



**CIVIL SERVICE COMMISSION  
REGULAR MEETING 5:15 PM**



**SEPTEMBER 8, 2025**

**COMMISSION MEMBERS**

Brenda Plechaty (Chair)  
Sheila Tennyson (Vice-Chair)  
Leslie Janik  
David Sostarich  
Patricia Wright

**HYBRID MEETING**  
[www.Cityofvallejo.net](http://www.Cityofvallejo.net)

**Council Chambers  
555 Santa Clara Street  
Vallejo, CA 94590**

<p>NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom</p>	<p>City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.</p>
<p><b>PUBLIC COMMENT:</b> Members of the Public may provide public comments during the City Council Meeting in person or via ZOOM (<a href="https://ZoomRegular.Cityofvallejo.net">https://ZoomRegular.Cityofvallejo.net</a>), or via phone, by dialing (669) 900-6833.</p>	<p>For additional instructions on how to speak remotely during public comment, please visit, <a href="http://www.cityofvallejo.net/publiccomment">www.cityofvallejo.net/publiccomment</a></p>
<p><b>VIEW THE MEETING:</b> There are four different ways you can view this public meeting:</p> <ul style="list-style-type: none"> <li>• In Person</li> <li>• Watch Vallejo local channel 28</li> <li>• Stream from the City website: <a href="http://www.cityofvallejo.net/Streaming">www.cityofvallejo.net/Streaming</a></li> <li>• Join the Zoom webinar: <a href="https://ZoomRegular.Cityofvallejo.net">https://ZoomRegular.Cityofvallejo.net</a></li> </ul>	<p>Scan QR code for live captions and translation in Spanish and Tagalog.</p> 
<p><b>Hybrid Options are available for members of the public to participate. To participate remotely</b></p>	
<p><b><u>Option to Join by Computer</u></b> From your browser go to <a href="https://ZoomRegular.CityofVallejo.net">https://ZoomRegular.CityofVallejo.net</a> to launch and join the zoom application. Meeting ID: 914 0075 0676# Meeting Password: 131313</p>	<p><b><u>Option to Join by Phone</u></b> Dial (669) 900-6833 Enter Meeting ID: 914 0075 0676# Meeting Password: 131313 Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute</p>
<p>Any supplemental writing related to an agenda item for an open session of a regular meeting that is distributed to all or a majority of all members of the Commission less than 72 hours before the meeting will be posted concurrently on the City’s website at <a href="http://www.cityofvallejo.net/agendas">www.cityofvallejo.net/agendas</a> Written material distributed during the meeting, will be available at the meeting if prepared by the City or after the meeting if prepared by someone else. Such materials may be obtained from the Commission Secretary.</p>	
	<p>Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the Staff Secretary. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability by contacting Staff Secretary, April Adams via email at <a href="mailto:April.Adams@cityofvallejo.net">April.Adams@cityofvallejo.net</a> or by phone at (707) 648-4378 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</p>

## AGENDA

**1 CALL TO ORDER**

**2 PLEDGE OF ALLEGIANCE**

**3 ROLL CALL**

**4 WRITTEN COMMUNICATIONS**

**5 REPORT OF THE COMMITTEE/BOARD SECRETARY**

**6 REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMITTEE/BOARD**

**7 REPORT OF THE CITY COUNCIL LIAISON**

**8 COMMUNITY FORUM**

*Anyone wishing to address the Council on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Council to resolve, is requested to submit a completed speaker card to the City Clerk. When called upon, each speaker should step to the podium, state his /her name, and address for the record. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.*

**9 CONSENT CALENDAR AND APPROVAL OF AGENDA**

**A APPROVAL OF THE MINUTES - Regular meeting minutes of the August 11, 2025, meeting.**

Recommendation: By motion, approve the regular meeting minutes of the August 11, 2025, meeting.

Contact: April Adams, Executive Secretary (707) 648-4378

[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

**B APPROVAL OF THE AGENDA**

Recommendation: By motion, approve the agenda for the September 8, 2025, regular meeting.

