



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

## **AGENDA**

**CIVIL SERVICE COMMISSION  
CITY OF VALLEJO  
AUGUST 10, 2015  
5:15 P.M.**

**COMMISSIONERS**  
Burky Worel, Chair  
John T. Miller, Vice  
Chair  
Frank Caballero  
Donald Jordan  
Vicki Moore

This agenda contains a brief general description of each item to be corrected. 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 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. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF THE MINUTES**
  - A. July 13, 2015**
- 5. WRITTEN COMMUNICATIONS- None**
- 6. REPORT OF THE EXECUTIVE SECRETARY**
- 7. 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.*

## **8. 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**

## **9. NEW BUSINESS**

### **A. Consideration of Revisions to Classification Specification for Senior Meter Mechanic.**

Recommendation: Approve the proposed classification specification revisions of the Senior Meter Mechanic, a classification represented by the International Brotherhood of Electrical Workers (IBEW).

Contacts: Janet Thiessen, Interim Human Resources Director (707) 648-4106. Lisa Thomas, HR Personnel Analyst II (707) 649-3589.


## **10. OTHER**

## **11. ADJOURNMENT**

**CERTIFICATE**

I, Janet Thiessen, 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., August 7, 2015.

Dated: August 7, 2015

  
\_\_\_\_\_  
Janet Thiessen, Executive Secretary

**CIVIL SERVICE COMMISSION  
CITY OF VALLEJO  
COUNCIL CHAMBERS  
555 SANTA CLARA STREET  
REGULAR MEETING MINUTES  
JULY 13, 2015**

1. **CALL TO ORDER**  
The meeting was called to order by Chairperson Worel at 5:15 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**  
**Present:** Chairperson Worel, Vice Chairperson Miller, Commissioners Caballero and Jordan  
**Absent:** Commissioner Moore  
**Staff present:** Interim Executive Secretary Thiessen and Chief Assistant City Attorney Mooney
4. **APPROVAL OF MINUTES** - None
5. **WRITTEN COMMUNICATIONS** – Chairperson Worel discussed receipt of an email from the International Brotherhood of Electrical Workers to agendize an appeal about seniority issues at the next regular scheduled Civil Service Commission meeting on August 10, 2015.
6. **REPORT OF THE EXECUTIVE SECRETARY** - None
7. **COMMUNITY FORUM**  
**Speakers:** None
8. **CONSENT CALENDAR AND APPROVAL OF THE AGENDA**
  - A. **Approval of Agenda**  
**Action:** Moved by Vice Chair Miller, seconded by Commissioner Jordan, and carried unanimously, approval of the Agenda and the Consent Calendar (Absent-Moore).
9. **NEW BUSINESS**
  - A. **Election of Civil Service Commission Officers**  
Recommendation: By motion, elect a member of the commission to serve as Chairperson, Vice Chairperson, Secretary and such other officers as it (the Commission) may desire for the term of July 2015 – July 2016.

Contact: Janet Thiessen, Interim Human Resources Director-Executive Secretary CSC (707) 648-4106

**Action:** Moved by Vice Chairperson Miller to renominate Chairperson Worel for the position of Chairperson, seconded by Commissioner Caballero, and carried unanimously, to reappoint Chairperson Worel as Chairperson for the term of July 2015 – July 2016 (Absent-Moore).

**Action:** Moved by Commissioner Caballero to renominate Vice Chairperson Miller for the position of Vice Chairperson, seconded by Chairperson Worel, and carried unanimously, to reappoint Vice Chairperson Miller as Vice Chairperson for the term of July 2015 – July 2016 (Absent-Moore).

**Action:** Moved by Vice Chairperson Miller to nominate Commissioner Jordan for the position of Secretary, seconded by Chairperson Worel, and carried unanimously, to appoint Commissioner Jordan as Secretary for the term of July 2015 – July 2016 (Absent-Moore).

10. **OTHER** - None

11. **ADJOURNMENT**

The meeting adjourned at 5:18 p.m.

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BURKY WOREL, CHAIRPERSON

ATTEST:

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JANET THIESSEN  
INTERIM EXECUTIVE SECRETARY



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Department of Human Resources · 555 Santa Clara Street · Vallejo · CA 94590 · 707.648.4363

**DATE:** August 10, 2015  
**TO:** Civil Service Commission  
**FROM:** Janet Thiessen, Executive Secretary, Civil Service Commission  
**SUBJECT:** Approve revisions to the Senior Meter Mechanic Classification Specification

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### **RECOMMENDATION**

Approve the proposed classification specification revisions of the Senior Meter Mechanic, a classification represented by the International Brotherhood of Electrical Workers (IBEW).

