



AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO January 8, 2007 5:15 P.M.

CHAIR
Marc Fox

COMMISSIONERS
Frank Jackson
Connie Klimisch
Michael Preovolos

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

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



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

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **WRITTEN COMMUNICATIONS**
 - A. RECRUITMENT AND CLASSIFICATION REPORT
 - B. REGISTERS OF ELIGIBLES SET TO EXPIRE BY JANUARY 31, 2007
5. **EXECUTIVE SECRETARY'S REPORT**
6. **CITY ATTORNEY'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. 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 DECEMBER 11, 2006 CIVIL SERVICE COMMISSION MEETING
- C. APPROVAL OF THE REGISTER OF ELIGIBLES FOR CIVIL SERVICE POSITION

- 1) Public Works Maintenance Worker IA

RECOMMENDATION: Approve the Register of Eligibles for the above listed Civil Service position.

- D. APPROVAL OF THE REVISED CLASSIFICATION SPECIFICATION FOR BUILDING INSPECTOR I/BUILDING INSPECTOR II

The Chief Building Official, Gary West, requested that the Human Resources Department conduct a review of the current classification of Building Inspector I/ Building Inspector II to ensure that it reflects the current duties and responsibilities associated with the classification to include certifications from the International Conference of Building Officials/International Code Council (I.C.B.O./ICC). Staff recommends that the Civil Service Commission amend the current classification specification for Building Inspector I/ Building Inspector II to reflect the current certification requirements that will be required within six months of hire. These certifications will permit employees in this classification to conduct more independent building inspections thereby increasing the efficiency of the work unit and generating revenue for the City.

RECOMMENDATION: Approve the revised classification specification for Building Inspector I/Building Inspector II

11. NEW BUSINESS

- A. REQUEST TO SCHEDULE A PUBLIC HEARING TO CONSIDER AMENDMENTS TO THE PROVISIONS OF CIVIL SERVICE RULES 1.11.3, PROBATIONARY PERIOD AND 2.1, MEETINGS

Staff is recommending that the Commission schedule a Public Hearing to consider amending Rule 1.113 so that it reads the same as Rule 17.4. In addition, staff is recommending that the Commission consider revising Rule 17.4 so that a process can be established when regular meeting dates in

October and November conflict with City holidays.

RECOMMENDATION: It is recommended that the Civil Service Commission schedule a public hearing to consider amendments to the provisions of Rule 1.11.3, Probationary Period and Rule 2.1, Meetings

