



AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO May 12, 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

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

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 APRIL 14, 2008
- C. APPROVAL OF THE REGISTERS OF ELIGIBLES FOR CIVIL SERVICE POSITIONS:
 - 1) Communications Operator I
 - 2) Communications Operator II
 - 3) Utility Mechanic

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

- D. Approval of the reclassification of Mr. Larry Ross from Engineering Technician II to Senior Engineering Technician in the Utilities Department.

Mr. Ross is currently employed as an Engineering Technician II. He requested a review of his position pursuant to the labor agreement between the City and IBEW, Local 2376, AFL-CIO. Staff completed a review and discussed his duties and responsibilities with his direct supervisor and the Water Superintendent most familiar with his position. Staff conducted a desk audit and an analysis of the duties and responsibilities associated with the position. Staff concluded that Mr. Ross should be reclassified to a Senior Engineering Technician.

RECOMMENDATION: Approve the reclassification of Mr. Larry Ross from an Engineering Technician II to a Senior Engineering Technician in the Utilities Department

10. NEW BUSINESS

11. OLD BUSINESS

12. COMMUNITY FORUM

13. ADJOURNMENT