### **SUMMARY**

Staff recommends approval of the revised classification specification to reflect current requirements/certifications for the position of Senior Meter Mechanic.

Civil Service Commission Rule 4.6 requires approval by the Commission of significant revisions to the classification plan, including amendments of specifications. A significant revision is one that alters the substantive meaning of a job duty. The Department of Human Resources is working with the Public Works Department to conduct a promotional recruitment for the position of Senior Meter Mechanic. During the review of the existing classification specification by the Public Works Department, a number of revisions were recommended. Because the revisions would alter the substantive meaning of a job duty, the revisions require Civil Service Commission approval. [[Exhibit A](#)].

### **BACKGROUND AND DISCUSSION**

Staff recommends revising the Senior Meter Mechanic position to clarify important duties and responsibilities of the position as well as identify the agencies responsible for the certifications required of the position. More specifically, the position of Senior Meter Mechanic is considered a lead position and acts in the capacity of leading, supervising and training Meter Mechanics. The existing Senior Meter Mechanic classification specification noted that employees in this classification “plan, direct, and participate in the testing of metering systems and backflow prevention devices.” The recommended changes are as follows, “Plan, direct, execute, and train in the testing of metering systems and meter testing apparatuses.” The word “participate” was removed from the existing specification to the recommended “execute and train” as the Senior Meter Mechanic exercises technical and functional supervision over the Meter Mechanics. The Senior Meter Mechanic will be responsible for training the Meter Mechanics on the usage and safety of the Meter Test Bench. Further, the terminology used in the existing classification specification, “testing of metering systems and backflow prevention devices” should be changed as testing of backflow prevention devices is now being performed by the Preventative Maintenance Crew. The existing language does not coincide with current industry standard

language; the recommended change to “testing of metering systems and meter testing apparatuses” brings the classification specification up to current commonly used terms in meter testing.

In the existing classification specification, all required certifications are identified:

- (1) Water Distribution Operator Grade D-2 issued by the State of California Department of Public Health,
- (2) Cross Connection Control Program Specialist Certificate issued by the American Water Works Association

While both certifications are still required of this position, the State agencies mandated to oversee this requirement have changed. The recommendation of the Public Works Department is that the Senior Meter Mechanic’s classification specification is changed to include the current agency responsible for requiring these certifications. The current reporting agencies responsible for these certifications are the State Water Resource Control Board for the Water Distribution certification and the Northern California Backflow Association for the Cross Connection certification. Employees in the classification of Senior Meter Mechanic are expected to maintain these required certifications throughout their employment in the classification.

Lastly, the Public Works Department noted that the Senior Meter Mechanic position should require a driver license upon entry into the position. Staff recommends revising the language from “Possession of, or ability to obtain an appropriate valid driver’s license,” to “Possession of an appropriate valid driver license.” This change requires applicants to possess a driver license upon entry into the position as Senior Meter Mechanics are required to drive city vehicles in the performance of their duties.

In summary, Staff recommend the above revisions to more accurately reflect the duties and responsibilities of the Senior Meter Mechanic as well as the noted agencies responsible for issuing the required certifications for the position. The substantive meaning of the job duty of Senior Meter Mechanic is being altered by the revisions in that a Senior Meter Mechanic is expected to execute and train, not just participate in, the testing of metering systems and meter testing apparatuses and in the testing of backflow prevention devices.

### **Proposed Salary**

The salary of the classification of Senior Meter Mechanic is not affected.

### **Senior Meter Mechanic –Reporting Structure**

Incumbents in the Senior Meter Mechanic class report directly to the Public Works Supervisor who fall under the Assistant Maintenance Superintendent.

### **Union Notification**

The International Brotherhood of Electrical Workers (IBEW), Local 2376, has reviewed the proposed revisions of the Senior Meter Mechanic class and concurs with the recommendation to revise the current classification specification.

### **Applicable Rules**

Authority for the Commission’s action is in Rule 4.6, Classification Revisions, which states in relevant part:

“Significant revisions to the classification plan shall be approved by the Commission either by changes in the classification title, by amendments of specification or by addition of a class without amendments to the Civil Service Rules and Regulations. Significant revisions as used in this Rule 4.6 means revisions that alter the substantive meaning of any job duty detailed in the existing classification plan. This expression does not include editorial, stylistic, or other revisions that have minimal or have no

impact on the basic meaning of the job duties detailed in the existing classification plan which shall be considered “minor revisions.”

