



## AGENDA

### CIVIL SERVICE COMMISSION CITY OF VALLEJO

April 14, 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 MARCH 10, 2008
- C. APPROVAL OF THE REGISTERS OF ELIGIBLES FOR CIVIL SERVICE POSITIONS:
  - 1. Communications Operator I
  - 2. Communications Operator II
  - 3. Treatment Plant Operator III/IV

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

**10. NEW BUSINESS**

**11. OLD BUSINESS**

**12. COMMUNITY FORUM**

**13. ADJOURNMENT**

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

**AS OF April 7, 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	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	

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT  
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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	UTILITY MECHANIC	2	2007-35/2007-36	39286	07/23/07	07/23/07	07/26/07	07/30/07	VE	12/17/2007	1/7	OPEN/PROMO	2/4/08	3/27 - ORAL BOARD EXAM SCHEDULED FOR 4/10. 2/22 - NOTIFIED CANDIDATES REGARDING CITY'S HIRING FREEZE. 2/13 - ORAL EXAM HAS BEEN PLACED ON HOLD PENDING CITY MANAGER, PER HIRING FREEZE. 2/4 - TESTED 17 CANDIDATES ON 2/4. CYNTHIA
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 April 7, 2008**

**CLASSIFICATION STATUS**

DEPART	CLASSIFICATION	REC'D DATE	STAFF	COMMENTS
PW-CY	CUSTOMER SERVICE REP		VE	3/24- MTG W/ CERINI WHO IS UNCERTAIN ABOUT THE APPROVED CLASS SPEC. CERINI WILL GET BACK W/ HR AND LET US KNOW HOW TO PROCEED. 1/22 - CERINI INDICATED THAT HE IS STILL HAVING PROBLEMS W/ THE PROPOSED SALARY RANGE AND WOULD PROVIDE HIS INPUT ON 1/25, 12
PW-WATER	SR INSTRUMENT TECH (NEW CLASS)		VE	3/27 - PREPARED 4/8 CITY COUNCIL STAFF REPORT FOR SALARY RANGE APPROVAL. 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 COMMENT

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

MINUTES

March 10, 2008

1. **CALL TO ORDER**

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

2. **FLAG SALUTE**

3. **ROLL CALL**

Present: Commissioners Fox, Jordan\*, Jackson, Klimisch and Preovolos

Staff: Dennis Morris, Director of Human Resources  
Lydia Lofton, Executive Secretary  
Vivian Evans, Personnel Analyst II  
John Nagel, Assistant City Attorney

Commission Liaison: Councilmember Bartee

\* Commissioner Jordan arrived at 5:22 p.m.

4. **WRITTEN COMMUNICATIONS**

A. RECRUITMENT AND CLASSIFICATION REPORT

5. **EXECUTIVE SECRETARY'S REPORT**

A. Mr. Morris advised the Commission that the administrative rule regarding nepotism has been rescinded.

B. Regarding the Civil Service Rules revisions, Mr. Morris advised that he would be meeting with IAFF, IBEW, and VPOA before forwarding to Council for approval. He stated that IAFF has asked to meet and confer regarding the rules pertaining to the inspection of questions and temporary appointments. Mr. Morris will advise the Commission when the revised rules will be sent to Council.

The Chair stated that the Commission is anxious to move forward [on the rule revisions].

6. **REPORT OF CHAIRPERSON AND COMMISSIONERS**

None

**7. COMMUNITY FORUM**

None

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

None

**9. CONSENT CALENDAR**

It was moved by Commissioner Jordan 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 FEBRUARY 11, 2008

C. APPROVAL OF THE REGISTER OF ELIGIBLES FOR COMMUNICATIONS OPERATOR I

The Consent Calendar was approved by the following vote:

AYES: Commissioners Fox, Jackson, Jordan, Klimisch and Preovolos

**10. NEW BUSINESS**

None

**11. OLD BUSINESS**

None

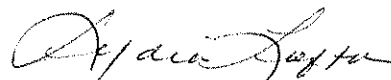
**12. COMMUNITY FORUM**

None

**13. ADJOURNMENT**

The meeting was adjourned at 5:23 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: April 14, 2010

DATE OF APPROVAL: April 14, 2008

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NAME	SCORE	VETERANS POINTS INCLUDED
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Murrill, Cheryl	90.12	
Johnson, Shane	86.94	
Carofanello, Melissa	83.94	
Murphy, Kacey	77.94	
Castelo, Neshia	76.53	

Established in accordance with the Civil Service Rules and Regulations.

REVIEWED BY EXECUTIVE SECRETARY

APPROVED BY COMMISSION



DATE: 4/10/08

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



CITY OF VALLEJO  
CIVIL SERVICE COMMISSION  
REGISTER OF ELIGIBLES

19 - Applicants  
5 - Met MQs/ On Register

CLASSIFICATION: COMMUNICATIONS OPERATOR II  
REGISTER TYPE: CONTINUOUS  
REGISTER EXPIRES: April 14, 2010  
DATE OF APPROVAL: April 14, 2008

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NAME DISPOSITION

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Alioto, Alisa  
Giacomelli, Christina  
Griffin Jr, Charles  
Hogrove, Aleta  
Lambo, Trina

Established in accordance with the Civil Service Rules and Regulations.

REVIEWED BY EXECUTIVE SECRETARY

APPROVED BY COMMISSION

  
\_\_\_\_\_

DATE:

4/10/08

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

CITY OF VALLEJO  
CIVIL SERVICE COMMISSION  
REGISTER OF ELIGIBLES

10 - Applicants  
2 - Met MQs/On Register

CLASSIFICATION: TREATMENT PLANT OPERATOR III/IV

REGISTER TYPE: CONTINUOUS

REGISTER EXPIRES: April 14, 2010

DATE OF APPROVAL: April 14, 2008

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NAMES DISPOSITION

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Blankenship, Mickey  
Soo, James

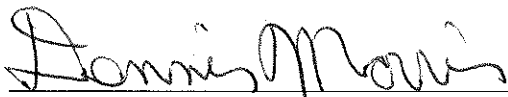
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Established in accordance with the Civil Service Rules and Regulations.

REVIEWED BY EXECUTIVE SECRETARY

APPROVED BY COMMISSION



DATE: 4/10/08

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