



AGENDA

CIVIL SERVICE COMMISSION REGULAR MEETING CITY OF VALLEJO June 11, 2018 5:15 P.M.

COMMISSIONERS
Robert Arp, Chair
Igal Koiman, Vice Chair
Marc Fox
Robbie Ann White
Burky Worel

John F. Kennedy Library
The Vallejo Room,
Lower Level

505 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

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.

Due to upgrades being done to the City Hall Council Chambers, from June through September 2018, all public meetings will be held in the Vallejo Room, located at the lower level of the JFK Library. For general or ADA access information regarding this alternate location, please contact the City Clerk's office at (707) 648-4527.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF THE MINUTES** – Minutes of the April 9, 2018 meeting.
5. **WRITTEN COMMUNICATIONS**
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 NEW CLASSIFICATION SPECIFICATION TITLED PRINCIPAL PLANNER

Recommendation: By motion, approve the classification specification titled Principal Planner and place the classification in the unclassified service of the City's classification plan, thereby exempting the position from competitive civil service.

Contact: Carmen Valdez, Human Resources Consultant
(707) 648-4317, carmen.valdez@cityofvallejo.net

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 12:00 p.m., June 8, 2018.

Dated: June 8, 2018



Janet Thiessen, Executive Secretary

**CIVIL SERVICE COMMISSION
CITY OF VALLEJO
COUNCIL CHAMBERS
555 SANTA CLARA STREET
REGULAR MEETING MINUTES
April 9, 2018**

1. **CALL TO ORDER**
The meeting was called to order by Chair Arp at 5:15 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
Present: Chair Arp, Vice Chair Koiman, Commissioners Fox, White and Worel
Absent: None
Staff present: Secretary Thiessen, City Attorney Quintana and Deputy City Clerk Iopu
4. **APPROVAL OF THE MINUTES**
Moved by Commissioner Worel, seconded by Vice Chair Koiman and approved unanimously to approve the March 12, 2018 minutes.
5. **WRITTEN COMMUNICATIONS** - None
6. **REPORT OF THE EXECUTIVE SECRETARY** - None
7. **COMMUNITY FORUM**
Speakers: None
8. **CONSENT CALENDAR AND APPROVAL OF AGENDA**
 - A. **Approval of Agenda**
Action: Moved by Commissioner Worel, seconded by Vice Chair Koiman and carried unanimously, approval of the Agenda and Consent Calendar.
9. **OLD BUSINESS**
 - A. **COMMENT ON THE PROCEDURE FOR VOTING FOR CIVIL SERVICE COMMISSION MATTERS AND CLARIFICATION OF THE CIVIL SERVICE COMMISSION'S VOTE OF FEBRUARY 22, 2018**
Recommendation: By motion, publically reflect the vote taken on February 22, 2018, denying Vivian Sanderson's appeal and uphold the 40 hour suspension by taking a roll call vote.

Action: Moved by Commissioner Fox and seconded by Vice Chair Koiman to approve the staff recommendation.

Deputy City Clerk Iopu took a roll call vote to publically reflect how the commission voted for Item 8B of the February 22, 2018 special meeting:

Ayes: Chair Arp, Vice Chair Koiman, Commissioner Fox
Noes: Commissioners White and Worel
Abstain: None
Absent: None

10. NEW BUSINESS

A. CONSIDERATION OF NEW CLASSIFICATION SPECIFICATION FOR RISK MANAGER AND SAFETY OFFICER

Recommendation: By motion, approve the classification specification of Risk Manager and Safety Officer and place the classification in the unclassified service of the City's classification plan, thereby exempting the position from competitive civil service.

Action: Moved by Commissioner Fox, seconded by Vice Chair Koiman and carried unanimously to approve the staff recommendation.

11. ADJOURNMENT

The meeting adjourned at 5:30 p.m.

