABILITY & IDENTIFICATION OF TOOLS	DECEMBER R.4, 2008	10/29/08 - ESTABLISHED 5 SUPPLEMENTAL QUESTIONS, PREPARING FOR INTERNAL POSTING 10/30 AND THE FINALIZED DATES FOR OPENING, CLOSING, WRITTEN TESTING AND DEPARTMENTAL ORAL INTERVIEWS. 10/23/08 - SET FOR REVIEW WITH JAMES
PW-CY	ASST. MAINTENANCE SUPERINTENDENT - (FACILITIES) MOSTLY GF	1	2007-53	39387	11/05/07	11/05/07	11/08/07	11/08/07	PT	9/03/08	OCTOBER R.3, 2008	OPEN/PROMOTIONAL DEPARTMENTAL INTERVIEW	ORAL EXAM OCTOBER 29, 2008 - 10 SCHEDULE D	10/16 - 1 OF 10 CANDIDATES HAVE REQUESTED PHONE INTERVIEWS; 10/8 - JOHN CERINI HAS SCREENED DOWN TO 15, ALL EMAILS & WRITTEN COMMUNICATION SENT TO NON-QUALIFIED 9/25/08 JOHN CERINI & I MET @ 1PM AND SCREENED CURRENT

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT
AS OF November 4, 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
PW-WATER	TREATMENT PLANT OPERATOR III/IV								LM	CONT.	CONT.	N/A - UNASSEMBLED		6/19/08 - REQUISITION CLOSURE VERIFIED. 6/17/08 - LIV WILL SEND AN EMAIL TO NOTIFY CLOSURE OF REQUISITION. 6/23/08 - REQ. # 2008-11 FILLED WITH TPO I. 5/12/08 - REQ. #2007-33 FILLED WITH RIF. 4/8/08 - WAITING FOR IBEW LAYOFFS TO CONCLUDE.

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
 RECRUITMENT/CLASSIFICATION REPORT
 AS OF November 4, 2008**

CLASSIFICATION STATUS

DEPART	CLASSIFICATION	REC'D DATE	STAFF	COMMENTS
PW-WATER	INSTRUMENT TECH - RECLASS		TB	WEEK OF 10/19/08 NOW WORKING TO DEVELOP AND COMPLETE SALARY SURVEY FOR INSTRUMENT TECHNICIAN TO ASSIST IN RECOMMENDING SALARY PLACEMENT FOR INSTRUMENT TECHNICIAN I & II CLASSIFICATIONS.
PW-WATER	RESERVOIR KEEPER - RECLASS		TB	PUT REPORT AND DRAFT SPECS IN DEBORAS IN-BASKET ON 9/22. LATER HEARD FROM WYATT THAT HE HAD REVIEWED THE DRAFT SPECS AND THEY WERE FINE. E-MAILED COPY OF DRAFT REPORT TO ERIK ON 9/29.

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

MINUTES

September 8, 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 Clement, Fox, Lindquist, Poole and Preovolos

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

4. ELECTION OF SECRETARY (PURSUANT TO RULE 2.2, OFFICERS AND ELECTIONS, OF THE CIVIL SERVICE COMMISSION RULES AND REGULATIONS)

It was moved by Commissioner Lindquist and seconded by Commissioner Poole to nominate Commissioner Clement for Secretary. The motion was approved by the following vote:

AYES: Commissioners Clement, Fox, Lindquist, Poole and Preovolos

NOES:

5. WRITTEN COMMUNICATIONS

A. RECRUITMENT AND CLASSIFICATION REPORT

6. EXECUTIVE SECRETARY'S REPORT

Ms. Boutte' advised the Commission that the revised Rules and Regulations would go before Council for approval at the September 16, 2008. She also asked that Item 10-D be removed from the Consent Calendar

7. REPORT OF CHAIRPERSON AND COMMISSIONERS

None

8. COMMUNITY FORUM

None

9. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS

None

10. CONSENT CALENDAR

It was moved by Commissioner Preovolos and seconded by Commissioner Clement to approve the Consent Calendar.

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 *(Item 10-D removed from the Consent Calendar)*

The Consent Calendar was approved by the following vote:

AYES: Commissioners Clement, Fox, Lindquist, Poole and Preovolos

NOES:

11. NEW BUSINESS

None

12. OLD BUSINESS

None

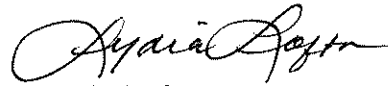
13. COMMUNITY FORUM

None

14. ADJOURNMENT

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


Respectfully submitted,



Lydia Lofton
Executive Secretary

CITY OF VALLEJO HUMAN RESOURCES DEPARTMENT**Agenda Item****Civil Service Commission****Date: November 10, 2008**

TO: Civil Service Commission

FROM: Debora Boutte, Human Resources Operations Manager 
Teresa Bryerton, Consultant, Regional Government Services

SUBJECT: Approve the Instrument Technician I/II Classification Specifications and
Eliminate the Instrument Technician (journey level) Classification Specification

RECOMMENDATION

Approve:

1. The Instrument Technician I/II Classification Specifications; and
2. The elimination of the Instrument Technician (journey level) Classification Specification

SUMMARY

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.

BACKGROUND AND DISCUSSION

Technical positions requiring a high degree of skill at entry are becoming increasingly difficult to fill as the city competes with other agencies for journey level applicants. Some Water Division staff believes that some of this difficulty may be related to pay issues. However, they also agree that a significant part of the problem stems from the fact that there is only a small pool of fully trained applicants available for positions in this classification. In addition, many public agencies and private companies are competing for that small group.

