



AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO January 8, 2007 5:15 P.M.

CHAIR
Marc Fox

COMMISSIONERS
Frank Jackson
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 REPORT**
 - B. **REGISTERS OF ELIGIBLES SET TO EXPIRE BY JANUARY 31, 2007**
5. **EXECUTIVE SECRETARY'S REPORT**
6. **CITY ATTORNEY'S REPORT**
7. **REPORT OF CHAIRPERSON AND COMMISSIONERS**
8. **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.

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 DECEMBER 11, 2006 CIVIL SERVICE COMMISSION MEETING
- C. APPROVAL OF THE REGISTER OF ELIGIBLES FOR CIVIL SERVICE POSITION

- 1) Public Works Maintenance Worker IA

RECOMMENDATION: Approve the Register of Eligibles for the above listed Civil Service position.

- D. APPROVAL OF THE REVISED CLASSIFICATION SPECIFICATION FOR BUILDING INSPECTOR I/BUILDING INSPECTOR II

The Chief Building Official, Gary West, requested that the Human Resources Department conduct a review of the current classification of Building Inspector I/ Building Inspector II to ensure that it reflects the current duties and responsibilities associated with the classification to include certifications from the International Conference of Building Officials/International Code Council (I.C.B.O./ICC). Staff recommends that the Civil Service Commission amend the current classification specification for Building Inspector I/ Building Inspector II to reflect the current certification requirements that will be required within six months of hire. These certifications will permit employees in this classification to conduct more independent building inspections thereby increasing the efficiency of the work unit and generating revenue for the City.

RECOMMENDATION: Approve the revised classification specification for Building Inspector I/Building Inspector II

11. NEW BUSINESS

- A. REQUEST TO SCHEDULE A PUBLIC HEARING TO CONSIDER AMENDMENTS TO THE PROVISIONS OF CIVIL SERVICE RULES 1.11.3, PROBATIONARY PERIOD AND 2.1, MEETINGS

Staff is recommending that the Commission schedule a Public Hearing to consider amending Rule 1.113 so that it reads the same as Rule 17.4. In addition, staff is recommending that the Commission consider revising Rule 17.4 so that a process can be established when regular meeting dates in

October and November conflict with City holidays.

RECOMMENDATION: It is recommended that the Civil Service Commission schedule a public hearing to consider amendments to the provisions of Rule 1.11.3, Probationary Period and Rule 2.1, Meetings

12. COMMUNITY FORUM

13. ADJOURNMENT