



AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO September 10, 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**
5. **EXECUTIVE SECRETARY'S**
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 AUGUST 13, 2007 CIVIL SERVICE COMMISSION MEETING
- C. APPROVAL OF THE REGISTER OF ELIGIBLES FOR CIVIL COMMUNICATIONS OPERATOR

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

- D. APPROVE THE MEDIA SERVICES SPECIALIST CLASSIFICATION SPECIFICATION AND ITS EXEMPTION FROM CIVIL SERVICE

The Technical Services Media Coordinator, Robert Raymond, requested that the Human Resources Department conduct a classification review of his position, which is assigned to the Information Technology Division of the Finance Department. He believes his position is incorrectly classified based on the duties and the level of responsibility assigned to the position. The Human Resources Department conducted a desk audit and an analysis of the duties and responsibilities associated with the position. Staff determined that the incumbent is performing a variety of complex technical and creative professional duties in support of the image of the City of Vallejo. He operates a multiple camera video system that telecasts live and taped delayed meetings of the City Council, Planning Commission, other City bodies, and special events over the City's cable television channel. Over the past four years, his workweek on an average has increased by an additional ten hours due in part to video productions and special events. Staff believes that the level of responsibility associated with the incumbent's position is at the professional creative level. Therefore, the classification of Media Services Specialist was developed based on the duties and responsibilities described.

RECOMMENDATION: Approve the proposed classification specification of Media Services Specialist and its exemption from the Civil Service.

10. NEW BUSINESS

- A. CONSIDERATION OF RESOLUTIONS REVISING THE FOLLOWING CIVIL SERVICE RULES AND REGULATIONS:

At the June 11, 2007 Commission meeting, the Chair suggested that the Commission begin looking at changes to the Civil Service Rules and

Regulations that would allow staff to manage broader discretion. At the July 9, 2007 meeting, staff prepared an outline of recommended changes that would be required in order to give the Executive Secretary the authority to approve all eligibility lists; exam plans job descriptions and reclassifications into present job classifications. The Civil Service Rules and Regulations that require revision(s) are listed below.

RECOMMENDATION: Adopt the Resolutions revising the following Civil Service Rules and Regulations: Rule 4.4, Reclassification; Rule 4.6, Classification Revision; Rule 6.1, Announcement of Examinations; Rule 9.5, Relative Weights; Rule 9.7, Qualifying Tests; Rule 9.9, Lateral Entry; Rule 10.4, Limitation; Rule 13.1, Maintenance; Rule 13.4, Approval of Register of Eligibles; Rule 13.5, Life of Register; Rule 15.1, Procedure; and, Rule 17.8, Conditional Appointments

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

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT
AS OF August 28, 2007**

CLASSIFICATION STATUS

DEPART	CLASSIFICATION	REC'D DATE	STAFF	COMMENTS
CITY CLERK	ADMIN CLERK II		VE	
DS	SENIOR PLAN CHECK ENGINEER/SENIOR BUILDING PLANS ENGINEER		VE	8/22 - SUBMITTED COUNCIL REPORTS (SEPT 11TH) TO DEBORA FOR REVIEW. 8/8 - EMAILED GARY WEST A DRAFT COPY OF THE COUNCIL STAFF REPORT FOR COMMENTS. 5-30-07 AWAITING FISCAL INFO. FROM DEPT. 5-15-07 AWAITING CONFIRMATION OF FISCAL INFO.
DS	BUILDING PLANS ENGINEER		VE	8/22 SUBMITTED COUNCIL REPORT (SEPT 11TH) TO DEBORA FOR REVIEW. 5-30-07 DEPT. WAITING FOR FISCAL INFO 5-15-07 REQUESTED TO MEET W/DEPT. ON FISCAL MATTERS 5-1-07 AWAITING DEPT. FISCAL INFO./GO AHEAD
PW - CY	DEPUTY MAINTENANCE SUPERINTENDENT	08/10/07	VE	8-15-07 - DEB UPDATED REPORT TO GO TO COUNCIL WITH VIV'S OTHER REPORTS. 5-30-07 ON HOLD 5-15-07 ON HOLD 5-1-07 ON HOLD 4-10-07 ON HOLD 4-3-07 ON HOLD ON HOLD 3-12-07 ON HOLD 3-8-07 AWAITING WORD FROM THE DEPT. 2-27-07 AWAITING WORD FROM THE DEPT.
PW-CY	CUSTOMER SERVICE REP		VE	
PW-WATER	MAINTENANCE & PRODUCTION SUPPORT SPECIALIST-MAINTENANCE PLANNER		VE	8/22 - NOTIFIED ERIK THAT WE NEED HIS PERSONEL REQUISITION. 8/16 - PREPARING JOB ANNOUNCEMENT. 8/3 - PROVIDED CERINI & FRANK WITH COPY OF REVISED CLASS SPEC. 7/17 - MET WITH ERIK WHO IS GOING TO GIVE ME COPIES OF THE DOCS THAT HE HAS.

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT**

AS OF August 28, 2007

RECRUITMENT STATUS

DEPART	POSITION TITLE	# OF VAC	REQ #	DATE REQ RECD	DATE SIGNED BY HR	DATE SENT TO FIN	DATE OF FINAL SIGN	DATE FINAL RECEIPT	STAFF	OPEN DATE	FFD	EXAM TYPE	DATE OF EXAM	COMMENTS
CD	SR. CD ANALYST	1							VE					
FIN	RISK MANAGER	1	0						VE	8/13/07	9/7/07	ORAL		8/8 - CPS CALLED AND COORDINATED WITH STAFF ADVERTISING ON 8/13 FOR 4 WEEKS
PD	POLICE OFFICER (LATERAL ENTRY)	1	N/A						LM	CONTIN.				
PD	POLICE CADET (PART-TIME)	1	N/A						LM	CONTIN.			N/A	

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT**

AS OF August 28, 2007

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PD	COMM OPERATOR II (PERMANENT-INTERMITTENT)	1	N/A	CONTIN.					LM	CONTIN.		N/A	N/A	
PD	COMM OPERATOR II	1	N/A	CONTIN.					LM	CONTIN.		N/A	N/A	
PD	COMM OPERATOR I	1	N/A	CONTIN.					LM	CONT.		OPEN		NEXT WRITTEN EXAM IN SEPTEMBER 2007.
PW-ADMIN	ENGINEERING TECH II	1	2006-61	11/03/06	11/03/06	11/03/06	11/06/06	11/06/06	VE	6/23/07	07/13/07	WRITTEN/ORAL	8/29/07	8/3 - NOTIFIED CANDIDATE OF THE 8/15 EXAM. 7/9 - REQUESTED REVIEW COPY OF THE EXAM FROM CPS. 6/19 - FAXED AD TO JOBS AVAILABLE. 6/12 - NOTIFIED ERIC TO CONTACT ME BY 5/19, IN ORDER TO MOVE FOR WITH HIS RECRUITMENT OTHERWISE