As has been shown with certain other technical, skilled positions in the city's classification plan, revising Instrument Technician to a flexibly staffed classification would provide for a more efficient and timely progression as trainee level appointees' job-related knowledge, skills, abilities and responsibilities grow. This change also would enable the city to draw from a larger applicant pool. Further, it would aid staff in identifying those applicants who require only minimal additional training to perform the full range of duties assigned. The city would recruit for Instrument Technician I/II simultaneously. When fully trained candidates are available on

any subsequent eligibility list, the Water Division could select from that list. However, if no trained candidates are available from the Instrument Technician II list, candidates from the Instrument Technician I list would be considered for a trainee appointment. As with other flexibly staffed classifications, candidates appointed to the Instrument Technician I level would be required to perform satisfactorily and achieve the division's recommendation for automatic advancement to the Instrument Technician II level within the two-year period of time set forth in the classification specification.

The recommended classifications of Instrument Technician I and Instrument Technician II would replace the existing Instrument Technician specification. No changes are proposed to the examination plan for the classification at this time. A salary study is under way for this classification and it is anticipated that the results will show whether or not, and to what extent, that the current salary may be undercutting the city's recruitment efforts. Any recommended salary changes to the two classifications arising out of the current salary study would be presented to the city council for approval.

Representatives from the International Brotherhood of Electrical Workers (IBEW) have reviewed the proposed Instrument Technician I/II classification specification and indicated that the change to a flexibly staffed classification is acceptable to them.

Authority to take Action:

Authority for the Commission's action is in Rule IV. Classification Plan, Section 5. New Classes of Positions which states:

“...whenever a new position is authorized or created,...the Commission shall allocate or reallocate such position by assignment of a title, either one already in the classification plan...”

ATTACHMENT: A. Instrument Technician I and II Classification Specifications
 B. Instrument Technician Classification Specification (*to be eliminated*)

PREPARED BY: Teresa Bryerton, Consultant, Regional Government Services

CONTACT: Teresa Bryerton, Consultant, (707) 649-4852

**CITY OF VALLEJO
CLASSIFICATION SPECIFICATION**

**INSTRUMENT TECHNICIAN I
INSTRUMENT TECHNICIAN II**

DEFINITION

Under general supervision, performs the maintenance, repair, replacement, design and calibration of programmable logic controllers; process instrumentation; electronic, electrical and mechanical instrumentation; and, equipment employed in the operation of water treatment plants, pumping stations and a hydroelectric power plant; and, other related duties as required.

DISTINGUISHING CHARACTERISTICS

Instrument Technician I – This is the entry level class in the Instrument Technician series. This class is distinguished from the Instrument Technician II by the performance of the more routine tasks and duties assigned to positions within the series including maintenance, repair, replacement, design and calibration of controllers, instrumentation, and equipment as knowledge and experience grow and develop. Since this class is typically used as a training class, employees may have only limited related work experience.

Instrument Technician II - This is the full journey level class within the Instrument Technician series. Employees within this class are distinguished from the Instrument Technician I by the performance of the full range of duties as assigned including all maintenance, repair, replacement, design and calibration of all instruments, controls and equipment used in all City water treatment plants, pumping stations and hydroelectric power plant; and other duties as assigned. 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 flexibly staffed and are normally filled by advancement from the Instrument Technician I-level when they have demonstrated journey-level knowledge and skills, or when filled from the outside, have prior, directly related experience.

SUPERVISION RECEIVED AND EXERCISED

Instrument Technician I

Receives immediate supervision from more experienced staff, supervisory and management staff.

Instrument Technician II

Receives general supervision from more experienced staff, supervisory and management staff.

May provide functional and technical work direction to less experienced staff.

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

Installs, maintains, calibrates, and repairs microcomputer-based data acquisition and control systems, including telemeters, programmable logic controllers, monitoring and process control equipment and instrumentation.

Makes inspections and performs periodic preventative maintenance on various control, metering, recording and display equipment; cleans, lubricates, calibrates and/or adjusts equipment as needed.

Troubleshoots and diagnoses electronic, electro-mechanical instrumentation malfunctions; completes component level repairs or advises system contractor(s) of other repair requirements as appropriate.

Uses software diagnostic routines and tests equipment to verify and/or adjust control system equipment according to manufacturer's recommendations.

Installs, maintains and repairs multi-channel system radio and telephone, and calibrates microwave electronic equipment, antennas, battery backup power supplies and grounding systems including connections to existing systems.

Reads and interprets wiring schematics, mechanical drawings and specifications as necessary to install, service and/or repair equipment in accordance with related regulations

May make estimates of labor, materials and supplies necessary for the performance of specific assignments.

Keeps records and makes verbal and written reports of work performed.

Installs, maintains, monitors, overhauls, calibrates and tests a wide variety of electronic recording, indicating, controlling, telemetering and other test instruments including but not limited to programmable logic controllers, communications systems, digital and/or analog instrumentation, printed circuits, magnetic flow meters, differential pressure transducers, multiplex equipment, flow meters, process control equipment, loss-of-head indicators, level indicators, solid state equipment, alarm circuits and systems, pressure and temperature regulators, gauges and recorders, chemical feeder controllers and telemetering receivers and transmitters.

Performs other related duties as assigned.

QUALIFICATIONS

Instrument Technician I

Knowledge of:

Some familiarity with methods, practices and tools used in maintaining, repairing, testing and calibrating electro-mechanical recording and metering instruments, programmable logic controllers, process control equipment, and mechanical linkage and telemetering systems.

General safety practices, precautions and procedures pertaining to the work.

Computer based data acquisition and control systems; microwave point to point and point-to-multi-point channel radio data communications equipment; telephone line interface for data communications; software diagnostic routines and test equipment; metering instruments and open and closed loop control systems.

Common equipment, tools and materials used in electronic and instrument maintenance and repair.

Applied principles of electronic and electrical theory, including Ohm's law; basic D.C. circuit analysis; A.C. circuit analysis; and, applicable mathematics including algebra, geometry and trigonometry as related to specific work applications.

