



## AGENDA

### CIVIL SERVICE COMMISSION CITY OF VALLEJO March 10, 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 REPORT**
  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 FEBRUARY 11, 2008
- C. APPROVAL OF THE REGISTER OF ELIGIBLES FOR COMMUNICATIONS OPERATOR I

RECOMMENDATION: Approve the Register of Eligibles for Communication Operator I.

**10. NEW BUSINESS**

**11. OLD BUSINESS**

**12. COMMUNITY FORUM**

**13. ADJOURNMENT**

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT  
RECRUITMENT/CLASSIFICATION REPORT  
AS OF February 26, 2008**

**CLASSIFICATION STATUS**

DEPART	CLASSIFICATION	REC'D DATE	STAFF	COMMENTS
PW-CY	PARTS SPECIALIST RECLASS FOR CARL SCOTT		VE	2/11 - RECVD PDQ. 1/29 - HAVEN'T RECVD PDQ FROM CERINI. 1/23 - PER JOHN PDQ WILL BE SENT TO HR ON 1/25. 1/15 - EMAILED CERINI REGARDING STATUS OF RECLASS. 12/4 - RECVD EMAIL STATING THAT THE JA SHOULD BE COMPLETED BY 12/5. 11/1 - NOTIFIED CARL. THA
PW-CY	CUSTOMER SERVICE REP		VE	1/22 - CERINI INDICATED THAT HE IS STILL HAVING PROBLEMS W/ THE PROPOSED SALARY RANGE AND WOULD PROVIDE HIS INPUT ON 1/25. 12/11 - MET WITH CERINI TO DISCUSS RECOMMENDED PAY RANGE - HE WILL GET BACK TO US BY NEXT WEEK OR SOONER. 12/4/ - RESEARCHING PAY
PW-WATER	SR INSTRUMENT TECH (NEW CLASS)		VE	2/13 - CSC APPROVED CLASS SPEC ON 2/11. 2/4 - PLACED PROPOSED CLASS SPEC ON 2/11 CSC AGENDA. 1/28 - FINAL CLASS SPEC FORWARDED TO IBEW REPRESENTATIVE, AS WELL AS ERIK, FOR COMMENTS. 1/22 - RECVD COMMENTS/OKAY FROM ERIK ON THE DRAFT. AMENDED DRAFT AND

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT  
RECRUITMENT/CLASSIFICATION REPORT**

**AS OF February 26, 2008**

**RECRUITMENT STATUS**

DEPART	POSITION TITLE	# OF VAC	REQ #	DATE REQ RECD	DATE SIGNED BY HR	DATE SENT TO FIN	DATE OF FINAL SIGN	DATE FINAL RECEIPT	STAFF	OPEN DATE	FFD	EXAM TYPE	DATE OF EXAM	COMMENTS
PD	COMM OPERATOR I	1	N/A						LM	CONT		OPEN		NEXT WRITTEN EXAM ON MAY 20, 2008. INTERNAL CANDIDATES EXAM SCHEDULED FOR 2/11/08.
PW-WATER	TREATMENT PLANT OPERATOR III/IV	1	2007-33		07/18/07	07/18/07	07/18/07	07/24/07	LM	CONT.	CONT.	N/A - UNASSEMBLED		1/23/08 STILL AWAITING RESULTS OF HIRING SELECTION 12/10/07 ESTABLISHED TPO I REGISTER OF ELIGIBLES; TPO III/IV REGISTER ALSO 10/22 OPENED TPO I RECRUITMENT TO FILL REMAINING VACANCY; 9/17 HIRED TPO III CANDIDATE; 8/13 MADE JOB OFFER TO I

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT  
RECRUITMENT/CLASSIFICATION REPORT**

