



**CIVIL SERVICE COMMISSION
REGULAR MEETING
CITY OF VALLEJO
June 10, 2019
5:15 P.M.**

COMMISSIONERS
Marc Fox, Chair
Robert Arp
Igal Koiman
Burky Worel

Vallejo City Hall
Council Chambers, 2nd Floor
555 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.

**CIVIL SERVICE COMMISSION AGENDA
REGULAR MEETING – 5:15 P.M.
JUNE 10, 2019**

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. APPROVAL OF THE MINUTES** – Minutes of the February 11, 2019 meeting.
- 5. WRITTEN COMMUNICATIONS**
- 6. EXECUTIVE SECRETARY’S REPORT** - None
- 7. REPORT OF 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

11. NEW BUSINESS

A. APPROVE TITLE AND SPECIFICATIONS OF NEW CLASSIFIED POSITIONS OF GEOGRAPHIC INFORMATION SPECIALIST I/II/III, PAYROLL SUPERVISOR, AND PLAN CHECK ENGINEER.

Recommendation: By motion, approve the title and specifications for the new classified positions of Geographic Information Systems Specialist I/II/III, Payroll Supervisor, and Plan Check Engineer, and allocate the positions to the Classified service of the City’s Classification Plan.

Contact: Stephanie Sifuentes, Human Resources Program Manager
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

B. APPROVE TITLE AND SPECIFICATIONS OF NEW NON-CLASSIFIED POSITIONS OF CHIEF INNOVATION OFFICER, COMMUNICATIONS AND PUBLIC INFORMATION OFFICER, ECONOMIC DEVELOPMENT PROGRAM MANAGER, FINANCE MANAGER, INFORMATION TECHNOLOGY PROJECT MANAGER, AND WATER QUALITY MANAGER.

Recommendation: By motion, approve the title and specifications for the new non-classified positions of Chief Innovation Officer, Communications and Public Information Officer, Economic Development Program Manager, Finance Manager, Information Technology Project Manager, and Water Quality Manager, and allocate the positions to the Non-Classified service of the City's Classification Plan.
Contact: Stephanie Sifuentes, Human Resources Program Manager
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

12. COMMUNITY FORUM

13. ADJOURNMENT

CERTIFICATE

I, Heather Ruiz, Human Resources Director, 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., June 6, 2019.

Dated: June 6, 2019


Heather Ruiz, Human Resources Director