ROBERT ARP, CHAIRPERSON

ATTEST:

JANET THIESSEN, EXECUTIVE SECRETARY



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

To: Civil Service Commission

From: Carmen Valdez, Human Resources Consultant

Date: June 11, 2018

Subject: Consideration of new Classification Specification - Principal Planner

SUMMARY

The Human Resources Department received a request from the City Manager's Office to bring before the Civil Service Commission a new classification specification titled Principal Planner. This position will be added to the class series for the Planning Division which currently includes the classifications of Senior Planner (Unclassified), Associate Planner, Assistant Planner and Planning Technician (Classified). It is proposed that the classification of Principal Planner be added to the Unclassified service of the City's classification plan.

The Principal Planner position is proposed to be exempt from competitive Civil Service pursuant to City of Vallejo Charter Section 801(d) and would be placed in the Confidential, Professional, Administrative and Management (CAMP) employee group.

The City Manager and Human Resources Department are requesting the Commission approve the new classification specification and that the position be exempt from competitive Civil Service.

BACKGROUND AND DISCUSSION

At the direction of the City Manager, the City of Vallejo contracted with Management Partners to conduct a broad-based assessment of the City's Planning Division. The consultant along with staff involved in conducting the assessment have recommended an organizational restructuring of the Planning Division and the addition of the classification of Principal Planner. The City Manager's Office anticipates requesting funding for the position of Principal Planner in fiscal year 2018/2019.

The Principal Planner classification will include direct supervisory responsibilities over lower level staff in the Planning Division. Classifications one level below (Senior Planner) and one level above (Planning Manager) are in the Unclassified service and are exempt, at will positions represented by CAMP. Therefore, staff recommends the Civil Service Commission place the new classification of Principal Planner in the Unclassified service of the City's classification plan and approve this classification as an exempt, at will position in the CAMP employee group. Upon approval of the new classification by the Civil Service Commission, the Human Resources Department will take the classification before the City Council and request approval of a recommended salary range for this new classification.

COMMISSION ACTION AND AUTHORITY

Authority for the Commission's action is in Rule 3.1 Classified and Unclassified Services and in Rule 4.5 New Classes of Positions. Rule 3.1 states, "All offices and positions in the services of the City shall be allocated to either the classified or unclassified service as is provided by Charter Section 801. The Executive Secretary shall maintain a listing of classification assigned to the classified and unclassified service. Such listing shall be available for public inspection." Rule 4.5 states in part, "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."

RECOMMENDATION

By motion, approve the classification specification of Principal Planner and place the classification in the unclassified service of the City's classification plan, thereby exempting the position from competitive civil service.

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Principal Planner

CONTACT

Carmen Valdez
Human Resources Consultant
Contact Information: (707) 648-4317
carmen.valdez@cityofvallejo.net

CITY OF VALLEJO

CLASSIFICATION SPECIFICATION

PRINCIPAL PLANNER

DEFINITION

Under general direction and depending upon assignment, the Principal Planner manages and oversees professional and technical staff engaged in planning and environmental review and assessment services that involves the administration and development of community and general plans, zoning regulations, and environmental documents; represents the City and the department in complex negotiations and in public and official meetings; and provides responsible staff assistance to upper management.

DISTINGUISHING CHARACTERISTICS

The Principal Planner is distinguished from the next lower level classification of Senior Planner in that the latter is a lead supervisor over a project team while the former has responsibility for directly supervising staff engaged in implementing a comprehensive planning program and participating in the development of the goals, objectives, and policies of a division in the department. The classification is distinguished from that of Planning Manager in that the latter has a broader responsibility in the administration of a formal division of the department and assists in the administrative duties of the department head.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a higher-level manager.

Exercises direct supervision over professional and technical staff.

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

Coordinates the duties of assigned planning staff and performs activities pertaining to the processing of applications for consideration by the City Council, Planning Commission, Design Review Board, Zoning Administrator, and other bodies, as assigned.

May act as Zoning Administrator and conduct hearings on applications as well as take action on applications under the jurisdiction of the Zoning Administrator which do not require hearings.

Principal Planner

Coordinates regular and special meetings of the Planning Commission; provides staff support to a variety of other boards and commissions; attends and participates in professional groups and committees; represents the City in public and official meetings with other City departments and organizations/groups on planning matters as assigned.