Ability to:

Learn to diagnose mechanical, electrical and electronic difficulties/malfunctions in instrumentation, programmable logic controllers, control and telemetering systems.

Read and interpret wiring schematics, diagrams, mechanical drawings and specifications.

Make repairs to electronic, electro mechanical metering and process control instruments.

Estimate labor and materials to effect repair or replacement as needed.

Keep accurate records and make oral and written reports.

Establish and maintain effective working relationships with others.

Perform skilled maintenance, calibration and repair of a variety of plant, electronic, and electro-mechanical instrumentation.

Lift and carry tools, supplies, and equipment which may exceed 50 pounds.

Use a variety of tools, including a variety of test equipment as required.

Work independently, efficiently and accountably under general direction.

Install metal or PVC electrical conduit.

Assist with maintenance of high voltage switch gear.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Preferably completion of a formal, two-year electrical apprenticeship program and/or training in electronic technology.

Or

Some experience performing skilled field work in pneumatic, mechanical, electro mechanical and electronic circuitry repair, at least some of this time having involved work on instrumentation, field and process controls.

Training:

Completion of the twelfth grade, or its equivalent.

License or Certificate

Must possess and maintain a valid, appropriate California driver's license and have a satisfactory driving record.

Other Requirements:

Must possess physical characteristics to perform the critical and important duties of the class, including sufficient physical agility to work in high or confined spaces. Must be willing to work outdoors in a variety of weather conditions and work overtime as needed.

Department Head Signature _____ **Date:** _____

Date Adopted by CSC _____

Revised _____ **New** 11/10/08

Class Code 02641

Pay Grade 0038

Bargaining Unit IBEW

EEOC Category 03

Instrument Technician II

In addition to the duties for Instrument Technician I:

Essential Duties:

May direct the work of other maintenance employees as required; ensures proper adherence to safety precautions.

May inspect relevant work performed by contractors installing new electronic equipment in City facilities.

Maintain and operate high voltage switch gear.

In addition to the knowledge and abilities established for Instrument Technician I:

Knowledge of:

Considerable knowledge of all areas specified under Instrument Technician I sufficient for performing journey-level work.

Principles, techniques and operations involved in water treatment and distribution.

Ability to:

Perform the full range of duties for this class at the journey-level.

Direct the work of other employees.

Respond to emergency call outs.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training:

Equivalent to completion of the twelfth grade.

Experience:

Completion of a two-year formal electrical apprenticeship program and/or training in electronic technology

Or

Two years of experience performing skilled field work in pneumatic, mechanical, electro mechanical and electronic circuitry repair, at least some of this time having involved work on instrumentation, field and process controls equivalent to that of an Instrument Technician I with the City of Vallejo.

License, Certificate or Credential:

Must possess and maintain a valid, appropriate California driver's license and have a satisfactory driving record.

Other Requirements:

Must possess physical characteristics to perform the critical and important duties of the class, including sufficient physical agility to work in high or confined spaces. Must be willing to work outdoors in a variety of weather conditions and work overtime as needed.

Department Head Signature _____ Date: _____

Date Adopted by CSC _____

Revised _____ New 11/10/08

Class Code 02641

Pay Grade 0038

Bargaining Unit IBEW

EEOC Category 03

CITY OF VALLEJO
CLASSIFICATION SPECIFICATION
INSTRUMENT TECHNICIAN

DEFINITION

Under general supervision, performs the maintenance, repair, replacement, design and calibration of programmable logic controllers; process instrumentation; electronic, electrical and mechanical instrumentation; and, equipment employed in the operation of water treatment plants, pumping stations and a hydroelectric power plant; and, other related duties as required.

CLASS CHARACTERISTICS

This is a journey-level classification. May exercise technical and functional supervision of others on an as-needed basis.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Supervisor.

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

Installs, maintains, calibrates, and repairs microcomputer-based data acquisition and control systems, including telemeters, programmable logic controllers, monitoring and process control equipment and instrumentation.

Makes inspections and performs periodic preventative maintenance on various control, metering, recording and display equipment; cleans, lubricates, calibrates and/or adjusts equipment as needed.

Troubleshoots and diagnoses electronic, electro-mechanical instrumentation malfunctions; completes component level repairs or advises system contractor(s) of other repair requirements as appropriate.

Uses software diagnostic routines and tests equipment to verify and/or adjust control system equipment according to manufacturer's recommendations.

Installs, maintains and repairs multi-channel system radio and telephone, and calibrates microwave electronic equipment, antennas, battery backup power supplies and grounding systems including connections to existing systems.

Reads and interprets wiring schematics, mechanical drawings and specifications as necessary to install, service and/or repair equipment in accordance with related regulations.

INSTRUMENT TECHNICIAN

May make estimates of labor, materials and supplies necessary for the performance of specific assignments.

May direct the work of other maintenance employees as required and ensures that safety precautions are observed.

Keeps records and makes verbal and written reports of work performed.

May inspect relevant work performed by contractors installing new electronic equipment in City facilities.

Installs, maintains, monitors, overhauls, calibrates and tests a wide variety of electronic recording, indicating, controlling, telemetering and other test instruments including but not limited to programmable logic controllers, communications systems, digital and/or analog instrumentation, printed circuits, magnetic flow meters, differential pressure transducers, multiplex equipment, flow meters, process control equipment, loss-of-head indicators, level indicators, solid state equipment, alarm circuits and systems, pressure and temperature regulators, gauges and recorders, chemical feeder controllers and telemetering receivers and transmitters.

Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of: methods, practices and tools used in maintaining, repairing, testing and calibrating electro-mechanical recording and metering instruments, programmable logic controllers, process control equipment, and mechanical linkage and telemetering systems; safety practices, precautions and procedures pertaining to the work; computer based data acquisition and control systems; microwave point to point and point-to-multi-point channel radio data communications equipment; telephone line interface for data communications; software diagnostic routines and test equipment; metering instruments and flow in open channel and closed loop systems; principles, techniques and operations involved in water treatment and distribution; common equipment, tools and materials used in electronic and instrument maintenance and repair, applied principles of electronic and electrical theory, including Ohm's law; basic D.C. circuit analysis; A.C. circuit analysis; and, applicable mathematics including algebra, geometry and trigonometry as related to specific work applications.