12. COMMUNITY FORUM

13. ADJOURNMENT

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT
AS OF December 29, 2006**

CLASSIFICATION STATUS

DEPART	CLASSIFICATION	REC'D DATE	STAFF	COMMENTS
CAMP	SR. PERSONNEL ANALYST AND PERSONNEL ANALYST II-EQUITY ADJUSTMENTS		DB	10/3 - WAITING ON ADMIN ANALYST ISSUE TO BE RESOLVED PER JIM PHILLIPS. 8/16/06 - REC'D NEW REPORT FROM DOUG AS REQUESTED BY CAMP. WAITING FOR RESPONSE FROM CAMP.
DS	BUILDING PERMIT TECHNICIAN	11-30-06	DCM	12-27-06 INITIATED DATA GATHERING 12-11-06 BUILDING INSPECTOR IS PRIORITY 12-6-06 DATA REVIEW UNDERWAY 11-30-06 ASSIGNED TO REVISE THE CLASS SPEC
DS	BUILDING INSPECTOR II	08/08/06	DCM	12-27-06 SCHEDULED TO MEET WITH IBEW 12-28-06 12-12-06 RECEIVED ADDITIONAL CHANGES TO CLASS SPEC 12-6-06 AWAITING INPUT FROM DEPT. 11-29-06 SENT REVISED SPEC TO DEPT. W. JOB ANALYSIS INFO. 11-20-06 MET W/GARY WEST TO REVIEW SPEC REVISIONS.
FIN	ADMINISTRATIVE CLERK II - NAVARRO		VE	10/26 - AWAITING TO HEAR FROM DEPT REGARDING GRETCHEN'S RECOMMENDATION. 10/25 - CHECKED W/ GRETCHEN WHO HAS RECOMMENDED THE RECLASS. REGARDING THE STATUS OF ARMT'S RECLASS. JOB ANALYSIS QUESTIONNAIRE BACK FROM INCUMBENT.
FIN	SR. PERSONNEL TECHNICIAN - SCOPESI		DB	10/10 ADOPTED BY CITY COUNCIL. 9/22-06 - SCHEDULED FOR COUNCIL ON 10/10/06. 8/16/06 - WAITING TO TAKE TO COUNCIL UNTIL AFTER THE EQUITY STUDY HAS BEEN FINALIZED.
FINANCE - INFO SYSTEMS	TECHNICAL SERVICES/MEDIA COORDINATOR	10/23/06	DCM	12-27-06 AWAITING DEPT. INFORMATION 12-12-06 POTENTIAL CHANGES UNDER DISCUSSION 12-5-06 FURTHER DATA REVIEW UNDERWAY 11-29-06 MET W/EE FURTHER INTERVIEW 11-15-06 DATA REVIEW UNDERWAY 11-9-06 INTERVIEW W/SUPERVISOR
HR	PERSONNEL TECHNICIAN - MANGUERA		DB	DOUG RECOMMENDED NO CHANGE AT THIS TIME. TALKED WITH LIV. 10/12 - WAITING FOR DOUG TO FINISH UP REPORT. 8/16/06 - (DEB) DOUG WAITING FOR JA FROM LIV. 7-20-06 SPOKE TO DOUG. HE MAY HAVE DATA TO SHARE WITH DENNIS BY NEXT WEEK.
HR	SR. PERSONNEL TECHNICIAN - LOCKETT		DB	11/29 - MET W/CAMP AND CRYSTAL - SHE HAD CONCERNS RE: THE POSITIONS SURVEYED AND THE DATA USED AS THE JOB DESCRIPT HAD ERRORS. CRYSTAL WILL PROVIDE UPDATED DATA BY 12/5. 11/013 - DOUG IS SETTING SALARY FOR THE POSITION.
PD	ACCOUNTING CLERK II - POTTS		VE	8/28 - PREPARED STAFF REPORT FOR CSC TO APPROVED POTTS' RECLASS. 7/20/06 - INFORMED BY IBEW THAT EE WANTS TO MOVE FORWARD. 7/20 - DEPT DOES NOT WANT TO MOVE FORWARD. 7/10/06 VIV WILL ASK GRETCHEN FOR STATUS.
PW - ADMIN	ACCOUNTING CLERK II	10/2/06	VE	12/21 - TALKED WITH WOODY WHO INDICATED THAT HE WOULD GET BACK WITH ME AFTER THE HOLIDAYS. 11/30 - TALKED WITH WOODY WHO IS AWAITING AN ANSWER FROM JIM PHILLIPS TO APPROVE THE RECLASS AT THE WAREHOUSE SPECIALIST LEVEL.
PW- WATER	TREATMENT PLANT OPERATOR III/IV		DCM	12-27-06 AWAITIN INFO FROM DEPT. 12-11-06 AWAITING INFO. FROM DEPT.12-6-06 AWAITING INFO FROM THE DEPT 11-29-06 AWAITING INFO FROM THE DEPT 11-15-06 WAITING ON DEPT. 11-7-06 AWAITING INPUT FROM THE DEPT. 11-1-06 AWAITING INPUT FROM DEPT.

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT
AS OF December 29, 2006**

RECRUITMENT STATUS

DEPART	POSITION TITLE	# OF VAC	REQ #	DATE REQ RECD	DATE SIGNED BY HR	DATE OF FINAL SIGN	DATE FINAL RECEIPT	STAFF	OPEN DATE	FFD	EXAM TYPE	DATE OF EXAM	COMMENTS
CD	ADMIN ANALYST II	1						VE	8/14/06	9/15/06	OPEN - ORAL BOARD	10/4/06	10/4/ - INTERVIEWS WERE HELD. 9/7 - RECVD REQUISITION. 8/30 - REQUESTED REQUISITION FROM CRAIG. 8/28 - INTERVIEWS SCHEDULED FOR 10/4. 8/15 - 8/8/06 - REQUESTED REQ FROM CRAIG. 7/26/06 - REQUESTED REQ.
CD	ECONOMIC DEVELOPMENT MANAGER	1						VE	07/07/06	08/04/06	OPEN - ORAL BOARD	8/21/06	9/7 - RECVD REQUISITION. 8/24 - AWAITING PERSONNEL REQUISITION. 8/21 - ORAL EXAM COMPLETED. 8/8 - REQUESTED APPLICANT COUNT. 8/8/06 - REQUESTED REQ. FROM CRAIG. 7/26/06 - REQUESTED REQ. 7/7/06 EMAILED GONZALO TO PLACE
DS	PLANNING MGR	1	2006-32	8/8/06	8/11/06			VE	07/07/06	08/04/06	OPEN - ORAL BOARD	8/23/06	8/23 - ORAL EXAM COMPLETED. 8/15/- REQUESTED APPLICANT COUNT. 8/8/06 RECVD REQ FROM BRIAN. 7/26/06 - REQUESTED REQ. 7/7/06 EMAILED GONZALO TO PLACE JA ON WEBSITE. 7/10/06 EMAILED NOTIFICATION TO
FD	FIREFIGHTER/PARAMEDIC	8	2006-51	8/23/06				DCM	TBA	TBA	ORALS	11-13-06 TO 11-17-06	12-27-06 LETTERS OUT TO ORAL CANDIDATES-EXAM STARTS 1-9-06 12-13-06 COLLECTING APPLICATIONS 11-30-06 INVITATION LETTERS AND APPLICATIONS MAILED OUT TO CANDIDATES 1-9-07 TO 1-11-07 ORAL EXAM SCHEDULED 11-15-06 FIREHIRE LIST EXPECTED 11-