Contact: April Adams, Executive Secretary (707) 648-4378

[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

**10 ACTION CALENDAR**

*NOTICE: Members of the public wishing to address the Council on Action Calendar Items are requested to submit a completed speaker card to the City Clerk. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.*

**A APPROVE TITLE AND SPECIFICATIONS OF NEW CLASSIFIED POSITIONS CONSTRUCTION INSPECTOR I/II AND SENIOR CONSTRUCTION INSPECTOR**

Recommendation: Approve the title and specification for the new classifications of Construction Inspector I/II and Senior Construction Inspector and place in the Classified service of the City's Classification Plan.

Contact: April Adams, Executive Secretary (707) 648-4378  
[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

**B APPROVE THE TITLE AND SPECIFICATION OF NEW CLASSIFIED  
POSITION BUILDING PLANS EXAMINER**

Recommendation: Approve the title and specification for the new classification of Building Plans Examiner and place in the Classified service of the City's Classification Plan.

Contact: April Adams, Executive Secretary (707) 648-4378  
[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

**11 ADJOURNMENT**

**ADDITIONAL CITY INFORMATION**

Members of the public can:

- Like us on Facebook and Instagram ([@cityofvallejo](#))
- Sign up to receive City Communications via e-mail ([www.cityofvallejo.net/subscribe](http://www.cityofvallejo.net/subscribe))
- Sign up for emergency alerts at: [alertsolan.com](http://alertsolan.com)

I, April Adams, Civil Service Commission Executive Secretary do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to

Brenda Plechaty (Chair)  
Sheila Tennyson (Vice-Chair)  
Leslie Janik  
David Sostarich  
Patricia Wright

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., September 5, 2025.

Dated: September 5, 2025

*April Adams*

Executive Secretary

**CIVIL SERVICE COMMISSION  
REGULAR MEETING 5:15 PM  
AUGUST 11, 2025**

**Council Chambers  
555 Santa Clara Street, Vallejo, CA**

**1 CALL TO ORDER**

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

**2 PLEDGE OF ALLEGIANCE**

**3 ROLL CALL**

**Present:** Chair Wright, Vice Chair Plechaty and 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 REPORT OF THE COMMITTEE/BOARD SECRETARY – None**

**6 REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMITTEE/BOARD – None**

**7 REPORT OF THE CITY COUNCIL LIAISON – None**

**8 COMMUNITY FORUM - None**

**9 SELECTION OF CHAIR AND VICE CHAIR**

**Action:** *Moved by Commissioner Wright, second by Commissioner Janik, and carried unanimously by all Commissioner present to select Commissioner Plechaty as Chair. Moved by Commissioner Wright, and second Commissioner Janik, and carried unanimously by all Commissioners present to select Commissioner Tennyson as Vice Chair.*

**10 CONSENT CALENDAR AND APPROVAL OF AGENDA**

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

**A APPROVAL OF THE MINUTES - Regular meeting minutes of the May 12, 2025, meeting.**

**Recommendation:** By motion, approve the regular meeting minutes of the May 12, 2025, meeting.

Contact: April Adams, Executive Secretary (707) 648-4378  
[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

**B APPROVAL OF THE AGENDA**

Recommendation: Recommendation: By motion, approve the agenda for the August 11, 2025, regular meeting.

Contact: April Adams, Executive Secretary (707) 648-4378  
[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

**11 ACTION CALENDAR**

**A APPROVE REQUEST FOR RESTORATION TO REGISTER OF ELIGIBLES FOR POSITION OF WATER MAINTENANCE WORKER I**

Recommendation: Approve request from Saul Sanchez-Virelas for restoration to the Register of Eligibles for the position of Water Maintenance Worker I - a classification within the classified service of the City's classification plan, for a period of two (2) years from the date of restoration.

Contact: April Adams, Executive Secretary (707) 648-4378  
[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

Executive Secretary Adams provided an overview of the staff report and outlined the recommendations. Staff responded to questions from Commissioners. Commissioners provided comments.