Ability to: diagnose mechanical, electrical and electronic difficulties/malfunctions in instrumentation, programmable logic controllers, control and telemetering systems; read and interpret wiring schematics, diagrams, mechanical drawings and specifications; make repairs to electronic, electro mechanical metering and process control instruments; estimate labor and materials to effect repair or replacement as needed; direct the work of other employees; keep accurate records and make oral and written reports; establish and maintain effective working relationships with others; perform skilled maintenance, calibration and repair of a variety of plant, electronic, and electro mechanical instrumentation; lift and carry tools, supplies, and equipment which may exceed

50 pounds; use a variety of tools, including a variety of test equipment as required; to work independently, efficiently, and accountably under general direction; and, to install metal or PVC electrical conduit.

Education and Experience: Any combination of education and experience that has led to the acquisition of the knowledge, skills, and abilities as indicated above. Typical ways of acquiring these knowledge, skills, and abilities are:

Completion of the twelfth grade, or its equivalent, and either:

1) Completion of a formal electrical apprenticeship program and/or training in electronic technology

Or

2) Four years of experience performing skilled field work in pneumatic, mechanical, electro mechanical and electronic circuitry repair, at least two years of this time having involved work on instrumentation, field and process controls.

License, Certificate or Credential:

Must possess a California driver's license and have a satisfactory driving record.

Other Requirements:

Must possess physical characteristics to perform the critical and important duties of the class, including sufficient physical agility to work in high or confined spaces. Must be willing to work outdoors in a variety of weather conditions and work overtime as needed.

Department Head Signature _____ **Date:** _____

Date Adopted by CSC _____

Revised _____ **New** _____

Class Code 02641

Pay Grade 0038

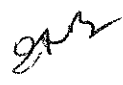
Bargaining Unit IBEW

EEOC Category 03

CITY OF VALLEJO HUMAN RESOURCES DEPARTMENT
Civil Service Commission

Agenda Item
Date: November 10, 2008

TO: Civil Service Commission

FROM: Debora Boutte, Human Resources Operations Manager 
Teresa Bryerton, Consultant, Regional Government Services

SUBJECT: Approve the Utility Mechanic I/II Classification Specifications and Eliminate the Utility Mechanic (journey level) Classification Specification

RECOMMENDATION

Approve:

1. The Utility Mechanic I/II Classification Specifications; and
2. The elimination of the Utility Mechanic (journey level) Classification Specification

SUMMARY

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.

BACKGROUND AND DISCUSSION

Recruitment efforts by the city for this classification in recent years has resulted in eligibility lists with few candidates and, sometimes, questionable qualifications. The use of test instruments that were not specifically created for Utility Mechanic has also hampered the city's ability to test those individuals who have applied for consideration. A new exam plan for this classification has been developed and was recently submitted to the Executive Secretary to the Civil Service Commission for consideration. However, while the proposed exam plan incorporates newly obtained, job valid content and different weights where appropriate, the test components can only distinguish between the different knowledge, skill and ability (KSAs)

levels of applicants; these cannot provide the city with the ability to hire less skilled candidates given the current established qualifications.

For the city to meet its recruitment goals for Utility Mechanics in the next few years, it is necessary to create flexibly staffed classifications for both entry and journey level and then to use an exam plan that enables staff to accurately assess candidates' KSAs. Staff has addressed the exam plan aspect of this strategic plan. Now, it remains for the commission to adopt the proposed flexibly staffed classifications of Utility Mechanic I and Utility Mechanic II.

As indicated in another report before the commission on Instrument Technician, when fully trained candidates are available on any subsequent eligibility list for Utility Mechanic I and II, the Water Division could select from that list. However, if no trained candidates are available from the Utility Mechanic II list, candidates from the Utility Mechanic I list would be considered for a trainee appointment. Again, as with other flexibly staffed classifications, candidates appointed to the Utility Mechanic I level would be required to perform satisfactorily and achieve the division's recommendation for automatic advancement to the Utility Mechanic II level within the two-year period of time set forth in the classification specification.

The proposed classifications Utility Mechanic I and Utility Mechanic II classification specifications would replace the existing Utility Mechanic specification. A salary study is under way for this classification in keeping with the fact that staff is proposing to create a new classification. Any recommended salary changes to the two classifications arising out of the current salary study would be presented to the city council for approval.

Representatives from the International Brotherhood of Electrical Workers (IBEW) have reviewed the proposed Utility Mechanic I/II classification specification and indicated that the change to a flexibly staffed classification is acceptable to them.

Authority to take Action:

Authority for the Commission's action is in Rule IV. Classification Plan, Section 5. New Classes of Positions which states:

“...whenever a new position is authorized or created,...the Commission shall allocate or reallocate such position by assignment of a title, either one already in the classification plan...”

ATTACHMENT: A. Utility Mechanic I and II Classification Specifications
B. Utility Mechanic Classification Specification (*to be eliminated*)

PREPARED BY: Teresa Bryerton, Consultant, Regional Government Services

CONTACT: Teresa Bryerton, Consultant, (707) 649-4852

CITY OF VALLEJO

CLASSIFICATION SPECIFICATION

UTILITY MECHANIC I
UTILITY MECHANIC II**DEFINITION**

To make minor and major repairs to a variety of utility systems and mechanical equipment including pumps, motors, lift stations, and related facilities; and to assist other departments with mechanical systems as required.