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT
AS OF December 29, 2006**

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FD	FIRE FIGHTER/ENGINEER	1	2006-34	08/09/06	08/10/06				DCM	TBA		PRACTICAL EXAM		12-27-06 GATHERING INFO. FOR JOB ANNOUNCEMENT 12-11-06 AWAITING WORD FROM DEPT. 12-6-06 WAITING TO HEAR BACK FROM DEPT. 11-27-06 WAITING TO HEAR BACK FROM DEPT 1-15-06 WAITING TO HEAR FROM DEPT 11-8-06 WAITING TO HEAR FROM DEPT.
FIN	ACCOUNTING MANAGER	1	2006-30	07/10/06	07/10/06	07/10/06	07/12/06	07/12/06	VE	9/8/06	10/6/06	OPEN - ORAL EXAM	11/1/06	12/27 - WILL START ON 1/8/2007. 12/13 - CANDIDATE TOOK HER PRE-EMPLOYMENT PHYSICAL TODAY. 11/30 - CONTACTED CANDIDATE TO SCHEDULE HER PRE-EMPLOYMENT EXAM & FINGERPRINTING. 11/1 - DEPARTMENTAL INTERVIEWS WILL BE HELD DURING THE
FIN	METER READER		2006-23	05/17/06	05/17/06	05/30/06	5/30/06	05/30/06	VE	TBA	9/11/06	OPEN - WRITTEN EXAM. LIMIT NUMBER OF APPLICATION TO 75	10/18/06	12/12 - NOTIFIED RICK THAT THE REGISTER HAS BEEN APPROVED. 12/5 - REGISTER OF ELIGIBLES WILL BE APPROVED AT CSC 12/11/06 MTG. 11/14 - MAILED RESULTS TO CANDIDATES. 11/8 - SCANNED TEST.
PD	COMM OPERATOR II		N/A	CONTIN.					LM	CONTIN.		N/A	N/A	

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT
AS OF December 29, 2006**

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	COMPUTER SYSTEMS ADMIN	1	2005-28	08/01/05	08/01/05	08/01/05	08/01/05	08/01/05	VE	TBA	TBA	OPEN - ORAL BOARD		12/21 - DEBORA AND GONZALO ARE REVIEWING REVISED SPEC. 12/13 - REVIEWING CLASS SPEC FROM OTHER AGENCIES. ALSO NOTIFIED ERIC TO PROVIDE ME WITH A COUPLE MORE SPECIFIC KNOWLEDGES FOR THE CLASS SPEC. 11/9 -
PD	COMM OPERATOR I		N/A	CONTIN.		CONTIN.			VE			OPEN	12/20/06	12/220- ADMINISTRATED EXAM AND FORWARD TEST TO POST FOR SCORING. 12/13 - RECVD TEST MATERIALS. 11/20 - 32 CANDIDATES INVITED TO TAKE WRITTEN EXAM ON 12/20. 11/15 - SENDING NOTIFICATIONS TO APPLICANTS/CANDIDATES.
PD	POLICE CORPORAL	3	2006-46,47,48	8/23/06					VE	TBA	TBA	PROM		12/27 - EMAILED LORI TO GET BACK TO ME BY 1/15/06 WITH AN ANSWER REGARDI WHO IS GOING TO PAY FOR ADDITIONAL COST NOT COVERED IN THE BASIC EXAM COST. 11/1 - NOTIFIED LORI THAT HR WILL PERFORM THE ADDITIONAL EXAM TASKS IF
PD	COMM OPERATOR II (PERMANENT-INTERMITTENT)		N/A	CONTIN.					LM	CONTIN.		N/A	N/A	