**CITY OF VALLEJO - HUMAN RESOURCES DEPARTMENT
RECRUITMENT/CLASSIFICATION REPORT
AS OF August 28, 2007**

RECRUITMENT STATUS

DEPART	POSITION TITLE	# OF VAC	REQ #	DATE REQ RECD	DATE SIGNED BY HR	DATE SENT TO FIN	DATE OF FINAL SIGN	DATE FINAL RECEIPT	STAFF	OPEN DATE	FFD	EXAM TYPE	DATE OF EXAM	COMMENTS
PW-CY	TREE MAINTENANCE WORKER	1	2007-45	08/14/07	08/16/07	08/16/07			LM					8/14/07 - WANTS TO FILL AS TEMPORARY UNTIL WE GET A LIST GOING
PW-WATER	ENGINEERING TECHNICIAN II	1	2007-20	3/8/07	3/23/07	3/23/07	3/27/07	3/27/07	VE	6/23	7/13/07	WRITTEN/ORAL	8/29/07	8/3 - MAILED EXAM NOTICES TO CANDIDATES & NOTIFIED ERIK OF THE EXAM DATE. 7/31 - MAILED EXAMS BACK TO CSP. 7/30 - ERIK AND DAVE REVIEWED EXAM QUESTIONS FOR SEMI-STOCK EXAM. 7/9 - REQUESTED REVIEW COPY OF THE EXAM FROM CPS.
PW-WATER	TREATMENT PLANT OPERATOR III/IV	1	N/A	CONTIN.					LM	CONTINUOUS		UNASSEMBLED		2 REQS. RECEIVED ON 7/16/07 (2007-33 & 2007-34) 8/13 MADE JOB OFFER TO 1 CANDIDATE

**CIVIL SERVICE COMMISSION
CITY OF VALLEJO
555 SANTA CLARA STREET
VALLEJO, CA 94590**

MINUTES

August 13, 2007

1. CALL TO ORDER

The meeting was called to order at 5:16 p.m. by Chairperson Fox.

2. FLAG SALUTE

3. ROLL CALL

Present: Commissioners Jackson, Jordan, and Prevolos

Absent: Commissioner Fox and Klimisch

Staff: Dennis Morris, Director of Human Resources
Lydia Lofton, Executive Secretary
Vivian Evans, Personnel Analyst II
John Nagel, Deputy City Attorney

Council Liaison, Councilmember Bartee

4. WRITTEN COMMUNICATIONS

A. RECRUITMENT AND CLASSIFICATION REPORT

B. STAFF REPORT – REGISTERS OF ELIGIBLES SET TO EXPIRE BEFORE
NEXT REGULAR MONTHLY MEETING

5. EXECUTIVE SECRETARY'S REPORT

Mr. Morris provided a report regarding the frequency of Commission meetings.

6. CITY ATTORNEY'S REPORT

None

7. REPORT OF CHAIRPERSON AND COMMISSIONERS

None

8. COMMUNITY FORUM

None

9. CONSENT CALENDAR

It was moved by Commissioner Jackson and seconded by Commissioner Jordan to approve the Consent Calendar.

A. APPROVAL OF AGENDA

B. APPROVAL OF THE MINUTES OF THE JULY 9, 2007 CIVIL SERVICE COMMISSION MEETING

C. APPROVAL OF THE REGISTERS OF ELIGIBLES FOR CIVIL SERVICE POSITIONS

- 1) Building Inspector II
- 2) Communications Operator I
- 3) Pipe Mechanic I
- 4) Secretary

The motion to approve the Consent Calendar was approved by the following vote:

AYES: Commissioners Jackson, Jordan, and Preovolos

NOES:

ABSENT: Commissioner Fox and Klimisch

10. NEW BUSINESS

None

11. OLD BUSINESS

None

12. COMMUNITY FORUM

None

13. ADJOURNMENT

The meeting was adjourned at 5:19 p.m.

Respectfully submitted,


Lydia Lofton
Executive Secretary

CITY OF VALLEJO
CIVIL SERVICE COMMISSION
REGISTER OF ELIGIBLES

1 - Applicant
1 - Met MQs/On Register

CLASSIFICATION: COMMUNICATIONS OPERATOR I

REGISTER TYPE: CONTINUOUS

REGISTER EXPIRES: SEPTEMBER 11, 2009

DATE OF APPROVAL: SEPTEMBER 11, 2007

Page 1 of 1

NAME	SCORE	VETERANS POINTS INCLUDED
Hair, Royelle	71.59	

Established in accordance with the Civil Service Rules and Regulations.

REVIEWED BY EXECUTIVE SECRETARY

APPROVED BY COMMISSION

Donna Mouri

DATE: 9/6/07

DATE: _____

CITY OF VALLEJO HUMAN RESOURCES DEPART**Agenda Item****Civil Service Commission****Date: September 10, 2007**

TO: Civil Service Commission

FROM: Dennis Morris, Human Resources Director *DM*

SUBJECT: Approve the Media Services Specialist Classification Specification and its exemption from Civil Service

RECOMMENDATION:

Approve the proposed classification specification of Media Services Specialist and its exemption from the Civil Service.

SUMMARY:

The Technical Services Media Coordinator, Robert Raymond, requested that the Human Resources Department conduct a classification review of his position which is assigned to the Information Technology Division of the Finance Department. He believes his position is incorrectly classified based on the duties and the level of responsibility assigned to the position. The Human Resources Department conducted a desk audit and an analysis of the duties and responsibilities associated with the position. Staff determined that the incumbent is performing a variety of complex technical and creative professional duties in support of the image of the City of Vallejo. He operates a multiple camera video system that telecasts live and taped delayed meetings of the City Council, Planning Commission, other City bodies, and special events over the City's cable television channel. Over the past four years, his work week on an average has increased by an additional ten hours due in part to video productions and special events. Staff believes that the level of responsibility associated with the incumbent's position is at the professional creative level. Therefore, the classification of Media Services Specialist was developed based on the duties and responsibilities described.

BACKGROUND AND DISCUSSION:

Mr. Raymond requested that the Human Resources Department conduct a classification review of his position to determine whether his duties and responsibilities fall within his current classification assignment. Mr. Raymond completed a position description Questionnaire describing his current duties and responsibilities. Staff conducted a desk audit of the position which included interviewing the incumbent and the Chief Information Officer who is his immediate supervisor.

Upon reviewing the documents of Mr. Raymond's position description questionnaire, auditing his position and discussing his current duties with his supervisor, staff determined that the scope of Mr. Raymond's job had changed since his hire. Mr. Raymond was reclassified to Technical Services Media Coordinator in July 2000. In June 2003, he assumed the role of live broadcasting of City Council and Planning Commission meetings in conjunction with FCC content regulations. This means Mr. Raymond has been performing additional skill sets, in order to perform the duties that increases the breath of knowledge, skills, and abilities required for live

broadcasting. In addition, he is working an irregular work schedule that includes adding an additional 10 hours to his work week.

