



AGENDA

CIVIL SERVICE COMMISSION REGULAR MEETING CITY OF VALLEJO February 11, 2019 5:15 P.M.

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

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

This agenda contains a brief general description of each item to be corrected. 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 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. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF THE MINUTES** – Minutes of the January 14, 2019 regular 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. NEW BUSINESS

A. APPROVE REQUEST FOR RESTORATION TO REGISTER OF ELIGIBLES FOR POSITION OF LANDSCAPE INSPECTOR

Recommendation: By motion, approve the request from Sean Taylor to be reinstated to the Register of Eligibles for the position of Landscape Inspector for a period of two (2) years from date of restoration.

Contact: Heather Ruiz, Director of Human Resources
(707) 648-4317, heather.ruiz@cityofvallejo.net

B. APPROVE REVISIONS TO SPECIFICATIONS FOR SENIOR LANDSCAPE INSPECTOR

Recommendation: By motion, approve the revisions to the classification specifications for the position of Senior Landscape Inspector.

Contact: Heather Ruiz, Director of Human Resources
(707) 648-4317, heather.ruiz@cityofvallejo.net

C. DISCUSSION OF PROCESS FOR AMENDMENTS TO CIVIL SERVICE RULES AND REGULATIONS

Recommendation: Discuss amending Civil Service Rules and Regulations and provide direction to staff on process for Commission involvement. No action required.

Contact: Heather Ruiz, Director of Human Resources
(707) 648-4317, heather.ruiz@cityofvallejo.net

11. ADJOURNMENT

CERTIFICATE

I, Heather Ruiz, Acting 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., February 8, 2019.

Dated: February 8, 2019

Heather Iopu for
Heather Ruiz, Acting Executive Secretary

To: Civil Service Commission
From: Heather Ruiz, Director of Human Resources
Date: February 11, 2019
Subject: Approve Request for Restoration to Register of Eligibles for Landscape Inspector

SUMMARY

The Civil Service Commission is requested to approve a request from Sean Taylor for restoration to a Register of Eligibles for the position of Landscape Inspector – a classification within the classified service of the City’s classification plan.

JURISDICTION OF CIVIL SERVICE COMMISSION

The City Charter at section 800 requires that all hiring in the competitive civil service be based on ability and experience. Pursuant to Charter section 801, the competitive civil service includes all positions within the City with specified exceptions. Civil Service Rule 14.1 states the name of a person who has held a position by appointment under Civil Service Rules and Regulation, who has served his/her probationary period, and who has resigned from the service without any delinquency on his/her part, may, in the discretion of the Commission, be restored to the Register of Eligibles upon the reinstatement list for the class and grade of employment in which he/she has served and upon requisition shall be certified in accordance with Rule 16. Civil Service Rule 14.2 states that the name of an eligible restore to the reinstatement list in the Register of Eligibles under provisions of these Rules and Regulations shall remain thereon for a period of two (2) years from date of restoration. Civil Service Rule 14.2 further states that the name of any person who has been separated from City service for more than three (3) years shall not be restored to the Register of Eligibles, provided this separation does not include time spent serving in the Armed Forces of the United States of America in time of war. (See Attachment A for Rule 14 – Restoration to Eligible Rules.) The Civil Service Commission is tasked with considering Mr. Taylor’s request and approving or denying his request for reinstatement to a Register of Eligibles for the position of Landscape Inspector.

BACKGROUND AND DISCUSSION

Sean Taylor was originally hired by the City of Vallejo as a Public Works Maintenance Worker I on August 6, 2012 and passed his original probationary period of twelve months. Mr. Taylor's name appeared on a Register of Eligibles for the position of Landscape Inspector on July 7, 2014. Mr. Taylor was subsequently hired by the City of Vallejo as a Landscape Inspector on October 4, 2014, passed his promotional probationary period of six months on April 4, 2015, and continued to serve the City in this position until December 15, 2018 when he resigned from city service. On January 10, 2019, Mr. Taylor sent an email to Janet Thiessen, Executive Secretary to the Civil Service Commission, requesting restoration to the Register of Eligibles for the position of Landscape Inspector. (See Attachment B.) Mr. Taylor resigned from City service in good standing and requested his name be placed on a reinstatement list for the position of Landscape Inspector within the time period allowed under Civil Service Rules 14.2 – which is three years from date of separation.

Staff recommends the Civil Service Commission restore the name of Sean Taylor to the Register of Eligibles for the position of Landscape Inspector for a period of two (2) years from date of restoration. Staff also recommends Civil Service Commission consider delegating the authority to approve or deny requests for reinstatement to the Executive Secretary to the Civil Service Commission in the future and take appropriate administrative action to restore approved names to a Register of Eligibles. Staff will prepare and present a report with draft rule changes to Rule 14 - Restoration to Eligible Rules as a separate item for Civil Service Commission consideration.