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT
AS OF December 29, 2006**

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 CADET (PART-TIME)	N/A		CONTIN.					LM	CONTIN.		N/A	N/A	
PD	POLICE OFFICER (LATERAL ENTRY)		N/A	CONTIN.					LM	CONTIN.				
PD	POLICE SERGEANT	2	2006-49,50	8/23/06					VE	TBA	TBA	PROM		11/1 - NOTIFIED LORI THAT PERSONNEL REQUISITION HAS BEEN SIGNED. 10/12 - MET W/ LORI WHO INDICATED THAT WE JUST NEED TO GET SIGNATURES ON THE PERSONNEL REQ. A CURRENT LIST OF ELIGIBLES IS IN PLACE. 10/2 - REQUESTED A MEETING
PW - ADMIN	ASSISTANT (CIVIL) ENGINEER	1	2005-68	11/09/05	11/09/05	11/09/05	12/01/05	12/01/05	VE	8/16/06	9/15/06	OPEN. ORAL BOARD.	9/25/06	10/17 - PROVIDED LIST OF ELIGIBLES TO DEPT WHILE AWAITING CSC APPROVAL. AT THE NOV MTG. FAILED TO GET A QUORUM ON 10/16 SPECIAL MTG.. 10/2 - PREPARED LIST OF ELIGIBLE FOR OCT CSC.

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

AS OF December 29, 2006

RECRUITMENT STATUS

DEPART	POSITION TITLE	# OF VAC	REQ #	DATE REQ RECD	DATE SIGNED BY HR	DATE SENT TO FIN	DATE OF FINAL SIGN	DATE FINAL RECEIPT	STAFF	OPEN DATE	FFD	EXAM TYPE	DATE OF EXAM	COMMENTS
PW - ADMIN	TRANS. SUPT.	1	2006-16	04/25/06	04/25/06	04/25/06	04/25/06	04/25/06	DB	04/24/06	OPEN UNTIL FILLED	ORAL BOARD EXAM.	SEPT 18 & 19	10/19 - CANDIDATE STARTED JOB. 10/4/ - CANDIDATE WILL START ON 10/16. 9/29 LAST OF 4 CANDIDATES TO BE INTERVIEWED BY GARY HE REQUESTED THE CM'S REVIEW IF THE CHOICE IS TIGHT. 9/21 - INTERVIEWS WERE HELD ON 9/18 & 9/20.
PW - ADMIN	ASSOCIATE ENGINEER	1	2006-13	05/02/06	05/02/06	05/02/06	05/05/06	05/05/06	VE	8/16/06	9/15/06	OPEN - ORAL BOARD	9/25/06	10/17 - PROVIDED LIST OF ELIGIBLES TO DEPT WHILE AWAITING CSC APPROVAL AT THE NOV MTG. FAILED TO GET A QUORUM ON 10/16 SPECIAL MTG. 10/2 - PREPARED LIST OF ELIGIBLE FOR OCT CSC.
PW - ADMIN	ASSOCIATE ENGINEER - STRYKERS	1							VE			N/A	N/A	7/26/06 - CRYSTAL CONFIRMED - STRYKERS' 5% DIFFERENTIAL PAR HAS BEEN SUBMITTED TO FINANCE W/ AN EFF. DATE OF 7/1/06 (STRYKERS HAS UP TO 24 MOS TO OBTAIN HER PROFESSIONAL ENGR. LIC). STRYKERS SIGNED AGREEMENT WAITING FOR
PW - ADMIN	SENIOR CIVIL ENGINEER	1	2005-69	11/09/05	11/09/05	12/01/05	12/01/05	12/01/05	VE	TBA	TBA	OPEN - ORAL BOARD.		12/27 - NOTIFIED KLEINSCHMIDT THAT THE RECRUITMENT WILL START IN MID JANUARY. 12/12 - CSC APPROVED REVISED SPEC ON 12/11. NEED TO START RECRUITMENT FOR THE POSITION. 12/6 - CLASS SPEC PLACED ON CSC 12/11/06