Staff reviewed the level of responsibility of seven (7) other cities with a comparable classification and determined that Mr. Raymond is performing work at the advance journey level within a Media Services Specialist series. Mr. Raymond's response to questions in the interview process and discussion with his supervisor support these findings. Staff concludes from this information that the preponderance of Mr. Raymond's duties fall well within the scope of a Media Services Specialist. Therefore, staff recommends the approval of the proposed classification of Media Services Specialist, and its exemption from the Civil Service. Staff has met and discussed the above recommendations with representatives from CAMP.

APPLICABLE RULES

Authority for the Commission's action is in Rule 4.5, New Classes of Positions, which states:

"Subsequent to the adoption of the classification plan, whenever a new position is authorized or created, or whenever study and investigation disclose that any position is not allocated to its proper class for any reason whatsoever whether through an error in the original allocation, amendment of the classification plan or change in the nature of the position, the Commission shall allocate or reallocate such position by assignment of a title, either one already in the classification plan, or shall prepare new specification and a new class title appropriate to the position."

Authorization for exemption of a position or classification from the Civil Service is found in Article VIII, Section 801 (d) of the City Charter, which states:

"...the Competitive Civil Service of the City shall include all offices and employments in the City government except the following which shall be in the unclassified service:

- d. ...technical, professional or confidential employees when recommended by the City Manager with the concurrence of the City Council and approval of the Civil Service Commission, upon such terms, conditions and limitations as the Civil Service Commission may impose at the time of its approval."

ATTACHMENT: A. Classification Report
B. Classification Specification for Media Services Specialist

PREPARED BY: Vivian Evans, Personnel Analyst

CONTACT: Vivian Evans, Personnel Analyst, (707) 648-4366

CLASSIFICATION REVIEW FOR
ROBERT (Bob) RAYMOND, TECHNICAL SERVICES/MEDIA COORDINATOR

REPORT OF FINDINGS

AUGUST 2007

CITY OF VALLEJO
HUMAN RESOURCES DEPARTMENT
555 Santa Clara Street
Vallejo, California 94590

EMPLOYEES NAME: /DEPARTMENT	Robert Raymond Finance Dept/Information Technology Division	Current Class:	Technical Services Media Coordinator
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	<p><u>Manage overall City's television channel</u></p> <p>(37% time) Existing Duties</p> <ul style="list-style-type: none"> • Supervise the production and development of programming, including scripts and production schedules for public information programs, public service announcements, meeting, and special events. • Design, produce and format for video, all animation, photographs, and graphics using a variety of Macintosh, PC, and Amiga equipment and software. Design, produce, and format backgrounds, graphics, wipes, dissolves, transitions, and character generation for live events and for the operation of the community bulletin portion of Channel 28. • Respond to inquiries and resolve complaints. • Develop programming guidelines and standards for Channel 28 • Responsible for the development and maintenance of a videotape and DVD archive of all City Council, Planning Commission, Redevelopment Agency, Marine World JPA, Housing Authority, Sanitation and Flood Control District, Public Hearings, Study Sessions, Town Hall meetings, and all City generated programming. Provide a public viewing area, as required by State law, and develop and maintain a similar archive for the City Manager. Establish and maintain a duplication and/or lending system for all videotaped productions, where the public can "check out" tapes for a limited amount of time or have them duplicated for a fee. • Create and maintain the look and identity of Channel 28, including the logo and its applications and formats for City produced programming. Create and maintain the Video Bulletin Board which is the continuous loop of programming scheduling, public service announcements, Vallejo's Most Wanted, street cleaning schedule, Emergency Alert Notifications, street closures, and
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various public and City generated informational items

- Establish and maintain public records of Channel 28 usage.
- Ensure accurate playback of program schedule, monitor signal quality, and provide immediate resolution of broadcast problems.
- Evaluate all submissions of video and public service announcement for compliance with the City's programming guidelines, technical standards, and FCC content regulations.
- Purchase equipment and supplies, research and consult with vendors and cable company on the purchase, installation, and maintenance of equipment.
- Member of the Technical Advisory Committee, providing technical assistance and instruction for the public access channel.
- Provide technical support to City departments on audio/visual procedures and techniques.

Manage live broadcasting of public meetings

(38% time) Existing Duties

- Produce live broadcast of public meetings, operate studio and remote cameras, integrated production/broadcast systems, character generators, switchers, post production analog and non-linear editing systems, lighting and sound systems, video tape, audio tape, DVD and hard drive recording and dubbing systems, and automated playback systems.
- Responsibility for concept and production of special events, informational and promotional programs, scripting, locations, and sequencing and storyboard, directing and coordinating personnel for location shooting using field cameras and audio and lighting equipment. Post production work in video and sound editing and soundtracks.
- Prepare Council Chambers for video broadcasting, ensure appropriate audio and video and recording equipment is connected and functioning properly, conduct sound checks, white balance and camera tests, prepare presentations for broadcasting and ensure presentation equipment is functioning properly.
- Program event controller and equipment for automated playbacks and recording systems, and switching of multiple videotape DVD and bulleting board sequence, schedule, and notification of subsequent airings, secure equipment.
- Responsibility for the webcasting and archiving of public meetings.
- Perform basic installation, troubleshooting, maintenance and engineering of broadcast and post production equipment.

	<p><u>Manage Graphic Design Services</u></p> <p>(27% time) Existing Duties</p> <ul style="list-style-type: none"> • Design and produce original and creative layouts, camera-ready illustrative graphics, maps, charts etc. for various departments for use in reports, publications and presentations in conventional and electronic formats. Prepare printing and types specifications, copywriting and proofreading, request and evaluate bids work closely with printers to ensure quality and negotiate production details and sign off on completed project. • Design and execute original, complex and creative professional quality illustration, graphics, logos, and signage. • Design, calligraphy, and fabricate a variety of awards, certificates, posters, proclamations, banners, three dimensional displays and commemorative items. • Confer, consult with department representatives, Mayor, Council, commissions, outside agencies, and organizations to coordinate the production of graphics. <p><u>Manage photographic services</u></p> <p>(8% time) Existing Duties</p> <ul style="list-style-type: none"> • Video, photograph and maintain professional quality stock files of appealing City of Vallejo images for use as a resource for publications presentations, websites, promotions, exhibits, and events. • Work with the publication and web design industry to provide photographic and video images in various conventional and digital formats, and monitor appropriate usage and ensure safe return. • Video and photograph events ceremonies, people, facilities, code violations, training and role playing recruitment exercises, etc., arrange photo sessions, locations, lighting, and art direction. • Establish and maintain photographic archives of historic, aerial and land use photographs.
<p>Technical/ Creativity</p>	<p>The duties and responsibilities of the current Technical Services Media Coordinator have shifted to performing a variety of complex technician and creative professional work due to the restructuring of Comcast franchise agreement with the City. When the City was under agreement with Comcast, the agreement required ComCast to send a crew of 3 to 4 to operate the cameras in the Council Chambers, as well as the audio and switching functions in a van which was parked outside the Chambers. As part of the restructuring of the franchise agreement with the City, Mr</p>

