



AGENDA

CIVIL SERVICE COMMISSION CITY OF VALLEJO February 11, 2013 5:15 P.M.

CHAIR
Marc Fox

COMMISSIONERS
Tiffany Banks
Frank Caballero
Doug Guidi
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 for any item listed on the agenda that you wish to discuss and submit to the Executive Secretary of the Commission. When called upon by the Chairperson, please walk to the rostrum to address the Commission. No member of the audience will be called upon to address the 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.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Commission will be available for public inspection at the Human Resources Department, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the Commission. Such documents may also be available on the City of Vallejo website at <http://www.ci.vallejo.ca.us> subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-7211, TDD (707) 649-3562.



Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the Human Services Department 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.

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
Introduction of Maria Olvera, Human Resources Director
4. **WRITTEN COMMUNICATIONS - None**
5. **EXECUTIVE SECRETARY'S REPORT - None**
6. **REPORT OF CHAIRPERSON AND COMMISSIONERS**

7. 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.

8. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS

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

10. NEW BUSINESS

A. Consideration of Class Specification for Housing Specialist Supervisor and consideration of revisions to the classes of Housing Specialist I/II and Senior Housing Specialist

Recommendation: By motion, approve the proposed class specification for Housing Specialist Supervisor, assigned to IBEW, and the class revisions for Housing Specialist I/II and Senior Housing Specialist

Contact: Maria Olvera, Human Resources Director, 707- 648-4102
Craig Whittom, Assistant City Manager, 707-648-4579
Melinda Nestlerode, Housing and Community Development
Manager, 707-648-4408

11. OLD BUSINESS


12. COMMUNITY FORUM

13. ADJOURNMENT

CERTIFICATE

I, Maria Olvera, Executive Secretary do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Civil Service Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 1:00 p.m., Friday, February 8, 2013.

Dated: February 6, 2013


Maria Olvera, Executive Secretary