DISTINGUISHING CHARACTERISTICS

Utility Mechanic I – This is the entry level class in the Utility Mechanic series. This class is distinguished from the Utility Mechanic II by the performance of the more routine tasks and duties assigned to positions within the series including inspecting, diagnosing, and locating mechanical difficulties on equipment; repair, overhaul, and rebuilding pumps, valves, motors, meters, tanks, and reservoirs as knowledge and experience grow and develop. Since this class is typically used as a training class, employees may have only limited related work experience.

Utility Mechanic II – This is the full journey level class within the Utility Mechanic series. Employees within this class are distinguished from the Utility Mechanic I by the performance of the full range of duties as assigned including all inspection, diagnosing, and locating mechanical difficulties on a variety of mechanical equipment including water pumps, electric motors, natural gas, diesel and gasoline engines, generators, chemical feed systems, and pneumatic and regulator-controlled pressure systems; as well as repairing, overhauling, or rebuilding pumps valves, motors, meters, tank and reservoirs, and performing design, fabricating, installation and maintenance duties.

SUPERVISION RECEIVED AND EXERCISED**Utility Mechanic I**

Receives immediate supervision from more experienced staff, supervisory and management staff.

Utility Mechanic II

Receives general supervision from more experienced staff, supervisory and management staff.

May provide technical and functional work direction to less experienced staff.

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

Inspect, diagnose, and locate mechanical difficulties on a variety of mechanical equipment including water pumps, electric motors, natural gas, diesel and gasoline engines, generators, chemical feed systems, and pneumatic and regulator-controlled pressure systems.

Repair, overhaul, or rebuild pumps valves, motors, meters, tank and reservoirs.

Install plumbing to and from chlorinators including valves and regulators; maintain chlorinators and seals

Inspect, maintain, and repair valve operators including hydraulic, pneumatic and electrical control systems.

Repair, remove, and replace flow meters; repair pressure gauges; repair pressure recorders as required.

Change instrument charts that record flow pressure in the water system; start and stop pumps and various equipment as required.

Perform a variety of preventative maintenance duties on water distribution equipment and maintain preventative maintenance records.

Tune up engines by replacing ignition parts and reconditioning and adjusting carburetors.

Maintain and repair shop equipment including hoists, welders, compressors, and various equipment.

Perform light maintenance on pump plant buildings, including light carpentry, welding, masonry, and concrete work.

Maintain work, time, and material records.

Assist other mechanics in the performance of mechanical repairs as required.

Remove large diesel and gas engines from service on a periodic basis; disassemble, inspect and overhaul as needed; place engines back in service.

Estimate time, materials and equipment required for jobs assigned, requisition materials as required.

Perform preventative maintenance on equipment as required.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Utility Mechanic I

Knowledge of:

Tools, equipment, and procedures used in the overhaul, repair, and adjustment of mechanical equipment

Procedures of preventive maintenance related to utility mechanical equipment.

Operation and care of internal combustion engines and hydraulic equipment.

Methods, materials, equipment, and tools used in routine welding and fabrication work.

Principles of carpentry, masonry, electricity, and plumbing.

Basic hydraulic theories as related to pumps.

Occupational hazards and standard safety practices necessary in the area of work assigned.

Principles and procedures of record keeping.

Safe work practices.

Ability to:

Perform mechanical work including the diagnosing, trouble-shooting, fabricating, and repair of utility equipment.

Learn to diagnose, disassemble, repair, and rebuild mechanical equipment used in water treatment and distribution.

Work independently in the absence of supervision.

Use a variety of equipment maintenance tools and equipment.

Maintain a variety of shop and repair records.

Read and understand various manuals, blueprints, and schematics.

Understand and follow oral and written directions.

Learn to perform preventative maintenance on mechanical equipment as required.

Use and operate hand tools, power tools, and mechanical equipment in a safe and efficient manner.

Read and interpret maps, sketches, drawings, specifications, and technical manuals.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Learn to apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Perform duties in a manner to maximize public safety in the area of work assigned.

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

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience performing minor and major equipment repair duties involving the maintenance of mechanical equipment.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance including specialized training in maintenance and repair of mechanical equipment.

License or Certificate:

Possess and maintain a valid, appropriate California driver's license and have a safe driving record.

Ability to obtain a Water Distribution Operator Grade D 1 issued by the State of California Department of Health Services (DOHS) within 24 months of employment as a Utility Mechanic I.

Working Conditions:

Travel from site to site; exposure to high voltage and heights; lifting, climbing, and stooping.

Department Head Signature _____ Date _____

Date Adopted by CSC _____

Revised _____ New 11/10/08

Class Code 01255

Pay Grade 0033

Bargaining Unit IBEW

EEOC Category 07

Utility Mechanic II

In addition to the duties for Utility Mechanic I:

Essential Duties:

Design and fabricate equipment for rigging and lifting heavy and oversized loads.

Weld, fabricate, and assemble parts and equipment for City mechanical equipment as required.

Coordinate with other departments for the repair of equipment as required.

In addition to the knowledge and abilities established for Utility Mechanic I:

Knowledge of:

Principles and procedures of hydraulic systems high-pressure air systems, and high-pressure water systems.

Operating and repair characteristics of a wide variety of mechanical, pumping, and treatment equipment used in water utility systems.

Ability to:

Perform journey level mechanical work including the diagnosing, trouble-shooting, fabricating, and repair of utility equipment.

Diagnose, disassemble, repair, and rebuild mechanical equipment used in water treatment and distribution.

Accurately determine mechanical repair needs and estimate the cost and time of repairs

Perform preventative maintenance on mechanical equipment as required.

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Respond to emergency call outs.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience performing minor and major equipment repair duties involving maintenance of mechanical equipment equivalent to that of Utility Mechanic I with

the City of Vallejo.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance including specialized training in maintenance and repair of mechanical equipment.

License or Certificate:

Possess and maintain an appropriate, valid California driver's license and have a safe driving record.

