



## AGENDA

### CIVIL SERVICE COMMISSION CITY OF VALLEJO February 12, 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

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**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

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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
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 JANUARY 8, 2007 CIVIL SERVICE COMMISSION MEETING
- C. APPROVAL OF THE REGISTER OF ELIGIBLES FOR CIVIL SERVICE POSITIONS
  - 1) Communications Operator I
  - 2) Communications Operator II
  - 3) Firefighter/Paramedic
  - 4) Police Clerk

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

- D. APPROVAL OF THE REVISED CLASSIFICATION SPECIFICATION FOR INFORMATION SYSTEMS MANAGER

The Police Department requested a review of the Information Systems Manager classification. It is the department's desire to update the classification to reflect the current technological challenges that the department faces at the management level. Human Resources staff conducted a review and concurs that the Information Systems Manager classification specification is inappropriate to meet the Police Department's technological challenges.

RECOMMENDATION: Approve the revised classification specification for Information Systems Manager.

- E. ACCEPT THE CITY MANAGER'S RECOMMENDATION TO PLACE A FIRE FIGHTER TRAINEE ON A REGISTER OF ELIGIBLES FOR FIREFIGHTER

Matthew H. McWhorter has met all training conditions as required under Civil Service Rule 25.4 a (1) and (2). The Human Resources Department, in conjunction with the Fire Department, recommends that he be placed on a register of eligibles for Fire Fighter. The City Manager concurs with this recommendation and is requesting that Mr. McWhorter be placed on a register of eligibles in advance of any register of eligible list established through an open competitive examination for the appointment of Firefighter.

RECOMMENDATION: Accept the City Manager's recommendation and approve the placement of Matthew H. McWhorter on a Firefighter Register of Eligibles.

F. REVISION OF FIVE (5) CLASSIFICATION SPECIFICATIONS BUILDING MAINTENANCE WORKER I, BUILDING MAINTENANCE WORKER II, BUILDING SUPERVISOR, AND PARTS SPECIALIST AND ASSISTANT MAINTENANCE SUPERINTENDENT) TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT AND CALIFORNIA WORKERS COMPENSATION REGULATIONS

The Risk Management Division hired Total Health Care Management Inc. (THM) to determine the essential functions and better define the physical requirements of the classifications noted below in accordance with the Americans with Disabilities Act (ADA) and California Workers Compensation regulations. The new job analyses will ensure the City's compliance with the ADA and state regulations.

The classification specifications for the following International Brotherhood of Electrical Worker's (IBEW) positions will be revised: Building Maintenance Worker I, Building Maintenance Worker II, Building Supervisor, and Parts Specialist. In addition, the following classification specifications for the Confidential, Administrative, Managerial and Professional Association (CAMP) position will be revised: Assistant Maintenance Superintendent.

RECOMMENDATION: Adopt the resolution approving the revision of five (5) classification specifications (Building Maintenance Worker I; Building Maintenance Worker II; Building Supervisor; Parts Specialist and Assistant Maintenance Superintendent to comply with the Americans with Disabilities Act and California Workers Compensation regulations.

**10. NEW BUSINESS**

A. PUBLIC HEARING – REVISIONS TO CIVIL SERVICE RULES 1.11.3, PROBATIONARY PERIOD AND 2.1, MEETINGS

Rule 1.11.3 and Rule 17.4 regarding the probationary period are facially in conflict. Staff wishes to have Rule 1.11.3 amended to read the same as Rule 17.4

As written, Rule 2.1, Meetings, consistently creates a scheduling conflict for the months of October and November. Staff wishes to create a new process for establishing the Commission meeting date during those months to avoid scheduling conflicts.

RECOMMENDATION: Open the public hearing to take testimony regarding the proposed amendments to the provisions of Rules 1.11.3, Probationary Period and 2.1, Meetings. Upon conclusion of the public hearing, it is recommended that the Civil Service Commission approve the proposed amendments to the Rules.

**B. REQUEST TO SCHEDULE A PUBLIC HEARING TO CONSIDER AN AMENDMENT TO RULE 2.8, RULES AND REGULATIONS**

At the January 8, 2007 Commission meeting, Chairperson Fox requested that staff agendaize an item setting a date for a public hearing so that the Commission can consider revising Rule 2.8.

RECOMMENDATION: Schedule a Public Hearing to consider amending Rule 2.8, Rules and Regulations.

**11. OLD BUSINESS**

**12. COMMUNITY FORUM**

**13. ADJOURNMENT**