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT
AS OF December 29, 2006**


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 - CY	BUILDING MAINTENANCE WORKER I	1	2006-52	08/29/06	08/30/06	09/12/06	10/19/06	10/19/06	DCM					12-27-06 CALLED KAISER-AWAITING PHYSICAL INFO. 12-13-06 CLEARED BACKGROUND ON TO PHYSICAL 12-6-06 CONTACTED BACKGROUND CO. TO CLARIFY LICENSE PROB 11-29-06 AWAITING BACKGROUND INFO. 11-15-06 WAITING FOR PRE-
PW - CY	MAINTENANCE WORKER IA	1	2006-59	06/01/06	06/07/06		10/19/06	10/19/06	DCM					12-27-06 NOTICES OUT TO CANDIDATES 12-19-06 ADMINISTERED WRITTEN EXAM. 12-12-06 RECEIVED WRITTEN EXAM. -CPS PREPARING TO ADMINISTER EXAM. 12-5-06 WRITTEN EXAM INVITATIONS SENT OUT 12-4-06 APPS REVIEWED 12-1-06
PW- WATER	TREATMENT PLANT OPERATOR I		2006-04	01/18/06	01/23/06	01/23/06	02/16/06	02/16/06	DCM	07/31/06	08/11/06	WRITTEN	08/30/06	12-27-06 ADDRESSING PROBLEMS WITH THE PRE-EMPLOYMENT PROCESS FOR 2 CANDIDATES.

CITY OF VALLEJO HUMAN RESOURCES DEPARTMENT
Civil Service Commission

Agenda Item
Date: January 8, 2007

TO: Civil Service Commission

FROM: Dennis Morris, Human Resources Director 

SUBJECT: Registers of Eligibles set to expire by January 31, 2007

RECOMMENDATION

For informational purposes only; no action required.

SUMMARY

Staff will provide a listing of the Registers of Eligibles that are set to expire by January 31, 2007. Unless otherwise stated, this listing will be for informational purposes only.

BACKGROUND AND DISCUSSION

In an effort to better serve the Civil Service Commission, staff will provide a listing of Registers of Eligibles that are set to expire by January 31, 2007. If a department wishes to extend a Register of Eligibles, this information and necessary approval will be listed as a separate action.

Authority for the Commission's action is in Rule 13.5. Life of the Register that states:

“Names shall remain on the Register of Eligibles for one (1) year from date of approval. The Commission shall have the power to continue names on the Register of Eligibles for a period of time not to exceed one (1) year. No appointment shall be made from the Register of Eligibles following its expiration. The Commission may at any time terminate a Register of Eligibles if it has fewer than three (3) names.

It is further provided that this Rule shall not apply to eligible lists established from promotional or continuous tests, which lists shall expire at the end of two (2) years after establishment.”

ATTACHMENT A. Registers of Eligibles, Expiring

PREPARED BY Diane Crosley-Mayers, Personnel Analyst II

CONTACT Diane Crosley-Mayers, Personnel Analyst II, (707) 648-4365

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

9-B

MINUTES

December 11, 2006

1. CALL TO ORDER

The meeting was called to order at 5:15 by Chairperson Fox.

2. FLAG SALUTE

3. ROLL CALL

Present: Commissioners Fox, Jackson, Klimisch and Preovolos

Staff: Dennis Morris, Director of Human Resources
Lydia Lofton, Executive Secretary
Diane Crosley-Mayers, Personnel Analyst II
Vivian Evans, Personnel Analyst II
John Nagel, Deputy City Attorney

Also Present: Councilmember Bartee, Commission Liaison

4. WRITTEN COMMUNICATIONS

A. RECRUITMENT AND CLASSIFICATION REPORT

5. EXECUTIVE SECRETARY'S REPORT

- A. Mr. Morris advised the Commission that a revised copy of the staff report and classification specification for Senior Civil Engineer (Item 9-D) has been provided.
- B. Mr. Morris reported that staff will bring proposed changes to Civil Service Rules and Regulations which are in conflict with other City documents to the next Commission meeting.
- C. Mr. Morris reported that the October 2007 Commission meeting conflicts with a holiday.

6. CITY ATTORNEY'S REPORT

7. REPORT OF CHAIRPERSON AND COMMISSIONERS

Chairperson Fox requested that Mr. Morris thank Mr. Noyes for his work with the Commission.

8. COMMUNITY FORUM

None

9. CONSENT CALENDAR

It was moved by Commissioner Klimisch and seconded by Commissioner Jackson to approve the Consent Calendar (as revised).

