

**CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
OCTOBER 16, 2024**

**COUNCIL CHAMBERS
555 Santa Clara Street, Vallejo, California**

1. CALL TO ORDER

The meeting was called to order at 5:17 p.m.

2. FLAG SALUTE

3. ROLL CALL

Present: Chair Wright, Vice Chair Plechaty, Commissioners Janik, Tennyson and Sostarich

Absent: None

Staff present: Executive Secretary Adams, Chief Assistant City Attorney Risner, and Deputy City Clerk Joya

4. WRITTEN COMMUNICATIONS – None

5. EXECUTIVE SECRETARY’S REPORT – None

6. REPORT OF CHAIRPERSON AND COMMISSIONERS – None

7. REPORT OF THE CITY COUNCIL LIAISON

Executive Secretary Adams read on behalf of City Council Liaison Matulac a reminder to the Commission about their one thousand dollar budget and his recommendation to start thinking of a workplan to use the budget before the end of the fiscal year.

8. COMMUNITY FORUM – None

9. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Action: *Moved by Commissioner Tennyson, seconded by Vice Chair Plechaty, and carried unanimously by all Commissioners present to approve the Consent Calendar and Agenda.*

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the September 9, 2024, meeting.

B. APPROVAL OF AGENDA

10. ACTION CALENDAR

A. APPROVE CLASSIFICATION SPECIFICATION REVISIONS FOR WATER DISTRIBUTION TECHNICIAN AND SENIOR WATER DISTRIBUTION TECHNICIAN

Recommendation: By motion, approve the revisions to the classification specifications for Water Distribution Technician and Senior Water Distribution Technician

Contact: April Adams, Human Resources Program Manager, (707) 648-4378
april.adams@cityofvallejo.net.

Executive Secretary Adams provided an overview of the staff report and outlined the recommendation.

Staff responded to questions from Commissioners. Commissioners provided comments.

Speakers: None

Action: Moved by Vice Chair Plechaty, seconded by Commissioner Tennyson, and carried unanimously by all Commissioners present to approve the classification specification revision for Water Distribution Technician and Senior Water Distribution Technician.

B. APPROVE THE TITLE AND SPECIFICATION OF NEW CLASSIFIED POSITION OF CALL TAKER

Recommendation: By motion, approve the title and specification of new classified position of Call Taker, and allocate the position to the Classified service of the City's Classification Plan.

Contact: April Adams, Human Resources Program Manager, (707)648-4378
april.adams@cityofvallejo.net.

Executive Secretary Adams provided an overview of the staff report and outlined the recommendation.

Staff responded to questions from Commissioners. Commissioners provided comments.

Speakers: None

Action: Moved by Vice Chair Plechaty, seconded by Commissioner Tennyson, and carried unanimously by all Commissioners present to approve the title and specification of new classified position of Call Taker.

C. APPROVE CLASSIFICATION SPECIFICATION REVISIONS FOR THE COMMUNICATIONS OPERATOR SERIES

Recommendation: By motion, approve the revisions to the classification specifications for Communications Operator I/II and Communications Supervisor

Contact: April Adams, Human Resources Program Manager, (707)648-4378
april.adams@cityofvallejo.net.

Executive Secretary Adams provided an overview of the staff report and outlined the recommendation.

Staff responded to questions from Commissioners. Commissioners provided comments.

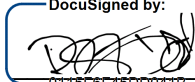
Speakers: None

Action: Moved by Vice Chair Plechaty, seconded by Commissioner Tennyson, and carried unanimously by all Commissioners present to approve classification specification revisions for the Communications Operator series.

11. ADJOURNMENT

The meeting adjourned at 6:03 p.m.

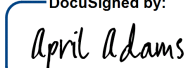
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PATRICIA WRIGHT, CHAIR

ATTEST:

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APRIL ADAMS, EXECUTIVE SECRETARY