**ATTACHMENT:** Proposed Senior Meter Mechanic Classification Specification Revisions.

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

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





**CITY OF VALLEJO  
CLASSIFICATION SPECIFICATION**

<b>Date Adopted by CSC</b> October 13, 2003 <b>Revised</b> <del>X - 08/04/2015</del> <del>X</del> <b>New</b> _____ <b>Class Code</b> 02652 <b>Pay Grade</b> 0033 <b>Bargaining Unit</b> IBEW <b>EEOC Category</b> 08 <b>FLSA</b>	<b>Salary Range:</b> Hourly 25.17 – 30.59 Bi- Weekly 2,013.87 – 2,447.88 Monthly 4,363.39 – 5,303.74 Annual 52,360.67 – 63,644.88
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**SENIOR METER MECHANIC**

**DEFINITION**

To lead, oversee, and participate in the more complex and difficult work of staff responsible for providing water meter reading services and the installation, repair, and maintenance services of water distribution and metering systems; and to perform a variety of technical tasks relative to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Utility Supervisor.

Exercises technical and functional supervision over maintenance staff.

**EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

Lead, plan, train, and review the work of staff responsible for providing the installation, replacement, or repair services on water metering systems and other water distribution system appurtenances.

Plan, direct, ~~and participate~~ direct execute, and train in the testing of ~~metering systems and backflow prevention devices~~ metering systems and meter testing apparatuses.

Plan, direct, execute, and train in the testing of backflow protection devices.

Plan, direct, and participate in fire hydrant flushing, flow testing and routine maintenance activities.

Review and conduct service analysis in response to customer complaints and take appropriate action as required.

Plan, direct, and participate in leak detection and locating services on the water distribution system on a routine, as well as, an emergency basis.

Assign routes to meter readers; establish schedules and methods for providing meter reading activities; transfer routes to and from main computer system; transfer routes to and from interrogators.

Operate moderately heavy and light mechanical equipment including a backhoe, boom truck, compressor, jackhammer, wacker and other equipment as required.

Perform preventive maintenance on equipment as required.

Perform heavy physical labor.

Estimate time, materials and equipment required for jobs assigned, requisition materials as required.

Train assigned employees in their area of work in maintenance and repair methods, techniques, and in the set up

and use of equipment.

**EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES (Con't)**

*Important responsibilities and duties may include, but are not limited to, the following:*

Ensure the adherence to safe work policies and procedures.

Perform the full range of duties assigned in the assigned area of work.

Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of water distribution system meters, hydrant, and backflow device maintenance and testing programs.

Organization and functions of the meter section.

General operational characteristics of water meters.

Principles of lead supervision and training.

Methods and techniques of construction, maintenance and repair related to the area of work assigned.

Operational characteristics of mechanical equipment and tools used in the area of work assigned.

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

Principles and procedures of record keeping and report preparation.

**Ability to:**

Independently perform the most difficult maintenance, construction and repair work in the area of work assigned.

Interpret, explain, and enforce Department policies and procedures within assigned crew.

Operate a variety of equipment in a safe and effective manner.

Perform preventive maintenance on mechanical equipment as required.

Work independently in the absence of supervision.

**Ability to (Con't):**

Use and operate hand tools, power tools, and mechanical equipment in a safe and efficient manner.

Read and interpret maps, sketches, drawings, specifications and technical manuals.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Perform heavy manual labor.

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

Perform duties in a manner to maximize public safety in the area of work assigned.

Operate a variety of office equipment including computer equipment.

Deal with the public courteously and tactfully.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

**Experience and Training Guidelines**

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

**Experience:**

Two years experience performing journey level meter mechanic duties, preferably within a public agency.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance supplemented by additional specialized training in water distribution system maintenance.

**License or Certificate**

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

Possession of a Backflow Prevention Device General Tester Certificate issued by ~~the -the American Water Works Association California Nevada Section (AWWA Cal Nev. Section)~~ Northern California Backflow Association.

Possession of a Water Distribution Operator Grade D2 Issued by ~~the State of California Department of Health Services (DOHS)~~ State Water Resources Control Board (SWRCB).

Possession of a Cross Connection Control Program Specialist Certificate Issued ~~by the Northern California Backflow Association Certification the American Water Works Association – California Nevada Section (AWWA-Cal Nev. Section).~~

**Working Conditions**

Travel from site to site; some exposure to dust, noise and heights; some heavy lifting, standing, climbing; work in inclement weather conditions.

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