A. APPROVAL OF AGENDA

B. APPROVAL OF THE MINUTES OF THE NOVEMBER 13, 2006 CIVIL SERVICE COMMISSION MEETING

C. APPROVAL OF THE REGISTERS OF ELIGIBLES FOR CIVIL SERVICE POSITION

- 1) Communications Operator II
- 2) Meter Reader

D. APPROVAL OF THE REVISED CLASSIFICATION SPECIFICATION FOR SENIOR CIVIL ENGINEER (revised)

The Consent Calendar was approved by the following vote:

AYES: Commissioners Fox, Jackson, Klimisch and Preovolos
NOES:

10. NEW BUSINESS

None

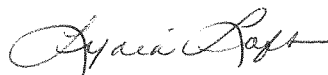
11. COMMUNITY FORUM

None

13. ADJOURNMENT

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,



Lydia Lofton
Executive Secretary

CITY OF VALLEJO
 CIVIL SERVICE COMMISSION
 REGISTER OF ELIGIBLES

59 - Applicants
 55 - Met MQs/Invited to written exam
 44 - Failed to appear to written exam
 1 - Failed written exam
 10 - Passed written exam/On Register

CLASSIFICATION: PUBLIC WORKS MAINTENANCE WORKER IA

REGISTER TYPE: OPEN

REGISTER EXPIRES: January 8, 2008

DATE OF APPROVAL: January 8, 2007

Page 1 of 1

NAMES	SCORES	VETERANS POINTS INCLUDED
Sturgeon, Steve	94.30	
Deering, Aristotle	88.60	
Oreja, Anthony	87.60	
Dorey, Mark	86.70	
Sandefur, Ernest	84.80	
Lomakin, Gary	81.90	
Williams, Mitchell	79.00	
Giacopazzi, Ken	76.20	
Daniels, Eddie	71.40	
Sashington, Emma	70.50	

Established in accordance with the Civil Service Rules and Regulations.

REVIEWED BY EXECUTIVE SECRETARY

APPROVED BY COMMISSION



DATE:

1/4/07

DATE:

CITY OF VALLEJO HUMAN RESOURCES DEPARTMENT**Agenda Item****Civil Service Commission****Date: January 8, 2006****TO:** Civil Service Commission**FROM:** Dennis Morris, Human Resources Director
Diane Crosley-Mayers, Personnel Analyst II**SUBJECT:** Approval of the Revised Classification Specification for Building Inspector I / Building Inspector II**RECOMMENDATION**

Approve the revised classification specification for Building Inspector I / Building Inspector II

SUMMARY

The Chief Building Official, Gary West, requested that the Human Resources Department conduct a review of the current classification of Building Inspector I/ Building Inspector II to ensure that it reflects the current duties and responsibilities associated with the classification to include certifications from the International Conference of Building Officials/International Code Council (I.C.B.O./ICC). Staff recommends that the Civil Service Commission amend the current classification specification for Building Inspector I/ Building Inspector II to reflect the current certification requirements that will be required within six months of hire. These certifications will permit employees in this classification to conduct more independent building inspections thereby increasing the efficiency of the work unit and generating revenue for the City.

BACKGROUND AND DISCUSSION

The Chief Building Official requested the assistance of the Human Resources Department in reviewing the current classification of Building Inspector I/ Building Inspector II. He asked to amend the classification specification for the Building Inspector I to include a Building Inspector-I certification and possession of an I.C.B.O./ICC Inspector Certification. He further requested that the Building Inspector II classification specification include an I.C.B.O./ICC certification for four functional areas, they are building, electrical, mechanical and plumbing. Following a review of the comparable jurisdictions along with an internal alignment review, staff concluded that the requested certifications were appropriate and in line with practices in comparable jurisdictions. The recommended changes will ensure that the City's building inspections can be accomplished within the guidelines of the International Code Council that governs the "codes, standards, products, and services for all concerned with the safety and performance of the built environment."

Staff recommends that the Civil Service Commission amend the current classification specification for Building Inspector I/ Building Inspector II to more clearly reflect the I.C.B.O./ICC certification requirements.

Staff had discussions with the representatives from the Development Services Department and the International Brotherhood of Electrical Workers (IBEW) on the recommendations. All concur with the amendments to the classification specification. In order to clearly identify the modifications, the changes and additions are printed in bold letters and the outdated language has been lined out on the attached classification specification.

