



AGENDA

CIVIL SERVICE COMMISSION REGULAR MEETING CITY OF VALLEJO JULY 9, 2018 5:15 P.M.

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

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

505 Santa Clara Street
Vallejo, CA 94590
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 September 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 June 11, 2018 meeting.
5. **WRITTEN COMMUNICATIONS**
6. **REPORT OF THE EXECUTIVE SECRETARY**
7. **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.

8. 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

9. NEW BUSINESS

A. ELECTION OF OFFICERS OF THE CIVIL SERVICE COMMISSION

Recommendation:

By motion, elect Commission Members to the offices of Chairperson, Vice Chairperson and Secretary.

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

B. CATEGORIZING NEW POSITION OF CONTRACTS AND RECORDS TECHNICIAN AS UNCLASSIFIED AND APPROVING SPECIFICATIONS AND TITLE

Recommendation: By motion, approve the City Manager's request to categorize the new position of Contracts and Records Technician as unclassified, and approve the title and specifications of the position.

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

C. CATEGORIZING NEW POSITION OF WATER OPERATIONS MANAGER AS UNCLASSIFIED AND APPROVING SPECIFICATIONS

Recommendation: By motion, approve the City Manager's request to categorize the new position of Water Operations Manager as unclassified, and approve the title and specifications of the position.

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

D. CATEGORIZING NEW POSITION OF ADMINISTRATIVE MANAGER AS UNCLASSIFIED AND APPROVING SPECIFICATIONS AND TITLE AND ABOLISHING THE EXISTING CLASSIFICATIONS OF ADMINISTRATIVE SERVICES MANAGER AND PUBLIC WORKS ADMINISTRATIVE MANAGER

Recommendation: By motion, approve the City Manager's request to categorize the new position of Administrative Manager as unclassified, and approve the title and specifications of the position, and abolish the existing classifications of Administrative Services Manager and Public Works Administrative Manager.

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

E. CATEGORIZING NEW POSITION OF INFORMATION & TECHNOLOGY DIRECTOR AS UNCLASSIFIED AND APPROVING SPECIFICATIONS AND TITLE

Recommendation: By motion, approve the City Manager's request to categorize the new position of Information & Technology Director as unclassified, and approve the title and specifications of the position.

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

F. APPROVE TITLE AND SPECIFICATIONS OF NEW POSITION OF MAINTENANCE WORKER I-II

Recommendation: By motion, approve the title and classifications specifications for the new position of Water Maintenance Worker I-II.

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

G. APPROVE TITLE AND SPECIFICATIONS OF NEW POSITION OF WATER MAINTENANCE WORKER I-II

Recommendation: By motion, approve the title and classifications specifications for the new position of Water Maintenance Worker I-II.

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

H. APPROVE TITLE AND SPECIFICATIONS OF NEW POSITION OF WATER DISTRIBUTION TECHNICIAN

Recommendation: By motion, approve the title and classifications specifications for the position of Water Distribution Technician.

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

I. APPROVE TITLE AND SPECIFICATIONS OF NEW POSITION OF SENIOR WATER DISTRIBUTION TECHNICIAN

Recommendation: By motion, approve the title and classifications specifications for the new position of Senior Water Distribution Technician.

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

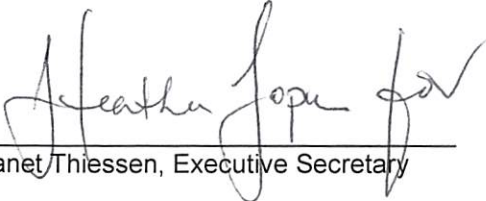
10. OTHER

11. 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., July 6, 2018.

Dated: July 6, 2018



Janet Thiessen, Executive Secretary