**AS OF February 26, 2008**

**RECRUITMENT STATUS**

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PD	POLICE OFFICER (LATERAL ENTRY)	1	N/A						LM	CONTIN.				
PD	POLICE CADET (PART-TIME)	1	N/A						LM	CONTIN.		N/A	N/A	
PD	COMM OPERATOR II (PERMANENT-INTERMITTENT)	1	N/A						LM	CONTIN.		N/A	N/A	
PD	COMM OPERATOR II	1	N/A						LM	CONTIN.		N/A	N/A	

**CIVIL SERVICE COMMISSION  
CITY OF VALLEJO  
555 SANTA CLARA STREET  
VALLEJO, CA 94590**

**MINUTES**

**February 11, 2008**

**1. CALL TO ORDER**

Chairman Prevolos called the meeting to order at 5:15 p.m.

**2. FLAG SALUTE**

**3. ROLL CALL**

Present: Commissioners, Jackson, Klimisch and Prevolos

Absent: Commissioners Fox and Jordan

Staff: Dennis Morris, Director of Human Resources  
Lydia Lofton, Executive Secretary  
John Nagel, Assistant City Attorney

**4. WRITTEN COMMUNICATIONS**

A. RECRUITMENT AND CLASSIFICATION REPORT

**5. EXECUTIVE SECRETARY'S REPORT**

A. Mr. Morris advised the Commission that an employee has requested to appeal a disciplinary action and that the hearing will be scheduled for the [February] meeting.

**6. REPORT OF CHAIRPERSON AND COMMISSIONERS**

None

**7. COMMUNITY FORUM**

John Johnson – spoke regarding disciplinary matter

**8. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS**

None

**9. CONSENT CALENDAR**

It was moved by Commissioner Klimisch and seconded by Commissioner Jackson to approve the Consent Calendar.

- 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

The Consent Calendar was approved by the following vote:

AYES: Commissioners Jackson, Klimisch and Preovolos  
NOES:  
ABSENT: Commissioner Fox and Jordan

**10. NEW BUSINESS**

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

It was moved by Commissioner Klimisch and seconded by Commissioner Jackson to approve the extension of the Register of Eligibles for Firefighter/Paramedic.

The motion was approved by the following vote:

AYES: Commissioners Jackson, Klimisch and Preovolos  
NOES:  
ABSENT: Commissioner Fox and Jordan

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

It was moved by Commissioner Klimisch and seconded by Commissioner Jackson to approve the Senior Instrument Technician Classification Specification, and the Examination Plan.

The motion was approved by the following vote:

AYES: Commissioners Jackson, Klimisch and Preovolos

NOES:

ABSENT: Commissioner Fox and Jordan

**11. OLD BUSINESS**

A. DISCUSSION – CIVIL SERVICE RULE 12.1, INSPECTION OF QUESTIONS

Mr. Morris advised that, at a future meeting, staff will provide a detailed report regarding Rule 12.7.


**12. COMMUNITY FORUM**

None

**13. ADJOURNMENT**

The meeting was adjourned at 5:28 p.m.

Respectfully submitted,



Lydia Lofton  
Executive Secretary



CITY OF VALLEJO  
CIVIL SERVICE COMMISSION  
REGISTER OF ELIGIBLES

5 – Applicants w/ passing scores  
5 - On Register

CLASSIFICATION: COMMUNICATIONS OPERATOR I

REGISTER TYPE: CONTINUOUS

REGISTER EXPIRES: March 10, 2010

DATE OF APPROVAL: March 10, 2008

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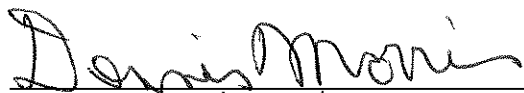
NAME	SCORE	VETERANS POINTS INCLUDED
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Cunha, Angela	84.29	
Darst, Shellyne	77.59	
Weddell, Aileen	76.00	
Lovett, Kia	74.24	
Baker, Richard	72.65	

Established in accordance with the Civil Service Rules and Regulations.

REVIEWED BY EXECUTIVE SECRETARY

APPROVED BY COMMISSION



DATE: 3/5/08

DATE: \_\_\_\_\_