



## AGENDA

### CIVIL SERVICE COMMISSION CITY OF VALLEJO March 12, 2007 5:15 P.M.

**CHAIR**  
Marc Fox

**COMMISSIONERS**  
Frank Jackson  
Donald Jordan  
Connie Klimisch  
Michael Prevolos

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

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**RULES OF CONDUCT FOR ADDRESSING THE CIVIL SERVICE COMMISSION:** Complete a "Request to Address the Civil Service Commission" card. 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](mailto:llofton@ci.vallejo.ca.us)

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1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **WRITTEN COMMUNICATIONS**
  - A. **RECRUITMENT AND CLASSIFICATION REPORT**
  - B. **REGISTERS OF ELIGIBLES SET TO EXPIRE**
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 FEBRUARY 12, 2007 CIVIL SERVICE COMMISSION MEETING
- C. RECLASSIFICATION RECOMMENDATION FOR THE PUBLIC WORKS DEPARTMENT, ACCOUNTING CLERK II

Ms. Miller is currently employed as an Accounting Clerk II in the Public Works Maintenance Division. She has been working as an acting Warehouse Specialist along with one other Warehouse Specialist since the retirement of the Warehouse Supervisor. She requested a review of her position pursuant to the labor agreement between the City and IBEW, Local 2376, AFL-CIO. Staff completed a review and discussed her duties and responsibilities with her direct supervisor, Assistant Maintenance Superintendent Bertrand Wooden. Staff conducted a desk audit and an analysis of the duties and responsibilities associated with the position. Staff concluded that Ms. Miller should be reclassified to Warehouse Specialist.

RECOMMENDATION: Reclassify Ms. Brenda Miller from Accounting Clerk II to Warehouse Specialist.

**10. NEW BUSINESS**

- A. PUBLIC HEARING – REVISION TO RULE 2.8, RULES AND REGULATIONS

At the January 8, 2007 Commission meeting, Chairperson Fox requested that staff agendaize an item setting a date for a public hearing so that the Commission can consider revising Rule 2.8, Rules and Regulations. At the February 12, 2007 Commission meeting, the Commission set the public hearing to consider the proposed amendment for March 12, 2007. It is the desire of the Chair to move to a one-step process for approving recommended revisions to the Civil Service Rules and Regulations

RECOMMENDATION: Open the public hearing to take testimony regarding the proposed revision to Rule 2.8, Rules and Regulations. Upon conclusion of the public hearing, it is recommended that the Civil Service Commission adopt the attached resolution.

- 11. OLD BUSINESS**
- 12. COMMUNITY FORUM**
- 13. ADJOURNMENT**