**Speaker:** None

**Action:** *Moved by Commissioner Sostarich, seconded by Vice Chair Tennyson, and carried unanimously by all Commissioners present to approve the request from Saul Sanchez-Virelas for restoration to the Register of Eligibles for the position of Water Maintenance Worker I – a classification within the classified service of the City’s classification plan, for a period of two (2) years from the date of restoration.*

**12 ADJOURNMENT**

The meeting adjourned at 5:30 p.m.

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BRENDA PLECHATY, CHAIR

ATTEST:

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APRIL ADAMS, EXECUTIVE SECRETARY



**DATE:** September 8, 2025  
**TO:** Civil Service Commission Chair & Commissioners  
**FROM:** April Adams, Executive Secretary  
**SUBJECT:** APPROVE TITLE AND SPECIFICATIONS OF NEW CLASSIFIED POSITIONS  
CONSTRUCTION INSPECTOR I/II AND SENIOR CONSTRUCTION INSPECTOR

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**RECOMMENDATION**

Approve the title and specification for the new classifications of Construction Inspector I/II and Senior Construction Inspector and place in the Classified service of the City's Classification Plan.

**BACKGROUND AND DISCUSSION**

In 2023, the Public Works Department came to Human Resources to express concern that employees working in the positions of Engineering Technician I/II/Senior might be working outside the scope of their classification. When this happens, it is incumbent upon Human Resources to conduct a study to determine if that is the case, and if so, in what capacity they are working.

Human Resources conducted a study within both the Public Works Department and Water Department and determined that although the Engineering Technician I/II/Senior classifications contain some level of construction inspection functional support within the duties, employees currently working in the capacity of Engineering Technician I/II/Senior within the *Public Works Department* were primarily performing construction inspection-related duties and not technical engineering duties.

As part of the study, the Public Works Department was presented with the option to reduce construction-inspection-related duties so that the employees are working within the scope of their classification, or to create the correct classification which reflects the added duties and pay them accordingly. In this case, if the Public Works Department were to reduce the construction-inspection-related duties that these employees perform, there would be a significant impact on the City's Capital Improvement Projects (CIPs). Therefore, the classification specifications of Construction Inspector I/II and Senior Construction Inspector were developed to clearly state the important responsibilities and essential job duties. These new classifications are considered vital to the City's ability to maintain construction schedules related to the City's CIPs.

It is the City's intent to keep the existing classifications of Engineering Technician I/II/Senior, as the Water Department will still have employees working under this classification. For future vacancies within Public Works, it is the City's intent to fill them with the new classifications of Construction Inspector I/II and Senior Construction Inspector. Based on the job duties, qualifications, and other job-specific functions, the community of interest for the positions of Construction Inspector I/II and Senior Construction Inspector lies with IBEW. These classifications were presented to IBEW prior to this meeting.

Civil Service Rule 3.1 states that all positions shall be allocated to either the classified or unclassified service as provided by Charter Section 801. The Civil Service Commission is tasked with considering whether a position is appropriately classified or unclassified and reviews the specifications and title of new positions. Civil Service Rule 4.5 states, in part, "whenever a new position is authorized or created ... 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".

The Commission's role is to review and approve the titles and specifications of new classifications. Upon approval, staff will seek City Council authorization to amend the Positions and Salaries Resolution to add necessary positions and set salary ranges for the new classification pursuant to Vallejo Municipal Code section 2.60.340(A).

The Human Resources Department's recommendation is to approve the appropriate classifications of Construction Inspector I/II and Senior Construction Inspector and place them within the classified service of the City.

**ATTACHMENTS**

1.	Construction Inspector I-II _Class Spec
2.	Senior Construction Inspector _Class Spec

**CONTACT**

April Adams, Executive Secretary (707) 648-4378  
[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

## CONSTRUCTION INSPECTOR I/II

### SUMMARY DESCRIPTION

Under direction, inspects work quality and materials used in a variety of capital improvement, City, and private development construction projects to ensure conformance with approved plans, specifications, codes and regulations; maintains records and prepares reports related to inspections conducted.

