



AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO April 9, 2007 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. 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**
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 MARCH 12, 2007 CIVIL SERVICE COMMISSION MEETING
- C. APPROVE THE WATER QUALITY ANALYST CLASSIFICATION SPECIFICATION AND EXAMINATION PLAN AND THE ELIMINATION OF THE LABORATORY CHEMIST CLASSIFICATION SPECIFICATION

After a review of the Laboratory Chemist Classification Specification, the Water Superintendent felt that classification specification was dated and failed to comply with the industry standards and departmental needs. Therefore, it is the department's desire to create a new classification specification to comply with the industry standards and to align the duties and tasks under the department's appropriate Regulatory and Analytical Sections. By creating the Water Quality Analyst classification specification, the Water Superintendent believes it will enhance recruitment efforts and develop a candidate pool that is a fit for the position. The Water Quality Analyst classification specification will replace the existing Laboratory Chemist class specification while retaining the Laboratory Chemist equivalent salary range. The examination plan will consist of an oral interview weighted at 100%.

RECOMMENDATION:

Approve:

- 1. The Water Quality Analyst Classification Specification and the Examination Plan; and
 - 2. The elimination of the Laboratory Chemist Classification Specification
- D. APPROVE THE LABORATORY ANALYST I/II CLASSIFICATION SPECIFICATION AND EXAMINATION PLAN AND THE ELIMINATION OF THE LABORATORY TECHNICIAN AND SENIOR LABORATORY TECHNICIAN CLASSIFICATION SPECIFICATIONS

After a review of the Laboratory Technician and Senior Laboratory Technician classification specifications, the Water Superintendent felt these classifications were obsolete and behind industry norms, such as titles, duties, and qualifications. Therefore, it is the department's desire to create a new classification specification that would be in alignment with industry norms, as well as providing flexible staffing. The Laboratory

Analyst I/II classification specification would allow for greater efficient and timely progression as individuals' abilities and job responsibilities increase. Therefore, this classification would replace the existing Laboratory Technician and Senior Laboratory Technician classification specifications and retain the equivalent salary range of the two classifications. The examination plan will consist of an oral interview weighted at 50% written examination and 50% oral interview or 100% oral interview.

RECOMMENDATION:

Approve:

1. The Laboratory Analyst I/II Classification Specification and the Examination Plan; and
2. The elimination of the Laboratory Technician and Senior Laboratory Technician Classification Specifications

E. APPROVE THE SENIOR BUILDING PLANS ENGINEER CLASSIFICATION SPECIFICATION AND THE EXAMINATION PLAN

The Human Resources Department received a request from the Development Services Department to develop a supervisory engineering classification responsible for higher level building plans check review, compliance, and high level engineering calculation duties. Human Resources analyzed similarly situated comparable classifications and internal existing classifications. It was determined that the City had a Building Plans Examiner classification but no journey level or senior level engineer classification to do the higher level plan check review and calculation work that is needed. The data analysis revealed that a Senior Building Plans Engineer classification (supervisory level) is typical in comparable jurisdictions and it affords employees a career ladder for development and growth. This classification was determined to best meet the needs of the department because it creates a desperately needed position to supervise and participate in the plan check reviews, allows employees room for career growth and development and it aligns our Development Services Department with that of our comparables.

RECOMMENDATION: Approve the Classification Specification and Examination Plan for Senior Building Plans Engineer.

F. APPROVE THE BUILDING PLANS ENGINEER CLASSIFICATION SPECIFICATION AND THE EXAMINATION PLAN

The Human Resources Department received a request from the Development Services Department to develop a supervisory engineering classification responsible for higher level building plans check review, compliance, and high level engineering calculation duties. Human Resources analyzed similarly situated comparable classifications and

internal existing classifications. It was determined that the City had a Building Plans Examiner classification but no journey level or senior level engineer classification to do the higher level plan check review and calculation work that is needed. The data analysis established that a journey level classification would be important to meeting the needs of the department because it creates a desperately needed position to conduct higher level plan checks, organizes the classification family, distinguishes between similar jobs in the City, makes our job evaluation system more responsive to the market place and helps align our staffing levels in the Development Services Department with that of our comparables.

RECOMMENDATION: Approve the Classification Specification and Examination Plan for Building Plans Engineer

G. APPROVAL OF THE REGISTER OF ELIGIBLES FOR CIVIL SERVICE POSITIONS

1) Treatment Plan Operator III/IV

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

H. APPROVE THE HUMAN RESOURCES SPECIALIST CLASSIFICATION SPECIFICATION AND ITS EXEMPTION FROM THE CIVIL SERVICE

A classification study and review of the duties and responsibilities associated with the Senior Personnel Technician position in the Human Resources Department was conducted by Cooperative Personnel Services (CPS). In addition, CPS conducted a survey of our comparison cities and discussed the duties and responsibilities associated with the position with the Human Resources Operations Manager and the Human Resources Director. The classification of Human Resources Specialist was developed based on the duties and responsibilities described.

RECOMMENDATION: Approve the proposed classification of Human Resources Specialist and its exemption from the civil service.

- 10. **NEW BUSINESS**
- 11. **OLD BUSINESS**
- 12. **COMMUNITY FORUM**
- 13. **ADJOURNMENT**