	<p>Raymond is now responsible for the management, operation, and maintenance of all aspects of the City's local Government Access TV Channel which includes producing, broadcasting, webcasting live coverage of public meetings and special events; as well as producing original content public information programs, emergency alert notification, and public service announcements, and maintaining a 24 hour 7 days a week presence on the cable network. Mr. Raymond's current duties and responsibilities requires imagination, originality and or talent which have enabled him to produce quality live broadcasting of City Council and Planning Commission meetings, as well as other special events. He is also responsible for coordinating assigned activities with other divisions, departments and outside agencies.</p> <p>A breakdown of his new duties includes: providing live broadcasting coverage of public meetings; operating studio and field video equipment, including cameras, integrated production/broadcasting system, postproduction analog and non-linear editing systems, character generators, switching, lighting and sound systems, video and audio tape and DVD and hard drive recording and dubbing systems, and automated playback systems; supervising cable television programming, including concept, scripting, videography and all aspect of production for public information programs, public service announcements, meetings, and special events; working an irregular work schedule which includes working, on an average, an additional 10 hours per work week to meet operational needs; performing basic installation, troubleshooting, maintenance, and engineering of broadcast and postproduction equipment; consulting with vendors on the purchase, installation, and maintenance of equipment; developing and monitoring programming guidelines and standards for Channel 28. He operates a state of the art broadcast production system, which consist of two (2) Video Toaster program computers, a separate computer to run Scala Infochannel (video bulleting board), 17 monitors, 8 VHS decks, MiniDV deck, DVD hardrive player recorder, DMX system, video processor, switchers, audio mixer, Ultra-Link signal distribution splitter/mixer, Leightronix event controller, three (3) LCD data projector, two (2) studio cameras, three (3) field cameras, portable lighting system, and a control suite to operate five (5) remote cameras and audio in the Council Chambers for live broadcasts.</p>
<p>Supervision</p>	<p>Although the incumbent is the sole person in his classification, he has performed his duties admirably. This includes taking the initiative over the years to familiarize himself with the FCC rules and regulations for managing and addressing the City's Government Access TV Channel. However, he does report to and receives supervision and direction from the Chief Information Officer who relies on Mr. Raymond to manage and operate the City's television channel, live broadcasting of public meetings,</p>

	graphic design services, and photographic services.
Contact with Others	The incumbent currently is responsible for coordinating and producing comprehensive graphics from conception to completion for all City departments, and for the quality maintenance, and monitoring of the City's identity in all its applications; responsible for professional quality photographic services for all City departments, maintaining a comprehensive spectrum of Vallejo images in film, digital, and video formats for promotion and publication which are appealing, aesthetic, artistically composed and technically correct. He is solely responsible for the live broadcasting of City Council and Planning Commission meetings which is a reflection on the entire City.
Qualifications/Standards	The incumbent came to the City over 24 years ago with a Bachelor of Science Degree in City and Regional Planning and eight and one-half years of experience in graphic arts. During these 24 years with the City, Mr. Raymond held the one-classification of Graphics Illustrator/Coordinator and Technical Services Media Coordinator. As the future graphic and media needs of the City grew, he was reclassified to his current position of Technical Services Media Coordinator which was an easy transition for him. Initially his current position was upgraded to include his role in assisting with the coordination of the operations and maintenance of the Government Access Cable Television channel 28. Now that the City is fully responsible for broadcasting live City Council and Planning Commission meetings, Mr. Raymond is in charge of broadcasting these meetings, as well as other special meetings, which have impacted his work week. Over the years, this has been problematic because he has had to schedule his vacations, overtime off, and some holiday time off around broadcasting regular meetings and special meetings. A scheduled City Council or Planning Commission meeting could add an additional 10 hour to his work week. For example, a City Council or Planning Commission meeting could include an additional three or four hours to his 9 hour work day. As the sole person in this classification, he is then expected to arrive to work the next morning at his normal work schedule.
Analysis and Recommendations	The Technical Services Media Coordinator requested that the Human Resources Department study his position because his current duties associated with his classification have shifted to conducting live broadcasting of City Council and Planning Commission meetings, as well as other special events which include prepping and testing the equipment, operating cameras, lights, audio and video for these meetings. Prior to June 2003, the City entered into an agreement with Comcast to provide live broadcasting of the City Council and Planning Commission meetings, as well as other special events. As part of this agreement with Comcast, Mr. Raymond was responsible for operational changes which were related to cable television channel 28 which included scheduling/running

prerecorded tapes of City Council and Planning Commission meetings and special events. Now that the City is no longer under contract with Comcast for these services, Mr. Raymond has assumed the role of live broadcasting of City Council and Planning Commission meetings in conjunction with FCC content regulations. This means Mr. Raymond has been performing additional skill sets to perform the duties that have increased the breath of his knowledge, skills, and abilities required for live broadcasting. In addition, he is working an irregular work schedule that impacted his work week, as well as his personal life.

The incumbent was asked to complete a position description questionnaire describing his duties and responsibilities. Upon receiving the completed position description questionnaire, staff scheduled and completed a desk audit of Mr. Raymond's position. Staff conducted a survey of comparable cities to determine if similar positions exist in those agencies. In addition, staff discussed Mr. Raymond's position with the Chief Information Officer.

Our interviews revealed that the incumbent is currently performing complex technical and creative professional duties and responsibilities. He has been spending 55% to 65% of his time performing new tasks that have been added to his job since the June 2003 restructuring of the franchise agreement with Comcast.

Classification Analysis

Staff believes that the above duties and responsibilities are more characteristic of creative professional work generally found in a creative professional classification. Our review revealed seven (7) similar cities in which their employees were assigned to perform work similar to our incumbent at the professional level and that the work is also creative in nature. Staff determined that the above work, in at least four of the cities, has been assigned to individuals who were in the management group and supervised at least one supportive technician. Unlike the incumbent who manages four programs/disciplines, these individuals were responsible for at least two programs.

Summary

Mr. Raymond is performing a variety of complex technician and creative professional duties in support of the City's image. Mr. Raymond has been given additional responsibility beyond that of operations and maintenance of the Governmental Access Cable Television Channel 28. He is now responsible for producing live broadcasting of City Council and Planning Commission, as well as other special meetings which have impacted his work week. Staff believes that the level of responsibility associated with

the incumbent's position is at the professional creative level.