### DISTINGUISHING CHARACTERISTICS

**Construction Inspector I** - this is the entry level classification in the series. This class is distinguished from the Construction Inspector II by the performance of the more routine tasks and duties where less experience and responsibility are needed to perform assigned duties.

**Construction Inspector II** – this is the journey level classification in the series. Employees within this class are distinguished from the Construction Inspector I by the performance of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Construction Inspector I level, or when filled from the outside, have prior experience.

### SUPERVISION RECEIVED AND EXERCISED

**Construction Inspector I** - Receives immediate supervision from supervisory or management staff.

**Construction Inspector II** – Receives general supervision from supervisory or management staff.

### EXAMPLES OF DUTIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Conducts on-site inspections of capital improvement projects, development of right-of-way improvements, and encroachment permit work to ensure that construction is completed in accordance with approved plans, specifications, and applicable codes and regulations; ensures that construction is completed in accordance with the established schedule; makes field decisions related to construction and job safety.

Reviews and interprets construction plans and specifications to ensure compliance with applicable codes and regulations; provides information and recommendations to remedy plan deficiencies; identifies construction issues, monitors the corrections of project deficiencies, and recommends approval of necessary contract and/or plan adjustments to accommodate field conditions.

Maintains records and reports of plans approved, construction activities, equipment, materials and quantities, inspections conducted, inspection findings, corrective action ordered, final inspection, and related activities; compiles information and makes accurate field measurements for contract progress payments and/or change orders.

Operates applicable survey equipment in establishing elevations, points, lines, and distances for topographic, property, and construction surveys.

Coordinates material testing, and analyzes material test results, including but not limited to, relative compaction tests, gradation of aggregates, slump tests and resistance value of soils; inspects producers of construction material and their sources.

Performs field negotiations with contractors, utilities, and others to meet the City's requirements; authorizes construction start date and stops or rejects work or issues notices/citations for violations.

Ensures that construction projects maintain high level of safety for the public, including appropriate use of barricades, signs, flaggers, striping, lighting, trench shoring and properly maintained equipment.

Provides information and instruction to the general public and to contractors on public projects; investigates complaints related to public works projects.

Coordinates construction work with contractors, the City, regulators, utilities, and the general public.

Performs related duties as assigned.

## **QUALIFICATIONS**

### KNOWLEDGE OF:

Standard principles, materials, methods, equipment and safety hazards of construction

Plan check and inspection techniques including principles of and terminology used in drafting

Basic mathematics as applied to construction and construction inspection, including algebra and geometry

Field construction survey techniques

Laws, ordinances, and regulations related to construction and repair work

Modern office practices and equipment, including applicable software

### ABILITY TO:

Review and inspect quality of construction and construction materials

Read and interpret topography maps and grading plans

Read and interpret regulations and technical documents, including plans and specifications

Identify problems, evaluate alternatives and make logical decisions

Prepare and maintain accurate records, notes, sketches, and reports

Communicate effectively both orally and in writing

Establish and maintain effective working relationships with the public, staff, public and private agencies, contractors, and other individuals contacted in the course of work

**Experience and Education** - Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Construction Inspector I**

**Experience:** Three (3) years of increasingly responsible construction, inspection, or public works maintenance experience.

**Education:** Possession of a high school diploma or GED equivalent supplemented by specialized training or coursework in construction inspection, civil engineering, or a related field.

**License or Certificate:** Possession of a valid class C driver’s license at the time of appointment.

**Construction Inspector II**

**Experience:** Three (3) years of increasingly responsible construction, inspection, or public works maintenance experience and two (2) years of experience in capital improvement projects, development of right-of-way improvements, and encroachment permit work.

**Education:** Possession of a high school diploma or GED equivalent supplemented by specialized training or coursework in construction inspection, civil engineering, or a related field.