RECOMMENDATION

By motion, approve the request from Sean Taylor to be reinstated to the Register of Eligibles for the position of Landscape Inspector for a period of two (2) years from date of restoration.

DOCUMENTS ATTACHED

Attachment A – Civil Service Rule 14 – Restoration to Eligible Rules

Attachment B - Request for Restoration to Register of Eligibles from Sean Taylor

CONTACT

Heather Ruiz
Director of Human Resources
Contact Information: (707) 648-4317
heather.ruiz@cityofvallejo.net

RULE 14

RESTORATION TO ELIGIBLE RULES

14.1 Resigned Employees

The name of a person who has held a position by appointment under the Civil Service Rules and Regulations, who has served his/her probationary period, and who has resigned from the service without any delinquency on his/her part, may, in the discretion of the Commission, be restored to the Register of Eligibles upon the reinstatement list for the class and grade of employment in which he/she has served and upon requisition shall be certified in accordance with Rule 16.

14.2 Time Limitations

The name of an eligible restored to the reinstatement list in the Register of Eligibles under the provisions of these Rules and Regulations shall remain thereon for a period of two (2) years from date of restoration.

The name of any person who has been separated from the service of the City for more than three (3) years shall not be restored to the Register of Eligibles provided, however, that the time any person has served in the Armed Forces of the United States of America in time of war shall not be included in computing the period of separation from the service of the City, within meaning of this rule.

14.3 Loss of Seniority

Whenever any employee, classified under these rules, resigns, said employee shall lose all seniority rights and credits for service. If said employee is subsequently reinstated to the Register of Eligibles, he/she shall be reinstated without credits for past service, and, if appointed from the Register of Eligibles, shall be considered as a new employee and subject to the rules governing probationary appointment.

14.4 Medical Examination

All persons appointed under provisions of this rule shall be required to pass a medical-physical examination as outlined in Rule 7.2 prior to entering into service.

14.5 Reclassification of Position

An employee who has served in a position, the title of which has been reclassified or consolidated to a new title, may request reinstatement to both the reclassified title and the new title, in accordance with the average earned in original test title.

To: Civil Service Commission

From: Heather Ruiz, Director of Human Resources

Date: February 11, 2019

Subject: Consideration of Amendments to the Senior Landscape Inspector Classification Specifications

SUMMARY

The City seeks Civil Service Commission approval to revise the classification specifications for the position of Senior Landscape Inspector.

JURISDICTION OF CIVIL SERVICE COMMISSION

Civil Service Rule 4.6 provides authority for the Civil Service Commission to approve amendments to existing classification specifications. Commission Rule 4.6 states, “Significant revisions to the classification plan shall be approved by the Commission either by changes in the classification title, by amendments of specifications or by addition of a class without amendments to the Civil Service Rules and Regulations. Significant revisions as used in Rule 4.6 means revisions that alter the substantive meaning of any job duty detailed in existing classification plan. This expression does not include editorial, stylistic or other revisions that have minimal or no impact on the basic meaning of job duties detailed in the existing classification plan which shall be considered “minor revisions”. If significant revisions to a classification plan are being proposed for approval by the Commission with or without agreement from the affected collective bargaining units, the Executive Secretary shall provide notice to the affected collective bargaining units representing the class at least three (3) calendar days prior to the meeting at which a classification recommendation is being made. All minor revisions to a classification plan may be approved by the Executive Secretary.”

The Commission’s role is to consider the recommendation of the City that the classification specifications for the position of Senior Landscape Inspector be approved as detailed in the attached mark-up copy of the classification specification.

BACKGROUND AND DISCUSSION

The City's Public Works Department Director requested the Human Resources Department make revisions to the current Senior Landscape Inspector classification specification which was first adopted by the Civil Service Commission on July 1, 1992. The revisions to the Senior Landscape Inspector classification specifications includes updates to each section of the classification specification including definition, supervision received and exercised, examples of important responsibilities and duties, qualifications, experience and training, adding language regarding disaster service workers and updating information on working conditions.

These changes reflect the City's need to update and revise the Senior Landscape Inspector classification specifications to reflect changes desired by City management and to provide an accurate job description for future applicants for this position. The City has a critical need for a certified arborist to review applications for tree removal permits for regulated City trees to assess hazards, landscape related issues, and other impacts to the public or the public right-of-way. This position is currently vacant so no incumbent is affected by these revisions. The Human Resources Department met and conferred with employee bargaining group representatives from International Brotherhood of Electrical Workers Local 1245 on several occasions as part of the process to revise this classification specification. IBEW Local 1245 supported the revisions to the classification specification, however, feels the City should modify the salary range based on the additional certified arborist and qualified applicator certification requirements. IBEW Local 1245 was noticed in writing on January 29, 2019 that the City intended to take this item forward for Civil Service Commission consideration on the revisions to the class spec. Compensation issues are outside the scope of the Civil Service Commission's authority and are the purview of the City Council. The City intends to review compensation for classifications as part of a larger citywide total compensation study which has been scheduled for 2019. Therefore, the City requests the Civil Service Commission approve the revisions to the classification specification as presented for Senior Landscape Inspector.