Staff Recommendations

Staff recommends creating a new classification specification to more accurately reflect the current assigned duties and responsibilities. Thus providing a better description of the incumbent's required imagination, originality or talent that the incumbent brings to the classification. Staff recommends the following:

- Establish a new classification specification titled Media Services Specialist.
- Reclassify the position to the CAMP bargaining unit because Mr. Raymond is utilizing skills that are not only of an artistic or creative endeavor, but also are in line with other similar agencies.
- Set the salary at range 141 (\$5,806 - \$7,057) of the current CAMP Memorandum of Understanding. As noted above, our external survey revealed seven (7) cities with similar job descriptions, of which four were in management with an average monthly salary of \$6,648. These four (4) job descriptions were good matches. However, they did not include graphic design which is an essential aspect of Mr. Raymond's position. With this in mind, we conducted an internal salary comparison of City of Vallejo classifications with similar level of responsibility of the work being performed. Based on our internal comparison, we believe the salary range should be at the level of an Occupational Health & Safety Emergency Medical Services Administrator which is a unique classification. This salary range compensates Mr. Raymond an additional 6% above the average of the four cities for his graphic design job duties. Therefore, it is appropriate to set the incumbent's salary internally.
- Based on the analysis to create a new classification specification, it is also important for Mr. Raymond to have a backup position to relieve him throughout the year. Therefore, we recommend maintaining the current classification specification or a similar position in the IBEW unit to be considered for filling in the near future.

CITY OF VALLEJO

CLASSIFICATION SPECIFICATION

MEDIA SERVICES SPECIALIST

DEFINITION

To provide comprehensive graphic design, and production services to all City Departments with prime responsibility to the Finance Department; to promote the effective use of media throughout the city through planning and implementation of innovative and comprehensive media projects; to plan organize, coordinate, and perform specialized technical work on production systems in connection with the video production of local government programming; to operate a multiple camera video system to telecast live and tape delayed meetings of the City Council, Planning Commission, other City bodies, and special events over the City's cable television channel; to perform all aspects of the video production process, studio, field, and post-production/editing; develop programming for the general public or special purposes; to promote use of media services and other department services through the city webpage and special events; and to perform equipment maintenance as required; to design and produce a variety of graphics including maps, visual aids, photographs, signs, awards and certificates; and to use computer graphics in the creation of varied projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Information Officer.

May exercise direct supervision over lower level media staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - *Important responsibilities and duties may include, but are not limited to, the following:*

Telecast regularly scheduled meetings of the City Council, Planning Commission and other commissions and community meetings, special events, and specially scheduled meetings on a year-round basis.

Edit video programs; dub videotapes; prepare tapes for automatic playback.

Coordinate the operations of the government access cable television channel; determine bulletins and PSA announcements to display; run tapes of prerecorded meeting and events; coordinate with the vendor that tape City Council meetings and other related public meetings; maintain tape library for the public.

Create and maintain the visual identity of the City government access channel, computer applications and the formats for City produced programming, public information, and public

service announcements.

Develop, organize, coordinate, and schedule all programming to air on City TV3.

Respond to citizen inquiries and resolve complaints.

Maintain signal quality and immediate resolution of broadcast problems. Evaluate all programs for technical compliance and FCC content regulations.

Develop and maintain a videotape archive of all City generated programming. Establish and maintain a duplication and lending system for all videotaped productions.

Assist in improving citywide cable services through participation in task forces, commission meetings and needs assessment activities, as needed.

Provide training to supervised staff and general city staff on equipment use, presentation techniques, program production process, and other related topics.

Design, produce, and format all animation, photographs, and graphics using a variety of Personal Computer and video platform software.

Assist in collecting, recording and interpreting land use data for planning purposes; translate planning concepts and proposals into graphic representations.

Create original design printed materials; execute finished artwork including desktop publishing illustrations, drawings, paste-ups and color separations.

Design logos, posters, brochures, pamphlets, banners, signs, certificates, awards, limited edition presentation pieces, and other publications in full color or multiple color formats.

Prepare City Council Chambers for video broadcasting; ensuring the appropriate audio and video equipment is connected and functioning properly and functioning properly.

Photograph project sites, events, people, facilities and other subjects for use in presentations, publications, promotions and slide shows.

Design and produce three-dimensional displays; estimate related costs; coordinate with appropriate departments.

Confer, consult with, and provide technical assistance to City staff, originating departments, outside agencies, and organizations to coordinate the production of graphic arts materials.

Prepare and maintain files and records related to graphic arts activities and projects.

Prepare within departmental budget and estimate timeline and expenses related to project completion; determine the most cost effective materials and methods to be used in order to produce the finished product.

Solicit information directly from originating personnel or agencies.

Maintain an inventory of graphic arts supplies and equipment.

Operate computer; remain current on software applications related to desktop publishing and other similar programs.

Operate reprographic equipment in the preparation of overhead transparencies; supply blueline prints of various based and interpretive maps to City staff and public.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Audio and video equipment operation including remotely controlled video cameras, multiple video tape recorders, time base correctors, switcher/special effects generators, other video equipment commonly found in a studio setting, and special presentation equipment.

Creative aspects of the video production process, from program conception to final product, including scripting, shot composition and editing.

Computer operation, including basic word processing skills.

Operation of sound equipment commonly used in video production, including microphones and audio mixers.

Technical aspects of video and audio equipment including basic troubleshooting, maintenance and repair.

Techniques and methods related to graphic arts and design including typography, lithographic printing, silk-screen printing, color separating, paper and bindery.

PC platform, and video platform computers and software related to cable TV.

Principles and methods of coordinating and operating a government access cable TV, television production equipment and television broadcasting techniques.

Current federal, state, and local regulations and practices governing access cable TV channels and cable TV systems.

Design techniques and operations.

Abilities and limitations of papers, inks and related mediums.

Graphic communication, signage, and requirements of print and video advertisement.

Camera and photographic equipment and digital imaging techniques, practices and material.

Drafting and graphic techniques.

Ability to:

Manage graphic design projects by planning, coordinating, and organizing work to meet deadlines.

Analyze information to determine appropriate solutions in the context of budget, time frame, resources, and expenses.

Prepare specifications and evaluate proposals for various reproduction services. Prepare accurate drawings, maps, renderings, charts, etc, in various electronic and conventional formats.

Coordinate and operate a local access cable TV channel.

Produce professional video and live broadcast media.

Consistently and punctually work those hours required to complete the assigned tasks, which frequently include evenings and weekends.

Trouble shoot and repair minor equipment problems.

Resolve complaints and work with the public in a courteous and tactful manner.

Perform assigned duties independently or with minimal supervision.

Create and prepare symbolic graphic art.

Produce planned production projects.

Schedule and keep numerous simultaneous projects on production schedule.

Conceptualize graphic art design and presentation.

Utilize formatting and design techniques.

Create camera-ready original artwork.

Operate graphic art equipment with skill and precision.

Provide leadership and training to lower level staff.

Periodically review and evaluate supervised employees.

Understand, provide, and follow oral and written instructions.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least four years of responsible experience working with video and audio equipment in a production environment; three years of graphic arts design and photographic experience

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in broadcasting, television production, telecommunications, graphic arts or a related field.

