



AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO September 10, 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
5. **EXECUTIVE SECRETARY'S**
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 AUGUST 13, 2007 CIVIL SERVICE COMMISSION MEETING
- C. APPROVAL OF THE REGISTER OF ELIGIBLES FOR CIVIL COMMUNICATIONS OPERATOR

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

- D. APPROVE THE MEDIA SERVICES SPECIALIST CLASSIFICATION SPECIFICATION AND ITS EXEMPTION FROM CIVIL SERVICE

The Technical Services Media Coordinator, Robert Raymond, requested that the Human Resources Department conduct a classification review of his position, which is assigned to the Information Technology Division of the Finance Department. He believes his position is incorrectly classified based on the duties and the level of responsibility assigned to the position. The Human Resources Department conducted a desk audit and an analysis of the duties and responsibilities associated with the position. Staff determined that the incumbent is performing a variety of complex technical and creative professional duties in support of the image of the City of Vallejo. He operates a multiple camera video system that telecasts live and taped delayed meetings of the City Council, Planning Commission, other City bodies, and special events over the City's cable television channel. Over the past four years, his workweek on an average has increased by an additional ten hours due in part to video productions and special events. Staff believes that the level of responsibility associated with the incumbent's position is at the professional creative level. Therefore, the classification of Media Services Specialist was developed based on the duties and responsibilities described.

RECOMMENDATION: Approve the proposed classification specification of Media Services Specialist and its exemption from the Civil Service.

10. NEW BUSINESS

- A. CONSIDERATION OF RESOLUTIONS REVISING THE FOLLOWING CIVIL SERVICE RULES AND REGULATIONS:

At the June 11, 2007 Commission meeting, the Chair suggested that the Commission begin looking at changes to the Civil Service Rules and

Regulations that would allow staff to manage broader discretion. At the July 9, 2007 meeting, staff prepared an outline of recommended changes that would be required in order to give the Executive Secretary the authority to approve all eligibility lists; exam plans job descriptions and reclassifications into present job classifications. The Civil Service Rules and Regulations that require revision(s) are listed below.

RECOMMENDATION: Adopt the Resolutions revising the following Civil Service Rules and Regulations: Rule 4.4, Reclassification; Rule 4.6, Classification Revision; Rule 6.1, Announcement of Examinations; Rule 9.5, Relative Weights; Rule 9.7, Qualifying Tests; Rule 9.9, Lateral Entry; Rule 10.4, Limitation; Rule 13.1, Maintenance; Rule 13.4, Approval of Register of Eligibles; Rule 13.5, Life of Register; Rule 15.1, Procedure; and, Rule 17.8, Conditional Appointments

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