



AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO May 14, 2007 5:15 P.M.

CHAIR
Marc Fox

COMMISSIONERS
Frank Jackson
Donald Jordan
Connie Klimisch
Michael Prevolos

**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 APRIL 9, 2007 CIVIL SERVICE COMMISSION MEETING
- C. APPROVAL OF THE REGISTER OF ELIGIBLES FOR CIVIL SERVICE POSITION

1) Senior Civil Engineer

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

- D. APPROVAL OF THE REVISED CLASSIFICATION SPECIFICATION FOR POLICE OFFICER/LATERAL

The Police Department requested a review of the Police Officer/Lateral classification specification. It is the department's desire to update the classification by aligning it with industry standards, as well as the Commission on Peace Officer Standards and Training (POST) established regulations.

RECOMMENDATION: Approve the revised classification specification for Police Officer/Lateral

- E. APPROVAL OF THE REVISED CLASSIFICATION SPECIFICATION FOR CUSTOMER SERVICE REPRESENTATIVE

The Human Resources Department reviewed the classification specification for Customer Service Representative during a recent reclassification request. Duties and responsibilities being performed within the Business License branch of the Commercial Service Division of the Finance Department are not reflected in the current classification. Staff reviewed these duties and responsibilities with the Commercial Services Supervisor and concluded the placement of the additional duties and responsibilities is more appropriate within the Customer Service Representative classification. These duties and responsibilities are at a level of responsibility above those of a Cashier or an Administrative Clerk.

RECOMMENDATION: Approve the revised classification specification for Customer Service Representative.

F. APPROVAL OF RECLASSIFICATION FOR FINANCE DEPARTMENT –
CUSTOMER SERVICE REPRESENTATIVE

The Human Resources Department received a request from Ms. Armi Navarro for a review of her position pursuant to the labor agreement between the City and IBEW, Local 2376, AFL-CIO. Ms. Navarro is currently employed as an Administrative Clerk I/II in the Commercial Services Division of the Finance Department. Staff completed a review and discussed her duties and responsibilities with her direct supervisor, the Customer Service Supervisor. Staff conducted a desk audit and an analysis of the duties and responsibilities associated with the position. Staff concluded that Ms. Navarro should be reclassified to a Customer Service Representative.

RECOMMENDATION: Approve the reclassification of Ms. Armi Navarro from an Administrative Clerk II to a Customer Service Representative.

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