Department Head Signature _____ **Date:** _____

Date Adopted by CSC _____

Revised _____ **New** _____

Class Code 00196

Pay Grade 0041


Bargaining Unit CAMP

EEOC Category 02

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CITY OF VALLEJO HUMAN RESOURCES DEPARTMENT**Agenda Item****Civil Service Commission****Date: September 10, 2007**

TO: Civil Service Commission

FROM: Dennis Morris, Director of Human Resources 

SUBJECT: Consideration of Resolutions Revising Various Civil Service Rules and Regulations

RECOMMENDATION

Adopt the Resolutions revising the following Civil Service Rules and Regulations: Rule 4.4, Reclassification; Rule 4.6, Classification Revision; Rule 6.1, Announcement of Examinations; Rule 9.5, Relative Weights; Rule 9.7, Qualifying Tests; Rule 9.9, Lateral Entry; Rule 10.4, Limitation; Rule 13.1, Maintenance; Rule 13.4, Approval of Register of Eligibles; Rule 13.5, Life of Register; Rule 15.1, Procedure; and, Rule 17.8, Conditional Appointments.

BACKGROUND AND DISCUSSION

At the June 11, 2007 Commission meeting, the Chair suggested that the Commission begin looking at changes to the Civil Service Rules and Regulations that would allow staff to manage broader discretion. At the July 9, 2007 meeting, staff prepared an outline of recommended changes that would be required in order to give the Executive Secretary the authority to approve all eligibility lists; exam plans job descriptions and reclassifications into present job classifications. The Civil Service Rules and Regulations that require revision(s) are attached.

Authority to take Action

Authority for the Commission's action is in Rule 2.8, Rules and Regulations:

“The Commission shall have the power to adopt, change, amend, revoke or modify these Rules and Regulations, or any part thereof, provided at any meeting of the Commission. Rules and amendments thereto made by the Civil Service Commission shall be effective only on approval by the City Council. “

ATTACHMENTS: A. Civil Service Rules and Regulations under consideration for revision
B. Resolutions adopting the revisions to Civil Service Rules and Regulations

CONTACT: Dennis Morris, Director of Human Resources
Executive Secretary to the Commission (707) 648-4362

The following are the Rules proposed to be amended. All deletions are noted in strike out and all additions noted in italicized font.

4.4 Reclassification

From time to time as the positions of the City may increase or decrease in number or when the duties of any department or position change materially, any employee or department head may request the ~~Commission~~ *Executive Secretary* to review the classification title or any position. If the ~~Commission~~ *Executive Secretary* finds that the ~~class~~ *classification* title no longer applies to the position, such position may either be reclassified, the employee transferred to a more appropriate class, or an employee laid off as outlined under Rule 22 or the impacted employee's collective bargaining agreement.

4.6 Classification Revision

The classification plan shall be subject to revision by the Commission, either by changes in the class title, by amendment of specifications or by addition of a class without amendment to the Rules and Regulations.

6.1 Announcement of Examinations

The Executive Secretary shall prepare an announcement of examination for each examination to be held, announcing the title of the position, the purpose, the last date for filing, the date of examination, the place of examination, residence requirement, age requirement, compensation, the prerequisites for acceptance of applications, the scope of the examination including the percentage to be allowed for each part and such other information as the ~~Commission~~ *Executive Secretary* may deem desirable.

9.5 Relative Weights

All examinations shall embrace certain subjects to which weights shall be assigned, the weight given to each subject to represent its relative value in ascertaining the fitness of the applicant. Each subject of examination shall be graded independently, this grade to be multiplied by the weight assigned to such subject, the sum of the resulting product shall be divided by the total weights of all subjects in the examination, and the resulting quotient shall be the general average which shall be used in determining the order in which the names of the candidates shall appear in the report of the examination. Unless otherwise provided in notices published prior to holding the examination, the average percentage for the proficiency required for passing shall be seventy percent (70.00%). The ~~Commission~~ *Executive Secretary* may, at the time it determines and fixes the nature and content of the examination, allow a credit of not exceeding five (5) to all applicants taking the written portion of the examination to compensate for the margin of error or other variables which are predicted to influence adversely the successful completion of the written examination.

9.7 Qualifying Tests

In examining for any class of positions in which in the opinion of the ~~Commission~~ *Executive Secretary*, a skill(s) or physical ability(ies) are essential for satisfactory

performance, the ~~Commission~~ *Executive Secretary* may, give a qualifying test in such skill(s) or physical ability(ies) and may fix a qualifying standard of performance as a condition of eligibility to compete in the examination for such class and where such a qualifying test is to be included as a condition of eligibility; such a fact shall be included in the notice of examination. The names of candidates whose performance is below the minimum qualifying standard of performance in such skill(s) or physical ability(ies) shall not be entered upon the eligible list for that class regardless of their average on the competitive part or parts of the examination. If such qualifying test(s) can be scored and rated competitively, then, in the discretion of the ~~Commission~~ *Executive Secretary*, the ratings of those candidates who meet or exceed the minimum qualifying standard may be used in determining the grades and ranks of such candidates, provided that such use of the ratings and the relative weights to be assigned thereto are announced in the notice of examination.

9.9 Lateral Entry

When authorized by the ~~Commission~~ *Executive Secretary*, an unassembled examination may be given to an applicant who applies for a police service position and who can document that he or she has served in the same or substantially similar position as the position within the classified service of the City of Vallejo to which he or she now seeks appointment, or who can document that he or she was graduated from an academy certified by the California Commission on Peace Officer Standards and Training (P.O.S.T.). Said prior service of an applicant, or such graduation, must have occurred within the thirty-six (36) consecutive months immediately preceding the date of examination. Said prior service must have lasted for a period of time equivalent to the applicable City of Vallejo probationary period of time.

Certification of Police Trainees through a Police Trainee Lateral Entry Register of Eligibles shall be made pursuant to Rule 25.

The provisions of Rules 9.2, 9.5, 9.6, 9.7 and 9.8 shall have no application to lateral entry applicants.

10.4 Limitation

No person shall be examined for promotion unless he/she has been regularly appointed to and has passed his/her probationary period in one or more classes from which promotion is limited. Whenever the establishment of a new class or the alteration of an existing class by the addition of new duties or responsibilities changes the normal lines of promotion, the ~~Commission~~ *Executive Secretary*, in giving an examination for a higher class for which competition is limited to employees of such newly established or altered class, may, in its discretion, admit to such examination employees who received their appointments through certification from the first eligible list promulgated for such newly established or altered class after its establishment or alteration and who have not completed their probationary periods in some other position in City service. The ~~Commission~~ *Executive Secretary* may, in its *his/her* discretion, permit an applicant to take a promotional examination for a higher class if said applicant has been prevented from completing his/her probationary period of service in the lower class by the

acceptance of a temporary or regular appointment in such higher class, if the combined period of service in the lower class and the higher class shall have amounted to not less than the full probationary period.