Plans, organizes, supervises, and reviews the work of professional planning personnel and others in the preparation, revision, and administration of master plans, zoning ordinances, and development regulations; if assigned, oversee the staff and functions related to the permitting process/counter.

Coordinates and participates in meetings to provide and receive information regarding applications and proposed plans and ordinances.

Makes presentations before authoritative bodies such as the City Council, Planning Commission, Design Review Board, and other formal entities.

Performs complex project management duties.

Compiles and evaluates data and makes recommendations for the more complex planning projects and participates in special studies as required.

Oversees and participates in the development of General Plan elements and amendments; prepares long term planning recommendations, precise plans, or complex subdivisions.

Confers with engineers, developers, architects, a variety of agencies, and the general public in acquiring information and coordinating planning and zoning matters; reviews development proposals and works with developers to reach agreement on acceptable site plans; reviews various development applications for compliance with appropriate regulations and policies; prepares reports of recommendations.

Accepts and analyzes development applications; prepares appropriate noticing; attends public hearings and follows up on matters requiring a zoning administration decision.

Interprets and applies environmental quality laws and regulations to ensure that development, City projects, and municipal code amendments are in compliance.

Makes administrative decisions in the absence of the Planning Manager.

Participates in the development and implementation of goals, objectives, policies, and priorities.

Principal Planner

Supervises, trains, and evaluates assigned personnel.

Promotes the City's Mission to make Vallejo a city of the highest quality by providing responsive, cost-effective, and innovative government services.

Conducts and supervises planning studies in the community to gather data for evaluating current and advanced planning projects.

Reviews staff reports prepared by other planning staff, as well as other department representatives; prepares comments as appropriate.

Performs extensive research regarding implementation of policies established by the general plan, zoning ordinance, or other land use and development ordinances.

Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Functions, principles, methods, and techniques of public sector planning including land use planning, urban design, planning and zoning laws, and environmental impact analysis.

Principles and practices of effective supervision such as selection, training and development, performance evaluation, and discipline.

Current literature and recent developments in the field of public planning.

Customer service principles and practices to assess needs, provide assistance, resolve problems, and satisfy expectations.

General Plan elements and ability to prepare specific plans.

Regulations and procedures affecting local planning agencies.

Other disciplines related to city planning such as architecture, urban design, historical preservation, urban studies, environmental studies, transportation, public administration, and economic development.

Statistical and research sources, concepts, and methods.

Principal Planner

Project management principles and practices.

Applicable federal, state, and local laws and ordinances including the California Environmental Quality Act (CEQA).

Methods and techniques of effective technical report preparation and presentation.

Ability to:

Plan, assign, evaluate, and supervise the work of professional and other planning personnel.

Participate in technical research on planning, environmental, economic, transportation, and related problems.

Provide technical advice to subordinate personnel engaged in performing difficult assignments.

Perform research, analyze data, prepare technical and administrative reports and correspondence, and present recommendations on complex planning projects.

Establish effective working relationships with employees, public officials, and the general public.

Develop alternatives and resolve conflicts among competing interests; persuade others to accept recommendations by working with others towards agreement; negotiate to find mutually acceptable solutions.

Represent the City in meetings with other City departments, organizations, and professional groups on matters pertaining to development applications.

Communicate clearly and concisely, orally and in writing; make presentations before groups.

Organize and manage complex planning teams.

Analyze and develop planning policies and implementation strategies related to land use and community development.

Interpret, apply, and ensure project compliance with federal, state, and local rules, laws, and regulations.

Use common technology and software related to the work.

Principal Planner

Experience and Training Guidelines

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

Experience:

Six years of responsible professional planning experience involving general plans, zoning, and/or development services including two years in a supervisory or team leadership capacity.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, public or business administration, or other closely related field. A related Master's degree is highly preferred.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Class C driver license at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

DISASTER SERVICE WORKERS

All City of Vallejo employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment within the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

WORKING CONDITIONS

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Department Head Signature _____ **Date:** _____

Date Adopted by CSC _____

Principal Planner

Revised _____ **New** _____

Class Code 81

Exempt Yes

EEOC Category 02

Pay Grade TBD

Bargaining Unit CAMP

EEOC Function 10

DRAFT