



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

AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO December 8, 2014 5:15 P.M.

COMMISSIONERS
Frank Cabellero
Donald Jordan
John T. Miller
Vickie Moore
Burky Worel

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 and submit to the Executive Secretary of the Commission. When called upon by the Chairperson, please walk to the rostrum to address the Commission. No member of the audience will be called upon to address the 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.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Commission will be available for public inspection at the Human Resources Department, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the Commission. Such documents may also be available on the City of Vallejo website at <http://www.ci.vallejo.ca.us> subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-7211, TDD (707) 649-3562.



Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the Human Services Department 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.

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. WRITTEN COMMUNICATIONS - None**
- 5. EXECUTIVE SECRETARY'S REPORT**
- 6. ELECTION OF CHAIRPERSON**
- 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

10. NEW BUSINESS

A. Consideration of Revised Class Specification for Revenue Collections Technician

Recommendation: By motion, approve the new class specification for Revenue Collections Technician.

Contacts: Janet Thiessen, Human Resources Program Manager,
707-648-4106
Tarienne Grover, City Clerk's Office Executive Secretary,
707- 648-4527

B. Consideration of Revised Class Specification for Fire Fighter Engineer

Recommendation: By motion, approve the new class specification for Firefighter Engineer.

Contacts: Janet Thiessen, Human Resources Program Manager,
707-648-4106
Robin Tilley, Personnel Analyst II, 707-649-4852

11. OTHER

12. COMMUNITY FORUM

13. ADJOURNMENT

CERTIFICATE

I, Kay Winer, Executive Secretary do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Civil Service Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., December 5, 2014.

Dated: December 5, 2014

Kay Winer, Executive Secretary