13.1 Maintenance

The ~~Commission~~ *Executive Secretary* shall maintain a Register of Eligibles in each class of positions in the Classified Civil Service for which either open competitive or promotional examinations are given.

13.4 Approval of Register of Eligibles

All names of persons whose general average standing is not less than the minimum fixed by the rules of the Commission shall be placed upon the Register of Eligibles for the class or position for which the examination has been given upon the approval of the ~~Commission~~ *Executive Secretary*.

13.5 Life of Register

Names shall remain on the Register of Eligibles for one (1) year from date of approval. The ~~Commission~~ *Executive Secretary* shall have the power to extend the Register of Eligibles for a period of time not to exceed one (1) year. No appointment shall be made from the Register of Eligibles following its expiration. The ~~Commission~~ *Executive Secretary* may at any time terminate a Register of Eligibles if it has fewer than three (3) names.

It is further provided that this Rule shall not apply to eligible lists established from promotional or continuous tests, which lists shall expire at the end of two (2) years after establishment.

15.1 Procedure

Whenever a position is to be filled in the Classified Civil Service, the head of the department shall make requisition upon a form prescribed by the ~~Commission~~ *Executive Secretary* for the certification of the names of eligibles for such position and shall state whether the position is permanent, limited or intermittent; the rate of compensation and other conditions of employment; if limited, the duration of such period and if intermittent, the number of days per month. The ~~Commission~~ *Executive Secretary* shall thereupon certify in accordance with the rules governing certification.

17.8 Conditional Appointments

When there is a Register of Eligibles which has been certified by the ~~Civil Service Commission~~ *Executive Secretary* and when there is a permanent position to be filled, but because a collateral proceeding questions the validity or legality of that certified Register of Eligibles, the appointing authority may make a conditional appointment to the permanent position pending the outcome of the collateral proceeding, subject, however, to the following provisions:

- a. The conditional appointment shall be made from the certified Register of Eligibles in question.

- b. The provisions of this Rule applicable to the probationary period shall have full force and effect as to conditional appointments, and if the certified Register of Eligibles in question is found valid and legal within six (6) months from the date of the conditional appointment, all time then served by the conditionally appointed person shall apply toward the probationary period; except, if at the expiration of the probationary period the collateral proceeding has not been resolved, the appointment shall not be deemed complete. However, if the conditionally appointed person is not discharged *at prior to the end of the month expiration of the* probationary period, the appointment shall be deemed complete if the certified Register of Eligibles from which the conditional appointment was made is found to be valid or legal in the collateral proceeding.

- c. If the certified Register of Eligibles in question is found invalid or illegal, the conditional appointment shall be rendered void and the person conditionally appointed returned to his/her prior status.

RESOLUTION NO. CSC 07- _____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 4.4 of the Civil Service Rules and Regulations to transfer authority to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 4.4, subject to the approval by the City Council, to read as follows:

4.4 Reclassification

From time to time as the positions of the City may increase or decrease in number or when the duties of any department or position change materially, any employee or department head may request the Executive Secretary to review the classification title or any position. If the Executive Secretary finds that the class title no longer applies to the position, such position may either be reclassified, the employee transferred to a more appropriate classification, or an employee laid off as outlined under Rule 22 or the impacted employee’s collective bargaining agreement.

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox
Chairperson

ATTEST: _____
Dennis Morris
Executive Secretary

RESOLUTION NO. CSC 07- _____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 4.6 of the Civil Service Rules and Regulations to transfer authority to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 4.6, subject to the approval by the City Council, to read as follows:

4.6 Classification Revision

The classification plan shall be subject to revision by the Commission, either by changes in the class title, by amendment of specifications or by addition of a class without amendment to the Rules and Regulations.

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox
Chairperson

ATTEST: _____
Dennis Morris
Executive Secretary

September 10, 2007

RESOLUTION NO. CSC 07- ____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 6.1 of the Civil Service Rules and Regulations to transfer authority to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 6.1, subject to the approval by the City Council, to read as follows:

6.1 Announcement of Examinations

The Executive Secretary shall prepare an announcement of examination for each examination to be held, announcing the title of the position, the purpose, the last date for filing, the date of examination, the place of examination, residence requirement, age requirement, compensation, the prerequisites for acceptance of applications, the scope of the examination including the percentage to be allowed for each part and such other information as the Executive Secretary may deem desirable.

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox
Chairperson

ATTEST: _____
Dennis Morris
Executive Secretary

September 10, 2007

RESOLUTION NO. CSC 07- _____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 9.5 of the Civil Service Rules and Regulations to transfer authority to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 9.5, subject to the approval by the City Council, to read as follows:

9.5 Relative Weights

All examinations shall embrace certain subjects to which weights shall be assigned, the weight given to each subject to represent its relative value in ascertaining the fitness of the applicant. Each subject of examination shall be graded independently, this grade to be multiplied by the weight assigned to such subject, the sum of the resulting product shall be divided by the total weights of all subjects in the examination, and the resulting quotient shall be the general average which shall be used in determining the order in which the names of the candidates shall appear in the report of the examination. Unless otherwise provided in notices published prior to holding the examination, the average percentage for the proficiency required for passing shall be seventy percent (70.00%). The Executive Secretary may, at the time it determines and fixes the nature and content of the examination, allow a credit of not exceeding five (5) to all applicants taking the written portion of the examination to compensate for the margin of error or other variables which are predicted to influence adversely the successful completion of the written examination.

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox
Chairperson

ATTEST: _____
Dennis Morris
Executive Secretary

September 10, 2007

RESOLUTION NO. CSC 07- _____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 9.7 of the Civil Service Rules and Regulations to transfer authority to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 9.7, subject to the approval by the City Council, to read as follows:

9.7 Qualifying Tests

In examining for any class of positions in which in the opinion of the Executive Secretary, a skill(s) or physical ability(ies) are essential for satisfactory performance, the Executive Secretary may, give a qualifying test in such skill(s) or physical ability(ies) and may fix a qualifying standard of performance as a condition of eligibility to compete in the examination for such class and where such a qualifying test is to be included as a condition of eligibility; such a fact shall be included in the notice of examination. The names of candidates whose performance is below the minimum qualifying standard of performance in such skill(s) or physical ability(ies) shall not be entered upon the eligible list for that class regardless of their average on the competitive part or parts of the examination. If such qualifying test(s) can be scored and rated competitively, then, in the discretion of the Executive Secretary, the ratings of those candidates who meet or exceed the minimum qualifying standard may be used in determining the grades and ranks of such candidates, provided that such use of the ratings and the relative weights to be assigned thereto are announced in the notice of examination

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox
Chairperson

ATTEST: _____
Dennis Morris
Executive Secretary

September 10, 2007

RESOLUTION NO. CSC 07- ____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 9.9 of the Civil Service Rules and Regulations to transfer authority to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 9.9, subject to the approval by the City Council, to read as follows:

9.9 Lateral Entry

When authorized by the Executive Secretary, an unassembled examination may be given to an applicant who applies for a police service position and who can document that he or she has served in the same or substantially similar position as the position within the classified service of the City of Vallejo to which he or she now seeks appointment, or who can document that he or she was graduated from an academy certified by the California Commission on Peace Officer Standards and Training (P.O.S.T.). Said prior service of an applicant, or such graduation, must have occurred within the thirty-six (36) consecutive months immediately preceding the date of examination. Said prior service must have lasted for a period of time equivalent to the applicable City of Vallejo probationary period of time.

