



**AMENDED AGENDA
SPECIAL MEETING
CIVIL SERVICE COMMISSION
CITY OF VALLEJO
November 20, 2007
5:15 P.M.**

CHAIR
Marc Fox

COMMISSIONERS
Frank Jackson
Donald Jordan
Connie Klimisch
Michael Preovolos

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

RULES OF CONDUCT FOR ADDRESSING THE CIVIL SERVICE COMMISSION: Complete a "Request to Address the Civil Service Commission" card. After receiving recognition from the Chairperson please walk to the rostrum, state your name and address, and proceed to comment upon the agenda item you wish to discuss. No member of the audience will be called upon to address the Civil Service Commission on any subject during the time the members are discussing the item. Following the discussion and prior to a vote, the Chairperson will recognize any member of the audience who wishes to speak on the subject. Members of the public may comment on Consent Calendar items during Community Forum.



Requests for disability modifications or accommodations, aids or services may be made by a person with a disability to the Department of Human Resources 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. The Department of Human Resources may be contacted as follows:
Telephone: (707) 553-7211, FAX: (707) 648-5292 or e-mail: llofton@ci.vallejo.ca.us

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. WRITTEN COMMUNICATIONS**
 - A. RECRUITMENT AND CLASSIFICATION
- 5. EXECUTIVE SECRETARY'S**
- 6. REPORT OF CHAIRPERSON AND COMMISSIONERS**
- 7. COMMUNITY FORUM**

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 Form" portion of the Agenda. The Community Forum shall be limited to three minutes per individual and five minutes for individuals representing groups.

8. CONSENT CALENDAR

All matters are approved under one motion unless requested to be removed for discussion by the Chairperson or Executive Secretary.

- A. APPROVAL OF AGENDA
- B. APPROVAL OF THE MINUTES OF THE OCTOBER 11, 2007 CIVIL SERVICE COMMISSION MEETING
- C. APPROVAL OF THE REGISTERS OF ELIGIBLES FOR CIVIL SERVICE POSITIONS
 - 1) Communications Operator I
 - 2) Communications Operator II

RECOMMENDATION: Approve the Registers of Eligibles for the above listed Civil Service positions.

- D. APPROVE THE PUBLIC WORKS SPECIALIST CLASSIFICATION SPECIFICATION AND THE EXAMINATION PLAN

The Customer Service Representative, Jadeen Santos, requested that the Human Resources Department conduct a classification review of her position which is assigned to the Maintenance Division of the Public Works Department. She believes her position is incorrectly classified based on the reorganization of clerical staff due to the disbandment of its Customer Service Unit in July 2005. The Human Resources Department conducted a desk audit and an analysis of the duties and responsibilities associated with the position. Staff determined that the incumbent is performing a variety of specialized and responsible technical and clerical tasks in support of the Maintenance Division requiring specialized knowledge of assigned programs, projects or functions. Therefore, the classification of Public Works Specialist was developed based on the incumbent's current duties and responsibilities.

RECOMMENDATION: Approve the proposed classification specification of Public Works Specialist.

- E. CHANGE IN EXAMINATION PLAN FOR UTILITY MECHANIC CLASSIFICATION

The Human Resources Department received a request to conduct a recruitment for the classification of Utility Mechanic. Currently, the examination plan for Utility Mechanic consists of an oral interview weighted at 100%. The skill set required for this position has changed through time to become more technologically in nature. Therefore, the

examination process should reflect this advancement and include a written test in the examination plan. There is no change to the overall duties in the classification specification. However, a written exam will allow applicants to demonstrate their basic knowledge and abilities in the field. Candidates who possess these skills and pass the written exam will continue to the next phase of the examination process which is the oral interview. Staff recommends adding a written examination component to be weighted at 50% and decreasing the oral interview examination component to be weighted at 50% for a total of 100%.

RECOMMENDATION

Approve a change to the examination plan for the classification of Utility Mechanic.

F. ANNUAL REPORT TO THE COMMISSION

This report is provided to the commission pursuant to Rule 2.13, Annual Report that states, "The Executive Secretary shall prepare an annual report to be referred to the Commission for approval at the regular meeting of July of each year..."

9. NEW BUSINESS

10. OLD BUSINESS

11. COMMUNITY FORUM

12. ADJOURNMENT

Dated: November 15, 2007

Marc Fox, Chair

CERTIFICATE

I, Dennis Morris, Executive Secretary of the Civil Service Commission, 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 of the City of the Vallejo, California, at the time and in the manner prescribed by law, or said members have waived notice thereof by their consent attached hereto.

Dated: November 15, 2007

Dennis Morris, Executive Secretary
Civil Service Commission
Director of Human Resources

DATE POSTED: November 15, 2007,