**License or Certificate:** Possession of a valid class C driver’s license at the time of appointment.

**\*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

**Working Conditions/Physical Characteristics:**

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 25 pounds is also required. The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

\_\_\_\_\_ **CSC Executive Secretary**

\_\_\_\_\_ **Date**

**Date Adopted by CSC** \_\_\_\_\_

**Revised** \_\_\_\_\_ **New** \_\_\_\_\_

**Date Adopted by City Council** \_\_\_\_\_

**Council Agenda Item** \_\_\_\_\_

**Class Code** \_\_\_\_\_

**Pay Grade** \_\_\_\_\_

**Bargaining Unit** \_\_\_\_\_

**Exempt** \_\_\_\_\_ **Non-Exempt** \_\_\_\_\_

**EEOC Category** \_\_\_\_\_

**SENIOR CONSTRUCTION INSPECTOR****SUMMARY DESCRIPTION**

Under general direction, oversees the activities of construction inspection; performs complex construction inspections; administers construction projects; maintains records and prepares reports pertaining to projects inspected.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Construction Inspector series. Employees in this position act as the lead worker and perform duties and tasks that are the most complex and advanced in the Construction Inspector field. This classification is distinguished from the Construction Inspector II by the performance of more complex inspections and responsibility for coordinating construction inspection activities.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from supervisory or management staff.

Exercises functional and technical supervision over assigned construction inspection staff.

**EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Plans, assigns, and leads the work of staff responsible for providing construction inspection services

Trains lower-level construction inspection staff in areas of work including inspection methods, procedures, and techniques

Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures

Administers construction project contracts; establish schedules and methods for providing construction inspection services; resolve conflicts between inspectors and contractors

Prepares various reports on operations, project status, and other project relevant activities

Coordinates and performs final inspection of projects and recommend payment to contractors

Take samples of construction materials and forward for laboratory tests and analysis

Reviews plans, specifications, and sites of construction projects; check proposed projects for clearance with other structures and improvements; ensures construction conforms to plans and specifications; ensures that projects meet City codes and standards

Conducts on-site inspections of *complex* capital improvement projects, development of right-of-way improvements, and encroachment permit work to ensure that construction is completed in accordance with approved plans, specifications, and applicable codes and regulations; ensures that construction is completed in accordance with the established schedule; makes field decisions related to construction and job safety.

Coordinates construction work with contractors, the City, regulators, utilities, and the general public; respond to public inquires in a courteous manner

Performs related duties as assigned

## **QUALIFICATIONS**

### KNOWLEDGE OF:

Operations, services, and activities of City's construction inspection

Standard principles, materials, methods, equipment and safety hazards of construction

Plan check and inspection techniques including principles of and terminology used in drafting

Methods used in property location, topographic, and construction survey work

Basic mathematics as applied to construction and construction inspection, including algebra and geometry

Occupational hazards and standard safety practices

Field construction survey techniques

Laws, ordinances, and regulations related to construction and repair work

Principles and procedures of record keeping and filing

Modern office practices and equipment, including applicable software

### ABILITY TO:

Lead, organize, and review the work of staff

Independently conduct complex construction inspections

Interpret, explain, and enforce department policies and procedures

Understand and interpret maps, engineering plans, and specifications

Perform various construction inspection related mathematical calculations

Inspect and analyze construction procedures and interpret code violations

Prepare and maintain accurate records, notes, sketches, and reports

Communicate effectively both orally and in writing

Establish and maintain effective working relationships with the public, staff, public and private agencies, contractors, and other individuals contacted in the course of work

**Experience and Education** - Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Experience:** Four (4) years of increasingly responsible experience in capital improvement projects, development of right-of-way improvements, and encroachment permit work.

**Education:** Possession of a high school diploma or GED equivalent supplemented by specialized training or coursework in construction inspection, civil engineering, or related field.

