



## AGENDA

### CIVIL SERVICE COMMISSION CITY OF VALLEJO February 11, 2008 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

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**RULES OF CONDUCT FOR ADDRESSING THE CIVIL SERVICE COMMISSION:** Complete a "Request to Address the Civil Service Commission" card for any item listed on the agenda that you wish to discuss. 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.



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](mailto:llofton@ci.vallejo.ca.us)

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1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **WRITTEN COMMUNICATIONS**
  - A. RECRUITMENT AND CLASSIFICATION REPORT
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. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS**

**9. 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 REGULAR CIVIL SERVICE COMMISSION MEETING HELD JANUARY 14, 2008
- C. APPROVAL OF THE REGISTERS OF ELIGIBLES FOR CIVIL SERVICE POSITIONS:
  - 1. Associate Civil Engineer – Traffic
  - 2. Communications Operator I
  - 3. Laboratory Analyst I/II
  - 4. Senior Civil Engineer – Traffic
  - 5. Senior Community Development Analyst
  - 6. Water Operation Maintenance Planner

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

**10. NEW BUSINESS**

- A. APPROVE THE EXTENSION OF THE REGISTER OF ELIGIBLES FOR FIREFIGHTER/PARAMEDIC

On February 12, 2007, the Civil Service Commission approved the Register of Eligibles for Firefighter/Paramedic. There are 30 eligible candidates on the list. Extending the Register of Eligibles will expedite the hiring process and will result in cost savings associated with the recruitment and examination process. Staff is requesting that the Commission extend the Register for one additional year.

RECOMMENDATION: Approve the extension of the Register of Eligibles for Firefighter/Paramedic.

- B. APPROVE THE SENIOR INSTRUMENT TECHNICIAN CLASSIFICATION SPECIFICATION, AND THE EXAMINATION PLAN.

The Human Resources Department received a request from the Water Superintendent to conduct a classification study and develop a supervisory level Instrument Technician position. The Public Works/Utility Director concurred with this request. Staff developed a Senior Instrument Technician classification based on the associated data and the duties and

responsibilities requested by the Water Division. The Public Works/Utility Director and the Human Resources Department is requesting that the Commission approve the new classification specification and the examination plan using an oral board weighted at 100%.

**11. OLD BUSINESS**

- A. DISCUSSION REGARDING AMENDMENT OF CIVIL SERVICE RULE  
12.7, Temporary Appointments

**12. COMMUNITY FORUM**

**13. ADJOURNMENT**