



## AGENDA

### CIVIL SERVICE COMMISSION REGULAR MEETING CITY OF VALLEJO December 10, 2018 5:15 P.M.

**COMMISSIONERS**  
Marc Fox, Chair  
Robbie Ann White, Vice Chair  
Robert Arp  
Igal Koiman  
Burky Worel

**John F. Kennedy Library  
The Vallejo Room,  
Lower Level**

505 Santa Clara Street  
Vallejo, CA 94590  
[www.cityofvallejo.net](http://www.cityofvallejo.net)

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 Civil Service Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to Government Code Section 5495.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Executive Secretary of the Commission prior to the consideration of the item.

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 FORUM" portion of the AGENDA.

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 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.

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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.

**Due to upgrades being done to the City Hall Council Chambers, from June through December 2018, all public meetings will be held in the Vallejo Room, located at the lower level of the JFK Library. For general or ADA access information regarding this alternate location, please contact the City Clerk's office at (707) 648-4527.**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF THE MINUTES** – Minutes of the October 11, 2018 meeting.
5. **WRITTEN COMMUNICATIONS**
6. **REPORT OF THE EXECUTIVE SECRETARY**
7. **REPORT OF THE CHAIRPERSON AND COMMISSIONERS**
8. **COMMUNITY FORUM**

*Anyone wishing to address the Commission for any matter for which another opportunity to speak is not provided on the agenda, and is within the jurisdiction of the Commission to resolve, is requested to submit a completed speaker card to the Secretary. When called upon, each speaker should step to the podium, state his/her name and address for the record. The conduct of the community forum shall be limited to a maximum of 15 minutes, with each speaker limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300. The remainder of the speakers wishing to address the Commission on non-agenda items will be heard at the Second Community Forum listed later on the agenda.*

**9. CONSENT CALENDAR AND APPROVAL OF THE AGENDA**

*All matters are approved under one motion unless requested to be removed for discussion by the Chairperson or Executive Secretary. Members of the public wishing to address the Commission on Consent Calendar items are asked to address the Executive Secretary and submit a completed speaker card prior to the approval of the agenda. Such requests shall be granted, and items will be addressed in the order which they appear in the agenda. After making any changes to the agenda, the agenda shall be approved.*

**A. APPROVAL OF AGENDA**

**10. OLD BUSINESS**

**A. UPDATE ON CONSIDERATION OF AMENDMENTS TO CIVIL SERVICE RULE 18 – SUSPENSION, FINE OR REMOVAL**

**Recommendation:** Receive feedback from employee bargaining groups regarding draft amendment to Civil Service Rule 18 – Suspension, Fine or Removal presented by Civil Service Chairperson Marc Fox and provide direction to staff.

Contact: Janet Thiessen, Human Resources Program Manager  
(707) 648-4106, [janet.thiessen@cityofvallejo.net](mailto:janet.thiessen@cityofvallejo.net)

**11. NEW BUSINESS**

**A. APPROVE TITLE AND SPECIFICATIONS OF NEW UNCLASSIFIED POSITION OF COMMUNITY AND VOLUNTEER COORDINATOR**

**Recommendation:** By motion, approve the title and specifications for the new position of Community and Volunteer Coordinator and allocate the position to the Unclassified service of the City's Classification Plan.

Contact: Janet Thiessen, Human Resources Program Manager  
(707) 648-4106, [janet.thiessen@cityofvallejo.net](mailto:janet.thiessen@cityofvallejo.net)

**B. APPROVE REVISIONS TO SPECIFICATIONS FOR SENIOR METER MECHANIC**

**Recommendation:** By motion, approve the revisions to the classification specification for the position of Senior Meter Mechanic.

Contact: Janet Thiessen, Human Resources Program Manager  
(707) 648-4106, [janet.thiessen@cityofvallejo.net](mailto:janet.thiessen@cityofvallejo.net)

**C. APPROVE REVISIONS TO SPECIFICATIONS FOR METER MECHANIC**

**Recommendation:** By motion, approve the revisions to the classification specification for the position of Meter Mechanic.

Contact: Janet Thiessen, Human Resources Program Manager  
(707) 648-4106, [janet.thiessen@cityofvallejo.net](mailto:janet.thiessen@cityofvallejo.net)

**12. CLOSED SESSION**

**A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957**

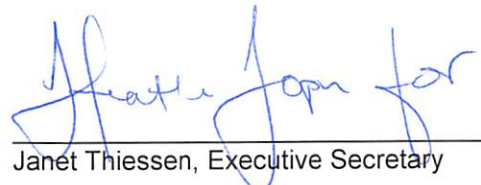
**13. COMMUNITY FORUM**

**14. ADJOURNMENT**

**CERTIFICATE**

I, Janet Thiessen, 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, 2018.

Dated: December 5, 2018

  
Janet Thiessen, Executive Secretary