



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

AGENDA

**CIVIL SERVICE COMMISSION
CITY OF VALLEJO
SEPTEMBER 12, 2016
5:15 P.M.**

COMMISSIONERS
Burky Worel, Chair
John T. Miller, Vice
Chair
Frank Cabellero
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 – Minutes of the December 14, 2015 meeting.**
- 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. CLOSED SESSION

A. Public Employee Discipline/Dismissal/Release, pursuant to California Government Code Section 54957.

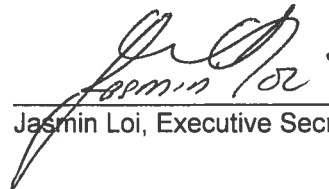
10. OTHER

11. ADJOURNMENT

CERTIFICATE

I, Jasmin Loi, 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., September 7, 2016.

Dated: September 7, 2016



Jasmin Loi, Executive Secretary

**CIVIL SERVICE COMMISSION
CITY OF VALLEJO
COUNCIL CHAMBERS
555 SANTA CLARA STREET
REGULAR MEETING MINUTES
DECEMBER 14, 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, Commissioners Caballero, Jordan and Moore
Absent: Vice Chairperson Miller
Staff present: Interim Executive Secretary Thiessen and Chief Assistant City Attorney Mooney
4. **APPROVAL OF MINUTES**
 - A. **August 10, 2015**
Action: Moved by Commissioner Moore, seconded by Commissioner Caballero, and carried unanimously, approval of the minutes from the August 10, 2015 Civil Service Commission regular meeting (Absent-Miller)
5. **WRITTEN COMMUNICATIONS – None**
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 Commissioner Moore, seconded by Commissioner Caballero, and carried unanimously, approval of the Consent Calendar and Agenda (Absent-Miller)
9. **NEW BUSINESS**
 - A. **Approve Revisions to Classification Specification for Senior Police Assistant**
Recommendation: Approve the proposed classification revisions of the Senior Police Assistant, a classification represented by the International Brotherhood of Electrical Workers (IBEW).
Contact: Robin Tilley, Human Resources Analyst II (707) 649-4852

Human Resources Personnel Analyst II Tilley made a brief presentation outlining the proposed revisions to the classification specification for Senior Police Assistant.

Staff responded to questions from Commissioners. Commissioners provided comment.

Action: Moved by Commissioner Caballero, seconded by Commissioner Jordan, and carried unanimously, to approve the proposed classification specification revisions of the Senior Police Assistant (Absent-Miller).

B. Approve Revisions to the Public Works Maintenance Worker I-II and IA-IIA Classification Specifications

Recommendation: Approve the proposed classification revisions of the Public Works Maintenance Worker I-II and Public Works Maintenance Worker IA-IIA, classifications represented by the International Brotherhood of Electrical Workers (IBEW).

Contact Lisa Thomas, Human Resources Analyst II (707) 649- 3589

Human Resources Personnel Analyst II Thomas made a presentation outlining the proposed revisions to the classification specification for Public Works Maintenance Worker I-II and Public Works Maintenance Worker IA-IIA.

Staff responded to questions from Commissioners. Commissioners provided comment.

Action: Moved by Commissioner Jordan, seconded by Commissioner Caballero, and carried unanimously, to approve the proposed classification specification revisions of the Public Works Maintenance Worker I-II and Public Works Maintenance Worker IA-IIA (Absent-Miller).

C. Consideration of Protest items from the Fire Captain Assessment Center Examination

Recommendation: To deny five protests regarding Fire Captain Assessment Center that took place on Tuesday, October 27, 2015.

Contact: Robin Tilley, Human Resources Analyst II (707) 649-4852

Human Resources Personnel Analyst II Tilley made a presentation providing an overview of the examination process, rating components, and five protest items received for the Fire Captain Assessment Center Examination on October 27, 2015.

Speaker: Matthew McWhorter (Vallejo Fire Department)

Staff and speaker responded to questions from Commissioners. Commissioners provided comment.

Action was taken on the five protest items individually.

Action: Moved by Chair Worel, seconded by Commissioner Caballero, and carried unanimously, to uphold Protest 1 - Candidate Matthew McWhorter (McWhorter), in favor of candidate Matthew McWhorter (Absent-Miller).

Action: Moved by Chair Worel, seconded by Commissioner Moore, and carried unanimously, to deny Protest 2 - Candidate McWhorter (Absent-Miller).

Action: Moved by Chair Worel, seconded by Commissioner Caballero, and carried unanimously, to deny Protest 3 - Candidate Mark Libby ("Libby") (Absent-Miller).

Action: Moved by Chair Worel, seconded by Commissioner Moore, and carried unanimously, to deny Protest 4 - Candidate Libby (Absent-Miller).

Action: Moved by Chair Worel, seconded by Commissioner Jordan, and carried unanimously, to deny Protest 5 - Candidate Libby (Absent-Miller).

10. **OTHER** - None

11. **ADJOURNMENT**

The meeting adjourned at 6:34 p.m.

BURKY WOREL, CHAIRPERSON

ATTEST:

JANET THIESSEN
INTERIM EXECUTIVE SECRETARY