

July 15, 2014

## **CIVIL SERVICE COMMISSION MEETING**

NOTICE IS HEREBY GIVEN THAT THE SPECIAL MEETING OF THE VALLEJO CIVIL SERVICE COMMISSION IS SCHEDULED FOR WEDNESDAY, JULY 16, 2014.

/S/Maria Olvera

Human Resources Director  
Executive Secretary  
Civil Service Commission

Dated: July 15, 2014



**CITY HALL  
CITY COUNCIL CHAMBERS  
555 Santa Clara Street  
Vallejo, CA 94590**

## **SPECIAL MEETING AGENDA**

### **CIVIL SERVICE COMMISSION CITY OF VALLEJO**

**July 16, 2014  
4:00 P.M.**

**CHAIR**  
Burky Worel

**COMMISSIONERS**  
Frank Caballero  
John Miller  
Vickie Moore

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**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**
- 4. WRITTEN COMMUNICATIONS - None**
- 5. EXECUTIVE SECRETARY'S REPORT**
- 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*

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**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 new Class Specification for Senior Warehouse Specialist**

Recommendation: By motion, approve the new class specification for Senior Warehouse Specialist

Contacts: Lisa Thomas, Personnel Analyst II, 707- 648-4363

**B. Consideration of revision to Class Specification for Sergeant**

Recommendation: By motion, approve a revision to the class specification for Sergeant

Contacts: James O'Connell, Captain, 707-648-4540  
Janet Thiessen, Human Resources Program Manager, 707-648-4106

**11. OLD BUSINESS**

Status of one (1) Housing Specialist vacancy in Housing Authority

**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 3:00 p.m. on July 15, 2014.

Dated: July 15, 2014

  
Maria Olvera, Executive Secretary



## ITEM 10A

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Department of Human Resources · 555 Santa Clara Street · Vallejo · CA · 94590 · 707 648 4363

**DATE:** July 14, 2014

**TO:** Civil Service Commission

**FROM:** Maria Olvera, Executive Secretary, Civil Service Commission

**SUBJECT:** Approve the creation of the new classification of Senior Warehouse Specialist and its allocation to the Public Works Department – Maintenance Division.

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### **RECOMMENDATION**

Approve the creation of the new classification of Senior Warehouse Specialist, a classification represented by the International Brotherhood of Electrical Workers (IBEW).

### **SUMMARY & DISCUSSION**

In accordance with the International Brotherhood of Electrical Workers (IBEW), section 4.3, employees shall have the right to request a study of their current position to determine if they are properly classified. In January 2014, the Department of Human Resources received a request for a reclassification study by a Warehouse Specialist in the Public Works Department – Maintenance Division. Upon receipt and review of this request, the Department of Human Resources determined a classification study was warranted and secured Koff and Associates to complete the study. Koff and Associates conducted interviews with the employee and the supervisor to determine if any change in classification was needed.

The City's classification plan currently includes Warehouse Specialist and Warehouse Supervisor classifications. In conducting its analysis, Koff and Associates determined that the incumbent employee was performing beyond the Warehouse Specialist classification and that a reclassification was warranted given the degree of autonomy and independence required. The employee is responsible for overseeing the annual inventory and ordering system, and must possess thorough knowledge of purchasing procedures and processes.

However, the study also concluded that the Warehouse Supervisor classification, currently the next higher level in the classification series, was not an appropriate option for reclassification. While the incumbent is required to act in a lead capacity on a periodic basis when employees are assigned to assist in the warehouse, the position does not encompass ongoing supervisory responsibilities of a number of staff. The study recommended a lead worker classification be established.

The Human Resource Department is therefore recommending that the Civil Service Commission adopt the new classification of Senior Warehouse Specialist and that it be placed bargaining unit of International Brotherhood of Electrical Workers Agreement (IBEW) Local 2376. [Exhibit A]. The Senior Warehouse Specialist position would serve to provide lead direction to incoming Warehouse Specialists, as well as oversee the warehouse,

including the ordering and issuing of equipment. The Senior Warehouse Specialist requires a forklift certification be maintained throughout employment in this position, similar to the Warehouse Specialist classification.

**Union Notification**

IBEW Local 2376 has been made aware of the recommendation to create this new classification and concurs with its placement in the unit.

**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 a new specification and a new class title appropriate to the position.”

Authorization to amend classification specifications is found in Civil Service Rule IV, Classification Plan, Section 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.”