Attached is a markup copy of the classification specification detailing the specific revisions proposed. (See Attachment A).

RECOMMENDATION

By motion, approve the revisions to the classification specifications for the position of Senior Landscape Inspector.

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Senior Landscape Inspector (Markup)

CONTACT

Heather Ruiz

Director of Human Resources

Contact Information: (707) 648-4317

heather.ruiz@cityofvallejo.net

CITY OF VALLEJO

CLASSIFICATION SPECIFICATION

SENIOR LANDSCAPE INSPECTOR

DEFINITION

To ~~oversee-lead~~ and participate in the activities of the Landscape Inspection unit; to administer and monitor landscape construction and maintenance contracts; to perform the more difficult landscape and related inspections; and to maintain records and prepare reports pertaining to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management or supervisory staff.

Exercises ~~direct-lead~~ supervision over assigned landscape inspection staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - *Important responsibilities and duties may include, but are not limited to, the following:*

Plan, assign, and oversee the work of staff responsible for providing landscape inspection services within the Public Works Department.

Participate in the selection of landscape inspection staff; provide or coordinate staff training; work with employees to correct deficiencies.

Prepare various reports on operations and activities.

[Review applications for tree removal permits for regulated City trees to assess hazards, landscape related issues, and other impacts to the public or public right-of-a-way.](#)

Administer landscape construction, maintenance, and related project contracts; establish schedules and methods for providing landscape inspection services; resolve conflicts between inspectors and contractors.

Review plans, specifications, and sites of major landscape related projects; ensure that construction projects conform to plans and specifications; ensure that projects meet City codes and standards.

Coordinate forward planning of landscape plans through the preparation and review of grading, erosion control, drainage, and improvement plans.

Coordinate the interface of utilities and other improvements to open space areas with other governmental agencies

Provide information to management and the general public on the status of landscape construction and maintenance projects; prepare necessary reports.

Perform the most complex inspections as needed.

Inspect the installation and maintenance of finished grades, re-vegetation for erosion control, access roads, trail systems, drainage systems, irrigation systems, fences, gates, monuments, plantings, and hardscapes.

Inspect final clean-up work.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and techniques of lead supervision and training.

Principles, methods, materials, equipment, and safety hazards of landscape installation and maintenance.

Plant material, fertilizers, and soil amendments.

Defects and faults in landscaping and related systems.

Basic soil mechanics and geology.

Principles of landscaping as applied to construction and maintenance of major project areas.

Principles of contract administration.

Ability to:

Plan, assign, and oversee-review the work of assigned landscape inspectors.

Understand and administer contract language and standards.

Correctly apply laws, regulations, codes, and departmental policies governing the construction and maintenance of landscaped areas.

Understand and interpret landscape plans and specification and prepare accurate drawings and records.

Deal firmly and tactfully with contractors, landscape architects, and property owners.

Detect and locate faulty materials and poor work quality.

Review and analyze construction plans, specification and maps for conformance with City standards and policies.

Prepare technical reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience: Either one year of experience as a Landscape Inspector with the City of Vallejo; or, three years of increasingly responsible experience in the fields of landscape maintenance, design, horticulture, or a closely related field.

Training: Completion of 15-30 units of related college level course work in horticulture, landscape planning, or landscape architecture is preferred.
Experience: Three years of increasingly responsible landscape inspection or related experience.

Training: Equivalent to the completion of the twelfth grade supplemented by courses in horticulture, landscape planning or landscape architecture.

License or Certificate

Possession of, or ability to obtain and maintain, an appropriate, valid California Class C driver license at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Ability to obtain certification as a Certified Arborist from International Society of Arboriculture within 12 months of hire.

Ability to obtain certification as Qualified Applicator License/Certificate from the Department of California Pesticide Regulation within 12 months of hire.

~~Possession of, or ability to obtain, an appropriate, valid driver's license.~~

DISASTER SERVICE WORKERS

All City of Vallejo employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment within the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision. Acute hearing is required in both the office and the field. The ability to lift, carry, and push tools, equipment and supplies weighing up to 75 pounds is also required. Additionally, the incumbent in this indoor and outdoor position works in all weather conditions, including rain, heat, and cold. The incumbent may be exposed to fumes, dust chemicals, air contaminants, and moisture. Working Conditions

~~Office and inspection site environment; exposure to dust and noise; some climbing, stooping, light lifting and inspecting in confined areas.~~

CSC Executive Secretary~~Department Head~~ Signature _____ Date:

Date Adopted by CSC _____

Revised _____ New _____

Class Code 02300

Pay Grade 0041

Bargaining Unit IBEW

EEOC Category 03