



AGENDA

CIVIL SERVICE COMMISSION REGULAR MEETING – 5:15 P.M.

COMMISSIONERS
Marc Fox, Chair
Robert Arp
Igal Koiman

Vallejo City Hall
Council Chambers, 2nd Floor
555 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

December 9, 2019

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Civil Service Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to Government Code Section 5495.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Executive Secretary of the Commission prior to the consideration of the item.

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 FORUM" portion of the AGENDA.

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 City Council will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the City Council. Such documents may also be available on the City of Vallejo website subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562.

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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 City Clerk's office 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.

**CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
DECEMBER 9, 2019**

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. APPROVAL OF THE MINUTES** – Regular meeting minutes of the July 8, 2019 meeting.
- 5. WRITTEN COMMUNICATIONS**
- 6. EXECUTIVE SECRETARY’S REPORT**
- 7. REPORT OF CHAIRPERSON AND COMMISSIONERS**
- 8. COMMUNITY FORUM**

Anyone wishing to address the Commission for any matter for which another opportunity to speak is not provided on the agenda, and is within the jurisdiction of the Commission to resolve, is requested to submit a completed speaker card to the Secretary. When called upon, each speaker should step to the podium, state his/her name and address for the record. The conduct of the community forum shall be limited to a maximum of 15 minutes, with each speaker limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300. The remainder of the speakers wishing to address the Commission on non-agenda items will be heard at the Second Community Forum listed later on the agenda.
- 9. CONSENT CALENDAR AND APPROVAL OF THE AGENDA**

All matters are approved under one motion unless requested to be removed for discussion by the Chairperson or Executive Secretary. Members of the public wishing to address the Commission on Consent Calendar items are asked to address the Executive Secretary and submit a completed speaker card prior to the approval of the agenda. Such requests shall be granted, and items will be addressed in the order which they appear in the agenda. After making any changes to the agenda, the agenda shall be approved.

 - A. APPROVAL OF AGENDA**
- 10. ACTION CALENDAR**
 - A. APPROVE LIST OF UNUSED CLASSIFICATION TITLES FOR DELETION**

Recommendation: By motion, approve the deletion of unused classification titles as listed in Attachment A.
Contact: Stephanie Sifuentes, Human Resources Program Manager
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net
 - B. APPROVE TITLE AND SPECIFICATIONS OF NEW NON-CLASSIFIED POSITIONS OF SPECIAL ADVISOR TO THE CITY MANAGER.**

Recommendation: By motion, approve the title and specification of new non-classified position of Special Advisor to the City Manager.

Contact: Stephanie Sifuentes, Human Resources Program Manager
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

C. APPROVE TITLE CHANGE TO EXISTING CLASSIFICATION OF COMMUNITY DEVELOPMENT DIRECTOR.

Recommendation: By motion, approve the classification title change for existing non-classified position of Community Development Director to Planning & Development Services Director

Contact: Stephanie Sifuentes, Human Resources Program Manager (707) 648-8606, stephanie.sifuentes@cityofvallejo.net

11. CLOSED SESSION

A. CONSIDER EMPLOYEE APPEAL OF DISCIPLINARY ACTION – NOTICE OF SUSPENSION (CLOSED SESSION)

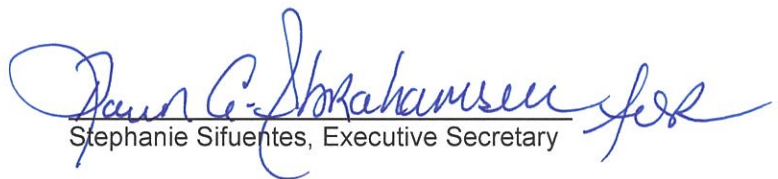
Contact: Doris Papillon-Allen, Personnel Analyst II
(707) 649-3589, doris.allen@cityofvallejo.net

12. ADJOURNMENT

CERTIFICATE

I, Stephanie Sifuentes, 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 5:00 p.m., Friday, December 6, 2019.

Dated: December 6, 2019


Stephanie Sifuentes, Executive Secretary