



AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO December 10, 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 SPECIAL MEETING HELD NOVEMBER 20, 2007
- C. APPROVAL OF THE REGISTERS OF ELIGIBLES FOR CIVIL SERVICE POSITIONS
 - 1. Communications Operator I
 - 2. Treatment Plant Operator I
 - 3. Treatment Plant Operator III/IV

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

9. NEW BUSINESS

10. OLD BUSINESS

- A. CONSIDERATION OF A RESOLUTION REVISING CIVIL SERVICE RULE 4.6, CLASSIFICATION REVISION

At the June 11, 2007 Commission meeting, the Chair suggested that the Commission begin looking at changes to the Civil Service Rules and Regulations that would allow staff to manage broader discretion. At the July 9, 2007 meeting, staff prepared an outline of recommended changes that would be required in order to give the Executive Secretary the authority to approve all eligibility lists; exam plans; job descriptions and reclassifications into present job classifications. Following discussions at the October 11, 2007 meeting, the Chair requested that staff revise the rule to include language that would not leave the Rule subject to too much latitudinal interpretation as it pertains to making significant and/or minor changes to classification revisions.

RECOMMENDATION: Adopt the Resolution revising Civil Service Rule 4.6, Classification Revision.

- B. CONSIDERATION OF A RESOLUTION REVISING CIVIL SERVICE RULE 12.1, INSPECTION OF QUESTIONS

At the June 11, 2007 Commission meeting, the Chair suggested that the Commission begin looking at changes to the Civil Service Rules and

Regulations that would allow staff to manage broader discretion. At the July 9, 2007 meeting, staff prepared an outline of recommended changes that would be required in order to give the Executive Secretary the authority to approve all eligibility lists; exam plans; job descriptions and reclassifications into present job classifications. Following discussions of a recruitment appeals process at the October 11, 2007, the Chair stated his desire to assure that applicants have the same kind of protections in place as the Commission moves more responsibility down to the staff level. The revised Rule is attached for the Commission's consideration.

RECOMMENDATION: Adopt the Resolution revising Civil Service Rule 12.1, Inspection of Questions.

11. COMMUNITY FORUM

12. ADJOURNMENT