The recommended changes are as follows:

Under the **DISTINGUISHING CHARACTERISTICS** Section:

- **Building Inspector I** section-Delete the following words: **...and less complex commercial and industrial properties**. Also delete **...or no directly...**
- **Building Inspector II** section-Add the following- **..Building Inspector-...the required certifications from the International Conference of Building Officials/International Code Council (I.C.B.O./ICC) are obtained,**

Under the **QUALIFICATIONS** section:

Under the **Building Inspector I-Ability to** heading:

- In bullet one add the following word... **California....**
- Correct noted grammar and/or spelling

Under the **License or Certificate** heading:

- In bullet two delete the following words: **Ability to obtain I.C.B.O. Certification**
- Add a new bullet with the following words: **Possession of, or ability to obtain within six months after hire an I.C.B.O./ICC Combination Dwelling Inspector Certification.**

Under the **Building Inspector II** section **Knowledge of** heading:

- In the first bullet add the word... **California....**
- Correct noted grammar and/or spelling

Under the **Experience and Training Guidelines - Experience** heading:

- In the first bullet add the following words: **...equivalent to that of a Building Inspector I in the City of Vallejo.**

Under the **License or Certificate** heading:

CITY OF VALLEJO HUMAN RESOURCES DEPARTMENT **Agenda Item**
Civil Service Commission **Date: January 8, 2006**

- In the second bullet delete the following words: ...**at least one...**
- Add the following words: .../ICC Inspection...**in building, electrical, mechanical and plumbing.**
- Correct noted grammar and/or spelling

APPLICABLE RULES

Authority for the Commission's action is in Rule IV. Classification Plan, Section 4.6. Classification Revision, which states:

"The classification plan shall be subject to revision by the Commission, either by changes in the class title, by amendment of specifications or by addition of a class without amendment to the Rules and Regulations."

ATTACHMENTS: Classification Specifications for Building Inspector I/Building Inspector II (Revised)

PREPARED BY: Diane Crosley-Mayers, Personnel Analyst II, (707) 648-4365

CONTACT: Diane Crosley-Mayers, Personnel Analyst II, (707) 648-4365

**CITY OF VALLEJO
CLASSIFICATION SPECIFICATION**

**BUILDING INSPECTOR I
BUILDING INSPECTOR II**

DEFINITION

To perform technical building inspection work in enforcing compliance with building codes, regulations and ordinances.

DISTINGUISHING CHARACTERISTICS

Building Inspector I - This is the entry level class in the Building Inspector series. This class is distinguished from the Building Inspector II by the performance of the more routine tasks and duties assigned to positions within the series including inspections of residential construction, ~~and less complex commercial and industrial properties.~~ Since this class is typically used as a training class, employees may have only limited ~~or no directly~~-related work experience.

Building Inspector II - This is the full journey level class within the Building Inspector series. Employees within this class are distinguished from the Building Inspector I by the performance of the full range of duties as assigned including all types, sizes and complexities of commercial, industrial and residential construction. 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 **Building Inspector-I** level when **the required certifications from the International Conference of Building Officials/ International Code Council (ICBO/ICC) are obtained**, or when filled from the outside, have prior experience and certifications.

SUPERVISION RECEIVED AND EXERCISED

Building Inspector I

Receives immediate supervision from supervisory and management staff.

Building Inspector II

Receives general supervision from supervisory and management staff.

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

Inspect industrial, commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.

Inspect existing buildings for change of use, occupancy, or compliance with applicable codes and ordinances.

Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, plumbing, heating and electrical installations and a large variety of other complex and routine building system elements.

Issue notices to comply on violations; maintain records of history of facts for possible legal actions.

Approve the issuance of building and occupancy permits based on level of assigned duties.

Coordinate inspection activities with other City departments and divisions as required.

Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.

Maintain files and reports regarding inspection activities and findings.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Building Inspector I

Knowledge of:

Basic principles of structural design and engineering mathematics.

Major types of building construction, materials and methods.

Ability to:

Learn building related codes and ordinances enforced by the City, including the **California** Building, Electrical, Plumbing, and Mechanical Codes; and zoning codes.

Learn accepted safety standards and methods of building construction for commercial, industrial and residential buildings.

Learn and apply basic principles and techniques of building inspection work.

Learn to interpret and apply pertinent Federal, State and local laws, codes and regulations.

Learn to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

Read and interpret complex building plans, specifications and building codes.

Advise on standard construction methods and requirements for residential, commercial and industrial buildings.