**CONTACT:** Lisa Thomas, Human Resources Analyst II (707) 649-3589

**ATTACHMENT:** Proposed Senior Warehouse Specialist Class Specification.

## CITY OF VALLEJO

### CLASSIFICATION SPECIFICATION

#### SENIOR WAREHOUSE SPECIALIST

##### DEFINITION

To perform a variety of duties in support of the Public Works Department including the receipt, storage, issuance and inventory of materials, supplies, tools and equipment. The Senior Warehouse Specialist has primary responsibility for the operation of the warehouse, typical duties include, but are not limited to record keeping, inventory systems, ordering and receiving, and directing the activities at the warehouse. Incumbents in this position provide training and lead direction to the Warehouse Specialist.

##### SUPERVISION RECEIVED AND EXERCISED

~~Receives~~ Provides general supervision ~~from management or supervisory~~ to line staff.

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

Orders, receive, stock, and issue materials, supplies, tools, and equipment; verify incoming shipments for appropriate quantity and quality.

Provide lead direction, training, and work review the warehouse specialist, organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of work.

Maintain inventory supplies, materials, tools and equipment; report replacement needs; assist in annual inventory.

Maintains an accurate listing of purchase orders, maintains accurate (annual) records of stock received and supplied to division users.

Maintain a comprehensive computerized record keeping system for parts, tools, and supplies available in the warehouse for inventory control; develops, implements, and maintains procedures for such a system. Maintain files and records; compile records of supply transactions; input and retrieve data from a computer terminal.

Prepare correspondence, reports and other administrative documents.

Process invoices, claim vouchers, purchase orders, and local purchase orders ensuring

appropriate approvals are obtained; requisition and purchase a variety of materials and supplies; set up monthly purchase orders.

Operate appropriate equipment and provide lead direction in the operation of equipment including a forklift, threading machine, and office machines including a computer.

~~Review~~ Check tools in and out; insure adequate operation of tools; perform minor maintenance as required. Distribute non-stock items received at the warehouse.

Assist buyers in the preparation of purchase orders for items to be stored in the warehouse.

~~Distribute non-stock items received at the warehouse.~~

Maintain warehouse and other work areas in a clean and orderly manner.

Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Stock and inventory control practices including purchase orders, receiving and storage and issuing techniques. Modern warehousing and purchasing procedures.

Considerable knowledge of inventory procedures and forms.

Computerized methods and practices of record keeping. Principles and procedures of record keeping.

Modern office procedures, methods and computer equipment.

Storage of Occupational hazards and standard safety practices necessary in the area of work assigned.

~~Safe work practices.~~

Basic mathematical principles.

~~Basic correspondence procedures.~~

### **Ability to:**

Developing and implementing computerized inventory control procedures. Organize, stock and issue supplies and equipment.

Prepare and maintain a wide variety of of accurate records and reports. Maintain accurate records.

Operate appropriate equipment including a forklift, perform heavy manual labor.

Operate a computer terminal and maintain computerized records.

Operate a calculator, personal computer and standard office and warehouse equipment. Perform simple mathematical computations.

Project ongoing needs for parts, tools, supplies, and materials. Understand and follow oral and written instructions.

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

Work -with a great deal of independence and autonomy throughout the day, independently in the absence of supervision.

Perform heavy manual labor.

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Make sound judgements, and evaluations on inventory, cost, and supplies.

Respond to the Corporation Yard or other assigned locations for emergency call out.

Communicate clearly and concisely, both orally and in writing.

### **Experience and Training Guidelines**

*A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

One-Three years of warehouse experience ordering, receiving an maintaining inventory of parts, equipment and supplies and/or one-three years of general maintenance experience in a Public Works environment or one yearthree years of administrative experience in a warehouse or supply environment working with purchase orders, ordering supplies, and inventory control.



**Training:**

**Equivalent to completion of the twelfth grade.** Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate**

Possession of, ~~a or ability to obtain, an appropriate,~~ valid driver's license.

**Working Conditions**

Warehouse environment; some climbing, stooping and lifting.

Incumbents in this positions are expected to lift heavy equipment up to 50lb or more.

**Department Head Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date Adopted by CSC** \_\_\_\_\_

**Revised** \_\_\_\_\_ **New** \_\_\_\_\_

**Class Code** 01305

**Pay Grade** 003026

**Bargaining Unit** IBEW

**EEOC Category** 06



## ITEM 10B

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Department of Human Resources · 555 Santa Clara Street · Vallejo · CA · 94590 · 707 648 4363

**DATE:** July 14, 2014  
**TO:** Civil Service Commission  
**FROM:** Maria Olvera, Executive Secretary, Civil Service Commission  
**SUBJECT:** Approve a revision to the class specification for Police Sergeant

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### **RECOMMENDATION**

Approve a revision to classification of Police Sergeant, a classification represented by the Vallejo Police Officers Association (VPOA).