Possess and maintain a Water Distribution Operator Grade D 1 issued by the State of California Department of Health Services (DOHS).

Working Conditions:

Travel from site to site; exposure to high voltage and heights; lifting, climbing, and stooping.

Department Head Signature _____ **Date** _____
Date Adopted by CSC _____
Revised _____ **New** 11/10/08
Class Code 01255
Pay Grade 0033
Bargaining Unit IBEW
EEOC Category 07

CITY OF VALLEJO
CLASSIFICATION SPECIFICATION
UTILITY MECHANIC

DEFINITION

To make minor and major repairs to a variety of utility systems and mechanical equipment including pumps, motors, lift stations, and related facilities; and to assist other departments with mechanical systems as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Mechanical Maintenance Supervisor.

May exercise technical and functional supervision over lower level maintenance staff.

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

Inspect, diagnose, and locate mechanical difficulties on a variety of mechanical equipment including water pumps, electric motors, natural gas, diesel and gasoline engines, generators, chemical feed systems, and pneumatic and regulator-controlled pressure systems.

Repair, overhaul, or rebuild pumps valves, motors, meters, tank and reservoirs.

Install plumbing to and from chlorinators including valves and regulators; maintain chlorinators and seals

Inspect, maintain, and repair valve operators including hydraulic, pneumatic and electrical control systems.

Repair, remove, and replace flow meters; repair pressure gauges; repair pressure recorders as required.

Change instrument chards that record flow pressure in the water system; start and stop pumps and various equipment as required.

Perform a variety of preventative maintenance duties on water distribution equipment and maintain preventative maintenance records.

Tune up engines by replacing ignition parts and reconditioning and adjusting carburetors.

Design and fabricate equipment for rigging and lifting heavy and oversized loads.

Weld, fabricate, and assemble parts and equipment for City mechanical equipment as required.

Maintain and repair shop equipment including hoists, welders, compressors, and various equipment.

Perform light maintenance on pump plant buildings, including light carpentry, welding, masonry, and concrete work.

Coordinate with other departments for the repair of equipment as required.

Maintain work, time, and material records.

Assist other mechanics in the performance of mechanical repairs as required.

Remove large diesel and gas engines from service on a periodic basis; disassemble, inspect and overhaul as needed; place engines back in service.

Estimate time, materials and equipment required for jobs assigned, requisition materials as required.

Perform preventative maintenance on equipment as required.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Tools, equipment, and procedures used in the overhaul, repair, and adjustment of mechanical equipment

Procedures of preventive maintenance related to utility mechanical equipment.

Principles and procedures of hydraulic systems high-pressure air systems, and high-pressure water systems.

Operating and repair characteristics of a wide variety of mechanical, pumping, and treatment equipment used in water utility systems.

Operation and care of internal combustion engines and hydraulic equipment.

Methods, materials, equipment, and tools used in routine welding and fabrication work.

Principles of carpentry, masonry, electricity, and plumbing.

Basic hydraulic theories as related to pumps.

Occupational hazards and standard safety practices necessary in the area of work assigned.

Principles and procedures of record keeping.

Safe work practices.

Ability to:

Perform journey level mechanical work including the diagnosing, trouble-shooting, fabricating, and repair of utility equipment.

Diagnose, disassemble, repair, and rebuild mechanical equipment used in water treatment and distribution.

Work independently in the absence of supervision.

Accurately determine mechanical repair needs and estimate the cost and time of repairs

Use a variety of equipment maintenance tools and equipment.

Maintain a variety of shop and repair records.

Read and understand various manuals, blueprints, and schematics.

Understand and follow oral and written directions.

Perform preventative maintenance on mechanical equipment as required.

Use and operate hand tools, power tools, and mechanical equipment in a safe and efficient manner.

Read and interpret maps, sketches, drawings, specifications, and technical manuals.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Perform duties in a manner to maximize public safety in the area of work assigned.

Respond to the Corporation Yard for an emergency call out.

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

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of journey level experience performing minor and major equipment repair duties involving the maintenance of mechanical equipment for water systems.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance including specialized training in maintenance and repair of mechanical equipment.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Working Conditions:

Travel from site to site; exposure to high voltage and heights; lifting, climbing, and stooping.

Department Head Signature _____ Date _____

Date Adopted by CSC 7/1/92

Revised _____ New _____

Class Code 01255

Pay Grade 0033

Bargaining Unit IBEW

EEOC Category 07

CITY OF VALLEJO HUMAN RESOURCES DEPARTMENT
Civil Service Commission

Agenda Item
Date: November 10, 2008

TO: Civil Service Commission

FROM: Debora Boutte, Human Resources Operations Manager *DM*
Teresa Bryerton, Consultant, Regional Government Services

SUBJECT: Approve the Reservoir Keeper I/II Classification Specifications and Eliminate the Reservoir Keeper and Senior Reservoir Classification Specifications

RECOMMENDATION

Approve:

1. The Reservoir Keeper I/II Classification Specifications; and
2. The elimination of the Reservoir Keeper and Senior Reservoir Keeper Classification Specifications

SUMMARY

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.

BACKGROUND AND DISCUSSION

As set forth in the definition section of the Senior Reservoir Keeper class specification, the purpose and functions of this position were:

“To lead and maintain the City's water reservoirs and the watersheds; to operate and maintain a small water treatment plant; and to perform various duties for the Water Department.”

Yet, division managers indicated that it has been about many years since these guiding functions could have been performed. Further, while the less experienced employee who was to be promoted into the Reservoir Keeper classification will require work guidance and direction of the other Reservoir Keeper for his first two years in the position, it is not their intention to have any employees function in an ongoing lead capacity. Rather, it is their intention, and the consultant's recommendation, that assignment pay be provided to the current incumbent for no longer than two years after the initial appointment of the new promoted employee.