Make mathematical computations rapidly and accurately.

Enforce necessary regulations with firmness and tact.

Understand and carry out oral and written directions.

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:

Two years of increasingly responsible construction and/or building trades experience.
Building inspection experience is preferable.

Training:

Equivalent to the completion of the twelfth grade supplemented by training in the building trades.

License or Certificate

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

~~Ability to obtain I.C.B.O. Certification.~~

Possession of, or ability to obtain within six months after hire, an I.C.B.O. / I.C.C.

Combination-Dwelling Inspector Certification.

Working Conditions

Office and inspection site environment; exposure to dust and noise; some climbing, stooping, light lifting and inspecting in confined areas.

Department Head Signature _____ **Date:** _____

Date Adopted by CSC 7/1/92

Revised 1/8/07 **New** _____

Class Code 02200

Pay Grade 0031

Bargaining Unit IBEW

EEOC Category 03

Building Inspector II

In addition to the qualifications for Building Inspector I:

Knowledge of:

Building related codes and ordinances enforced by the City, including the **California** Building, Electrical, Plumbing, and Mechanical Codes; and zoning codes.

Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.

Complex principles and techniques of building inspection work.

City code requirements and related policies.

Ability to:

Interpret and apply pertinent Federal, State and local laws, codes and regulations.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

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 increasingly responsible building inspection experience, **equivalent to that of a Building Inspector I in the City of Vallejo.**

Training:

Equivalent to the completion of the twelfth grade supplemented by training in the building trades.

License or Certificate

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

Possession of ~~at least one~~ **I.C.B.O. / I.C.C. Inspection** Certifications in building, electrical, mechanical and plumbing.

Working Conditions

Office and inspection site environment; exposure to dust and noise; some climbing, stooping, light lifting and inspecting in confined areas.

Department Head Signature _____ **Date:** _____

Date Adopted by CSC 7/1/92

Revised 1/8/07 **New** _____

Class Code 02205

Pay Grade 0039

Bargaining Unit IBEW

EEOC Category 03

CITY OF VALLEJO HUMAN RESOURCES DEPARTMENT
Civil Service Commission

Agenda Item
Date: January 8, 2007

TO: Civil Service Commission

FROM: Dennis Morris, Human Resources Director *DM*

SUBJECT: Set a Public Hearing to Consider Revisions of Civil Service Rules 1.11.3, Probationary Period and 2.1, Meetings

RECOMMENDATION

It is recommended that the Civil Service Commission schedule a public hearing to consider amendments to the provisions of Rule 1.11.3, Probationary Period and Rule 2.1, Meetings.

BACKGROUND AND DISCUSSION

Rule 1.11.3, Probationary Period reads as follows:

All original and promotional appointments shall be for a probationary period of six (6) months; during which time the employee may be rejected at any time without the right of appeal or hearing in any manner. An employee rejected during the probationary period from a position to which he/she has been promoted shall be reinstated to the position from which he/she was promoted, unless charges are filed and he/she is discharged as provided in Rule 18 of these Rules and Regulations.

Rule 17.4, Probationary Period reads as follows:

The probationary period shall be six (6) months unless stated otherwise by the collective bargaining agreements entered into by the City Council and the various unions representing civil service positions.

These two rules regarding the probationary period are facially in conflict. Staff wishes to have Rule 1.11.3 amended to read the same as Rule 17.4.

Rule 2.1, Meetings reads as follows:

The regular monthly meeting of the Civil Service Commission shall be held on the second Monday of each month at 5:15 p.m. in the City Hall. Such meetings may be adjourned from time to time as determined by the Commission. Such special meetings as may be deemed necessary shall be called by the Chairperson, or upon written request to the Chairperson of any two (2) members of the Commission.

As written this rule consistently creates a scheduling conflict during the months of October and November. Staff wishes to create a new process for establishing the Commission agenda during those months to avoid scheduling conflicts.

APPLICABLE RULE

Authority for the Commission's action is in Civil Service Rule 2.8, which states:

“The Commission shall have the power to adopt, change, amend, revoke or modify these Rules and Regulations, or any part thereof, provided, however, that no rule or amendment shall become effective unless it shall have been adopted after a public hearing. Rules and amendments thereto made by the Civil Service Commission shall be effective only on approval by the City Council. All hearings conducted by the Civil Service Commission under this Rule shall conform to the requirements of Government Code Section 54950 et seq., as those Rules now exist or as they may be amended, supplemented or renumbered.

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