### **SUMMARY & DISCUSSION**

The Human Resources Department is working with the Police Department in preparation of promotional tests for Corporal, Sergeant, and Lieutenant. As part of that process, a review of these positions' current classifications was undertaken and a minor discrepancy has been discovered between the job specification for the Sergeant and Corporal positions.

Attached is a memorandum from Police Chief Joseph Kreins requesting that the Civil Service Commission approve a minor revision to the classification for Police Sergeant. The change would require an employee to have three (3) years of experience as a police officer with the City of Vallejo versus three (3) years of experience as a police officer with the City of Vallejo *or other California city of comparable size*.

### **Union Notification**

The VPOA has been consulted regarding this proposed revision and concurs with the recommendation.

**CONTACT:** James O'Connell, Captain, (707) 649-5459  
**ATTACHMENTS:** Memorandum from Joseph Kreins, Police Chief  
Proposed Police Sergeant Class Specification



Date: July 10, 2014

To: Maria Olvera, Human Resources Director

From: Joseph Kreins, Police Chief

Subject: Revision of Classification for Sergeant

As we prepare for the upcoming Police Department promotional tests for Corporal, Sergeant and Lieutenant, we have discovered a minor discrepancy between the job specifications for the Sergeant and Corporal positions.

At present, the minimum qualifications for Police Sergeant read "Three years of experience as a police officer on the City of Vallejo or other California city of comparable size".

For the position of Police Corporal, the minimum qualifications read "Three years of experience as a police officer in the City of Vallejo".

The Police Department recommends that the minimum qualifications in the sub-category of experience for both Police Corporal and Police Sergeant read as follows:

*"Three years of experience as a police officer in the City of Vallejo".*

If you have any questions, please contact Captain James O'Connell ([joconnell@ci.vallejo.ca.us](mailto:joconnell@ci.vallejo.ca.us), (707) 649-5459. He will be in attendance at the July 14, 2014 Civil Service Commission meeting and will be prepared to speak on my behalf on this matter and other matters related to the testing process.

**CITY OF VALLEJO**  
**CLASSIFICATION SPECIFICATION**  
**POLICE SERGEANT**

**DEFINITION**

Under general supervision, directs and assists a unit of police officers or employees in performing the police functions of protecting persons and property providing law enforcement, and other related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from supervisory or management staff.

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

Inspects, directs and supervises the work of subordinates; coordinates employee activities which are generally performed independently as individual work details at different job sites or areas.

Mobilizes forces and assigns duties to meet emergencies.

Determines the need for materials and equipment required and is responsible for their care, use and return; reports time and materials used on activities.

Inspects work being performed and approves completed work and reports.

Provides job instruction and prepares work appraisals for employees assigned.

Enforces work safety regulations; enforces departmental and City work regulations.

Provides supervision at the scene of traffic accidents, crimes or other incidents.

May perform specialized administrative or investigative work.

**QUALIFICATIONS**

**Knowledge of:**

Modern police methods and procedures including patrol, crime prevention, traffic control,

investigation and identification techniques.

California Penal and Vehicle Codes; criminal law with particular reference to laws pertaining to minors, rights of citizens, and the apprehension, arrest, and custody of persons accused of misdemeanors and felonies.

The rules of evidence pertaining to search and seizure, and the preservation and presentation of such evidence in criminal cases.

**Ability to:**

Schedule, organize, and supervise the work of others.

Analyze situations effectively and interpret and apply appropriate laws and regulations.

Prepare clear, concise and complete written reports.

Establish and maintain cooperative working relationships with others and to deal tactfully and effectively with the public.

**Experience and Training Guidelines**

*A typical way to obtain the knowledge and abilities would be:*

**Experience**

Three years of experience as a police officer on the City of Vallejo ~~or other California city of comparable size.~~

**Training**

Additional desirable qualifications: possession of an AA Degree in an appropriate discipline; possession of a P.O.S.T. Intermediate or Advanced Certificate.

**Department Head Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date Adopted by CSC** \_\_\_\_\_

**Revised** \_\_\_\_\_ **New** \_\_\_\_\_

**Class Code** 03105

**Pay Grade** P32

**Bargaining Unit** \_\_\_\_\_

**EEOC Category** 03