Again, given that the city is experiencing difficulty in locating even eligible city employees to fill these specialized vacancies, it has become necessary to create a lower level, trainee classification. The two years following that appointment will provide the appointees with sufficient opportunity to become familiar with the full range of duties of the classification. As with other flexibly staffed classifications, entry level candidates are required to perform satisfactorily and be recommended for automatic advancement to the Reservoir Keeper II level within the two-year period of time set forth in the classification specification.

No changes are proposed to the examination plan for the classification at this time. A salary study is under way for this classification. It is anticipated that the results will help the city to establish salary ranges for these classifications. Any recommended salary changes to the two classifications arising out of the study would be presented to the city council for approval. Representatives from the International Brotherhood of Electrical Workers (IBEW) have reviewed the proposed Reservoir Keeper I/II classification specification and indicated that the change to a flexibly staffed classification is acceptable to them.

Authority to take Action:

Authority for the Commission's action is in Rule IV. Classification Plan, Section 5. New Classes of Positions which states:

“...whenever a new position is authorized or created,...the Commission shall allocate or reallocate such position by assignment of a title, either one already in the classification plan...”

- ATTACHMENT:**
- A. Reservoir Keeper I and II Classification Specifications
 - B. Reservoir Keeper and Senior Reservoir Keeper Classification Specifications *(to be eliminated)*

PREPARED BY: Teresa Bryerton, Consultant, Regional Government Services

CONTACT: Teresa Bryerton, Consultant, (707) 649-4852

**CITY OF VALLEJO
CLASSIFICATION SPECIFICATION**

**RESERVOIR KEEPER I
RESERVOIR KEEPER II**

DEFINITION

To maintain the City's water reservoirs and the watersheds; and to perform various duties for the Water Division as required.

DISTINGUISHING CHARACTERISTICS

Reservoir Keeper I – This is the entry level class in the Reservoir Keeper series. This class is distinguished from the Reservoir Keeper II by the performance of the more routine tasks and duties assigned to positions within the series including performing inspection duties and recording data in logs; operating equipment and power tools; performing preventive maintenance on equipment; maintaining grounds and premises; repairing road and fencing; responding to public inquiries and providing information as knowledge and experience grow and develop. Since this class is typically used as a training class, employees may have only limited related work experience.

Reservoir Keeper II - This is the full journey level class within the Reservoir Keeper series. Employees within this class are distinguished from the Reservoir Keeper I by the performance of the full range of duties as assigned including preventing trespassing and pollution of the water supply; coordinating the removal of brush; identifying the location and hydraulic interconnection of all up country pipelines; providing assistance to authorized visitors; interpreting water quality standards; resolving complaints; and other duties as assigned. 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 flexibly staffed and are normally filled by advancement from the Reservoir Keeper I-level when they have demonstrated journey-level knowledge and skills, or when filled from the outside, have prior, directly related experience.

SUPERVISION RECEIVED AND EXERCISED

Reservoir Keeper I

Receives immediate supervision from more experienced staff, supervisory and management staff.

Reservoir Keeper II

Receives general supervision from supervisory and management staff.

May provide functional and technical work direction to less experienced staff.

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

Performs inspection duties on water shed and pipelines; inspects pump stations and water storage tanks; record data into log books.

Inspects distribution pipelines for leakages and needed maintenance work.

Prevents the trespassing and pollution of the water supply.

Operates equipment and power tools including trucks, chain saws, boat motors; maintains hand tools and assigned equipment; performs preventive maintenance on equipment.

Prepares records and maintains logs of daily activities.

Maintains grounds and premises of watersheds, reservoirs, and treatment plants.

Coordinates the cutting and disposing of brush for fire protection; maintains fire trails and fire breaks around fencing and buildings; conducts controlled burns as required.

Repairs roads and fencing as necessary.

Conducts field inspections of the surrounding reservoir area; provides assistance to other agencies in the inspection of dams.

Interprets water quality standards and apply appropriate standards and procedures.

Responds to public inquiries in a courteous manner; provides information on the reservoirs; resolve complaints in an efficient and timely manner.

Performs other related duties as assigned.

QUALIFICATIONS

Reservoir Keeper I

Knowledge of:

Some familiarity with operations, services and activities of a reservoir program.

General methods and techniques of reservoir and watershed maintenance.

Pertinent Federal, State, and local regulations and codes including, but not limited to, Fish and Game regulations related to hunting and fishing; State regulations related to chlorination; and local codes and regulations related to access to and use of city property; water division policies.

Basic mathematical principles.

Ability to:

Learn to interpret and explain Water Division policies and procedures.

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Read and interpret engineering and pipeline drawings.

Apply good judgment and practical knowledge to resolve unusual or irregular problems.

Prepare records of activities; maintain logs.

Accurately and courteously respond to requests and inquiries from the general public.

Understand and follow oral and written instructions.

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

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Experience:

Two years of experience performing journey level maintenance repair tasks to water treatment and distribution systems and facilities.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate

Possess and maintain a valid, appropriate California driver's license and have a satisfactory driving record.

Possess, or obtain, a Water Distribution Treatment Plant Operator Grade D1 Certificate as issued by the State of California within one year of appointment.

Possess, or ability to obtain, certification of the successful completion of a beginning swimmers course offered by the American Red Cross.

Other Requirements:

Exposure to chemicals; some lifting; machine noise.

Department Head Signature _____ Date: _____

Date Adopted by CSC _____11/10/08_____

Revised _____ New _____

Class Code 01665

Pay Grade 0033

Bargaining Unit IBEW

EEOC Category 07

Reservoir Keeper II

In addition to the duties for Reservoir Keeper I:

Essential Duties:

Provide lead technical and functional work direction to maintenance staff as required; organize, and review the work of maintenance staff in the operation and maintenance of the water system treatment plants.

Respond to emergency call-outs at all hours; to identify problems and sources of leaks; and to determine the need for staff and equipment to make necessary repairs.

