



City Hall
555 Santa Clara Street
Vallejo, CA 94590

AGENDA

CIVIL SERVICE COMMISSION SPECIAL MEETING – 5:15 P.M. COUNCIL CHAMBERS

SEPTEMBER 24, 2012

CHAIR
Marc Fox

COMMISSIONERS
Tiffany Banks
Frank Caballero
Doug Guidi
Michael Prevolos

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the City Council without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

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 City Council will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the City Council. 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) 648-4527, 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 City Clerk's office 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.

TO THE MEMBERS OF THE VALLEJO CIVIL SERVICE COMMISSION: You are hereby notified that I do hereby call the Vallejo Civil Service Commission in special session to consider only the matters stated on the agenda listed below.

NOTICE: Members of the public shall have the opportunity to address the Commission concerning any item listed on the agenda before or during consideration of that item. No other items may be discussed at this special meeting.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **CONSENT CALENDAR**
 - A. **Approval of Minutes**
Recommendation: By motion, approve minutes of August 2, 2012 Special Meeting
Contact: Mary Neilan, Acting Human Resources Director, 648-4102
4. **NEW BUSINESS**
 - A. **Consideration of new Classifications Specifications for Neighborhood Law Attorney and Graduate Legal Assistant**
Recommendation: By motion, approve classification specifications for Neighborhood Law Attorney and Graduate Legal Assistant and exempt the classifications from the Competitive Civil Service
Contact: Mary Neilan, Acting Human Resources Director, 648-4102
Claudia Quintana, City Attorney, 648-4547

B. Consideration of new Classification Specification for Fire Prevention Manager

Recommendation: By motion, approve classification specification for Fire Prevention Manager and exempt the classification from the Competitive Civil Service

Contact: Mary Neilan, Acting Human Resources Director, 648-4102
Paige Meyer, Fire Chief, 648-4220

C. Consideration of new Classification Specification for Code Enforcement Supervisor

Recommendation: By motion, approve the classification specification for Code Enforcement Supervisor

Contact: Mary Neilan, Acting Human Resources Director, 648-4102
Craig Whittom, Assistant City Manager, 648-4579

5. CLOSED SESSION

A. Public Employee Disciplinary Appeal Hearing

6. RECONVENE TO OPEN SESSION

7. ADJOURNMENT

Dated: September 20, 2012

/s/ Marc Fox
Marc Fox, Chairperson

I, Mary Neilan, 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 3:00 p.m., Thursday September 20, 2012.

Dated: September 20, 2012

Mary Neilan
Mary Neilan, Executive Secretary