Certification of Police Trainees through a Police Trainee Lateral Entry Register of Eligibles shall be made pursuant to Rule 25.

The provisions of Rules 9.2, 9.5, 9.6, 9.7 and 9.8 shall have no application to lateral entry applicants

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox
Chairperson

ATTEST: _____
Dennis Morris
Executive Secretary

September 10, 2007

RESOLUTION NO. CSC 07- ____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 10.4 of the Civil Service Rules and Regulations to transfer authority to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 10.4, subject to the approval by the City Council, to read as follows:

10.4 Limitation

No person shall be examined for promotion unless he/she has been regularly appointed to and has passed his/her probationary period in one or more classes from which promotion is limited. Whenever the establishment of a new class or the alteration of an existing class by the addition of new duties or responsibilities changes the normal lines of promotion, the Executive Secretary, in giving an examination for a higher class for which competition is limited to employees of such newly established or altered class, may, in its discretion, admit to such examination employees who received their appointments through certification from the first eligible list promulgated for such newly established or altered class after its establishment or alteration and who have not completed their probationary periods in some other position in City service. The Executive Secretary may, in his/her discretion, permit an applicant to take a promotional examination for a higher class if said applicant has been prevented from completing his/her probationary period of service in the lower class by the acceptance of a temporary or regular appointment in such higher class, if the combined period of service in the lower class and the higher class shall have amounted to not less than the full probationary period.

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox
Chairperson

ATTEST: _____
Dennis Morris
Executive Secretary

September 10, 2007

RESOLUTION NO. CSC 07- ____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 13.1 of the Civil Service Rules and Regulations to transfer authority to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 13.1, subject to the approval by the City Council, to read as follows:

13.1 Maintenance

The Executive Secretary shall maintain a Register of Eligibles in each class of positions in the Classified Civil Service for which either open competitive or promotional examinations are given.

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox
Chairperson

ATTEST: _____
Dennis Morris
Executive Secretary

September 10, 2007

RESOLUTION NO. CSC 07- _____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 13.4 of the Civil Service Rules and Regulations to transfer authority to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 13.4, subject to the approval by the City Council, to read as follows:

13.4 Approval of Register of Eligibles

All names of persons whose general average standing is not less than the minimum fixed by the rules of the Commission shall be placed upon the Register of Eligibles for the class or position for which the examination has been given upon the approval of the Executive Secretary.

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox
Chairperson

ATTEST: _____
Dennis Morris
Executive Secretary

September 10, 2007

RESOLUTION NO. CSC 07- _____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 13.5 of the Civil Service Rules and Regulations to transfer authority to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 13.5, subject to the approval by the City Council, to read as follows:

13.5 Life of Register

Names shall remain on the Register of Eligibles for one (1) year from date of approval. The Executive Secretary shall have the power to extend the Register of Eligibles for a period of time not to exceed one (1) year. No appointment shall be made from the Register of Eligibles following its expiration. The Executive Secretary may at any time terminate a Register of Eligibles if it has fewer than three (3) names.

It is further provided that this Rule shall not apply to eligible lists established from promotional or continuous tests, which lists shall expire at the end of two (2) years after establishment.

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox
Chairperson

ATTEST: _____
Dennis Morris
Executive Secretary

September 10, 2007

RESOLUTION NO. CSC 07- _____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 15.1 of the Civil Service Rules and Regulations to transfer authority to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 15.1, subject to the approval by the City Council, to read as follows:

15.1 Procedure

Whenever a position is to be filled in the Classified Civil Service, the head of the department shall make requisition upon a form prescribed by the Executive Secretary for the certification of the names of eligibles for such position and shall state whether the position is permanent, limited or intermittent; the rate of compensation and other conditions of employment; if limited, the duration of such period and if intermittent, the number of days per month. The Executive Secretary shall thereupon certify in accordance with the rules governing certification.

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox
Chairperson

ATTEST: _____
Dennis Morris
Executive Secretary

September 10, 2007

RESOLUTION NO. CSC 07- ____

BE IT RESOLVED by the City of Vallejo Civil Service Commission as follows:

WHEREAS, pursuant to Rule 2.8 of the Civil Service Rules and Regulations, the Civil Service Commission has the power to adopt, change, amend, revoke or modify the Civil Service Rules and Regulations; and

WHEREAS, pursuant to Vallejo City Charter Section 405 any amendment to the Civil Service Rules and Regulations shall not be effective until approved by City Council of the City of Vallejo; and

WHEREAS, the City of Vallejo Civil Service Commission has expressed a desire to revise Rule 17.8 of the Civil Service Rules and Regulations to transfer authority to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED that the Civil Service Commission of the City of Vallejo hereby amends Civil Service Rule 17.8, subject to the approval by the City Council, to read as follows:

17.8 Conditional Appointments

When there is a Register of Eligibles which has been certified by the Executive Secretary and when there is a permanent position to be filled, but because a collateral proceeding questions the validity or legality of that certified Register of Eligibles, the appointing authority may make a conditional appointment to the permanent position pending the outcome of the collateral proceeding, subject, however, to the following provisions:

- a. The conditional appointment shall be made from the certified Register of Eligibles in question.
- b. The provisions of this Rule applicable to the probationary period shall have full force and effect as to conditional appointments, and if the certified Register of Eligibles in question is found valid and legal within six (6) months from the date of the conditional appointment, all time then served by the conditionally appointed person shall apply toward the probationary period; except, if at the expiration of the probationary period the collateral proceeding has not been resolved, the appointment shall not be deemed complete. However, if the conditionally appointed person is not discharged at the expiration of the probationary period, the appointment shall be deemed complete if the certified Register of Eligibles from which the conditional appointment was made is found to be valid or legal in the collateral proceeding.
- c. If the certified Register of Eligibles in question is found invalid or illegal, the conditional appointment shall be rendered void and the person conditionally appointed returned to his/her prior status.

BE IT FURTHER RESOLVED that the Executive Secretary is hereby directed to present said amendment to the City Council for their consideration and approval.

ADOPTED on this _____, by the following vote:

AYES:

NOES:

Marc Fox
Chairperson

ATTEST: _____
Dennis Morris
Executive Secretary

September 10, 2007