Identify and communicate the location and hydraulic interconnection of all up country pipelines to appropriate staff and outside contractors; coordinate repairs with maintenance staff.

In addition to the knowledge and abilities established for Reservoir Keeper I:

Knowledge of:

Principles of lead supervision and training.

Thorough knowledge of hydraulic interconnection and pipeline locations for up country facilities.

Ability to:

Work independently in the absence of supervision.

Provide work direction to less experienced staff.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Experience:

Two years of experience as a reservoir keeper equivalent to that of Reservoir Keeper I with the City of Vallejo.

License, Certificate or Credential:

Obtain and maintain a Water Distribution Treatment Plant Operator Grade D2 Certificate as issued by the State of California within one year of appointment.

Other Requirements:

Exposure to chemicals; some lifting; machine noise.

Department Head Signature _____ Date: _____

Date Adopted by CSC 11/10/08

Revised _____ New _____

Class Code 01665

Pay Grade 0033

Bargaining Unit IBEW

EEOC Category 07

CITY OF VALLEJO
CLASSIFICATION SPECIFICATION
RESERVOIR KEEPER

DEFINITION

To maintain and keep secure a water reservoir and the watershed surrounding it; and to perform various duties for the Water Division.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

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

Perform water quality tests and determinations; adjust chemical feeders; calculate chemical dosages.

Perform inspection duties on water shed and pipelines; inspect pump stations and water storage tanks; record data into log books.

Inspect distribution pipelines for leakages, adjust distribution system valves and regulators, and perform necessary maintenance.

Inspect transmission and distribution mains for leakages, adjust system valves and regulators, and perform necessary maintenance.

Locate and operate the entire transmission and distribution system.

Prevent the trespassing and pollution of the water supply.

Operate equipment and power tools including trucks, chain saws, boat motors; maintain hand tools and assigned equipment; perform preventive maintenance on equipment.

Maintain grounds and premises of watersheds, reservoirs, and treatment plants.

Perform the cutting and disposing of brush for fire protection; maintain fire trails and fire breaks around fencing and buildings; conduct controlled burns as required.

Repair roads and fencing; dig holes and trenches.

Load and unload materials and equipment as necessary.

Conduct field inspections of the surrounding reservoir area; coordinate and participate in the inspection of dams. Interpret water quality standards; apply appropriate standards.

Respond to public inquiries in a courteous manner; provide information on the reservoirs; resolve complaints in an efficient and timely manner.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic methods and techniques of reservoir and watershed maintenance.

Principles and practices of water treatments.

Methods and equipment involved in maintaining reservoirs, waterways, and distribution systems.

Ability to:

Learn pertinent Federal, State and local laws, codes and regulations.

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Maintain reservoirs, waterways, and distribution systems.

Respond to requests and inquiries from the general public.

Understand and follow oral and written instructions.

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:

One year of maintenance experience or other related experience.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance supplemented by specialized training in water treatment and distribution.

License or Certificate

Possession of a Water Distribution Operator Certificate Grade Two (D2) as approved by the State of California.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, certification of the successful completion of a beginning swimmers course offered by the American Red Cross.

Working Conditions

Exposure to chemicals; some lifting; machine noise.

Department Head Signature _____ **Date:** _____

Date Adopted by CSC 7/1/92

Revised 5/9/05 **New** _____

Class Code 01660

Pay Grade 0029

Bargaining Unit IBEW

EEOC Category 08

CITY OF VALLEJO
CLASSIFICATION SPECIFICATION
SENIOR RESERVOIR KEEPER

DEFINITION

To lead and maintain the City's water reservoirs and the watersheds; to operate and maintain a small water treatment plant; and to perform various duties for the Water Department.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Assistant Water Superintendent/Supply and Distribution.

Performs functional and technical supervision over maintenance staff.

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

Lead and participate in the collection of data in the operation and maintenance of water treatment plants.

Perform water quality tests and determinations; adjust chemical feeders; calculate chemical dosages.

Perform inspection duties on water shed and pipelines; inspect pump stations and water storage tanks; record data into log books.

Inspect distribution pipelines for leakages and needed maintenance work.

Prevent the trespassing and pollution of the water supply.

Supervise the use of and operate equipment and power tools including trucks, chain saws, boat motors; maintain hand tools and assigned equipment; perform preventive maintenance on equipment.

Prepare various reports and keep records of daily activities.

Maintain grounds and premises of watersheds, reservoirs, and treatment plants.

Perform the cutting and disposing of brush for fire protection; maintain fire trails and fire breaks

around fencing and buildings; conduct controlled burns as required.

Repair roads and fencing as necessary.

Conduct field inspections of the surrounding reservoir area; coordinate and participate in the inspection of dams.

Interpret water quality standards and apply appropriate standards and procedures.

Respond to public inquiries in a courteous manner; provide information on the reservoirs; resolve complaints in an efficient and timely manner.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a reservoir program.

Methods and techniques of reservoir and watershed maintenance.

Principles of lead supervision and training.

Pertinent Federal, State and local laws, codes and regulations.

Basic mathematical principles.

Ability to:

Lead, organize, and review the work of maintenance staff in the operation and maintenance of water treatment plants.

Interpret and explain Water Division policies and procedures.

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Work independently in the absence of supervision.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Apply good judgment and practical knowledge to resolve unusual or irregular problems.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Understand and follow oral and written instructions.

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 experience as a reservoir keeper or other related experience.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate

Possession of a Water Treatment Plant Operator Grade III Certificate as issued by the State of California.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, certification of the successful completion of a beginning swimmers course offered by the American Red Cross.

Working Conditions

Exposure to chemicals; some lifting; machine noise.

Department Head Signature _____ **Date:** _____

Date Adopted by CSC _____

Revised _____ **New** _____

Class Code 01665

Pay Grade 0033

Bargaining Unit IBEW

EEOC Category 07