



AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO June 11, 2007 5:15 P.M.

CHAIR
Marc Fox

COMMISSIONERS
Frank Jackson
Donald Jordan
Connie Klimisch
Michael Preovolos

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

RULES OF CONDUCT FOR ADDRESSING THE CIVIL SERVICE COMMISSION: Complete a "Request to Address the Civil Service Commission" card. 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
 - C. REGISTER OF LAYOFFS FOR JUNE 30, 2007
5. **EXECUTIVE SECRETARY'S REPORT**
 - A. Election of Officers
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 MAY 14, 2007 CIVIL SERVICE COMMISSION MEETING

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

1) Treatment Plant Operator III/IV

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

D. APPROVAL OF THE REVISED CLASSIFICATION SPECIFICATION FOR POLICE OFFICER/LATERAL

The Police Department requested a review of the Police Officer/Lateral classification specification. It is the department's desire to update the classification by aligning it with industry standards, as well as the Commission on Peace Officer Standards and Training (POST) established regulations.

RECOMMENDATION: Approve the revised classification specification for Police Officer/Lateral.

E. RECLASSIFICATION RECOMMENDATION FOR THE PUBLIC WORKS WATER DIVISION – WATER QUALITY ANALYST

The Human Resources Department received a request from Tim Malte to review of his position pursuant to the labor agreement between the City and IBEW, Local 2376, AFL-CIO. Mr. Malte is currently employed as a Laboratory Analyst I/II in the Public Works Water Division. Staff completed a review and discussed his duties and responsibilities with his direct supervisor, the Laboratory Supervisor. Staff also conducted a desk audit and an analysis of the duties and responsibilities associated with the

position and concluded that Mr. Malte is performing work at the advanced journey level and should be reclassified to a Water Quality Analyst.

RECOMMENDATION: Reclassify Mr. Malte from a Laboratory Analyst I/II to a Water Quality Analyst

- F. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR BUILDING PERMIT TECHNICIAN I/II AND THE EXAMINATION PLAN FOR BUILDING PERMIT TECHNICIAN I; ELIMINATE THE CURRENT CLASSIFICATION SPECIFICATION FOR BUILDING PERMIT TECHNICIAN

The Human Resources Department conducted a review of the current classification of Building Permit Technician to ensure that it reflected the current duties and responsibilities associated with the classification. As a result, staff recommends that the Commission approve the revision to the classification specification for Building Permit Technician I/II to reflect the current education and training timelines and the required certification. It is also recommended that the Commission approve the examination plan for the Building Permit Technician I.

RECOMMENDATION: Approve the following:

1. Revised classification specification for Building Permit Technician I/II and the examination plan for Building Permit Technician I.
2. Eliminate the current classification specification for Building Permit Technician.

10. NEW BUSINESS

- A. Discussion – Frequency of Civil Service Commission meetings

11. OLD BUSINESS

12. COMMUNITY FORUM

13. ADJOURNMENT