**License or Certificate:** Possession of a valid class C driver’s license at the time of appointment.

**\*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

**Working Conditions/Physical Characteristics:**

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 25 pounds is also required. The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

\_\_\_\_\_  
**CSC Executive Secretary**

\_\_\_\_\_  
**Date**

**Date Adopted by CSC** \_\_\_\_\_

**Revised** \_\_\_\_\_ **New** \_\_\_\_\_

**Date Adopted by City Council** \_\_\_\_\_

**Council Agenda Item** \_\_\_\_\_

**Class Code** \_\_\_\_\_

**Pay Grade** \_\_\_\_\_

**Bargaining Unit** \_\_\_\_\_

**Exempt** \_\_\_\_\_ **Non-Exempt** \_\_\_\_\_

**EEOC Category** \_\_\_\_\_



**DATE:** September 8, 2025  
**TO:** Civil Service Commission Chair & Commissioners  
**FROM:** April Adams, Executive Secretary  
**SUBJECT:** APPROVE THE TITLE AND SPECIFICATION OF NEW CLASSIFIED POSITION BUILDING PLANS EXAMINER

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**RECOMMENDATION**

Approve the title and specification for the new classification of Building Plans Examiner and place in the Classified service of the City's Classification Plan.

**BACKGROUND AND DISCUSSION**

Since 2019, the City has utilized the Building Plans Engineer classification to perform plan review duties related to structural compliance with applicable building codes, ordinances, and regulations. This classification requires incumbents to possess a Professional Engineer (PE) license. Human Resources has recently conducted multiple recruitments for the classification of Building Plans Engineer. Recruitment efforts have been unsuccessful in attracting qualified applicants, primarily due to the labor market and the lack of engineers licensed across the state. Inability to fill this position impacts the Planning and Development Services Department's ability to complete the plan review process, permit issuance, and overall service to the community.

Human Resources conducted a study to determine the classification comparator agencies utilize to fulfill plan review duties. It was determined that a number of agencies used a "Building Plans Examiner" or "Plans Examiner" without the Professional Engineering designation and licensure requirement to perform the duties related to plan review. Therefore, to address ongoing recruitment challenges and ensure continuity of service, Human Resources recommends adding the new classification of Building Plans Examiner. In collaboration with the Planning and Development Service's Department, the classification specification of Building Plans Examiner was developed to clearly state the important responsibilities and essential job duties. This new classification is considered vital to the City's ability to maintain timely plan review, permit issuance and overall service to the community.

It is the City's intent to fill current and future vacancies with the new classification of Building Plans Examiner. Based on the job duties, qualifications, and other job-specific functions, the community of interest for the position of Building Plans Examiner lies with IBEW. This classification was presented to IBEW prior to this meeting.

Civil Service Rule 3.1 states that all positions shall be allocated to either the classified or unclassified service as provided by Charter Section 801. The Civil Service Commission is tasked with considering whether a position is appropriately classified or unclassified and reviews the specifications and title of new positions. Civil Service Rule 4.5 states, in part, "whenever a new position is authorized or created ... 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".

The Commission's role is to review and approve the titles and specifications of new classifications. Upon approval, staff will seek City Council authorization to amend the Positions and Salaries Resolution to add

necessary positions and set salary ranges for the new classification pursuant to Vallejo Municipal Code section 2.60.340(A).

The Human Resources Department's recommendation is to approve the classification of Building Plans Examiner and place it within the classified service of the City.

**ATTACHMENTS**

1.	Building Plans Examiner Class Spec
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**CONTACT**

April Adams, Executive Secretary (707) 648-4378  
[April.Adams@Cityofvallejo.net](mailto:April.Adams@Cityofvallejo.net)

## **BUILDING PLANS EXAMINER**

### **SUMMARY DESCRIPTION**

Under general direction, receive and check plans for buildings and structure for compliance with applicable building codes, ordinances, and regulations; advise applicants for permits on possible modifications to conform with requirements.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position classification performing plan reviews on a variety of structures including complex residential, commercial, and industrial plans. This position requires specialized knowledge and experience and often exercises independent judgment in the performance of duties.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Chief Building Official

May provide guidance to administrative or technical staff

### **EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Provides counter support to the public; issue building permits and accept applications for permits; responds to questions regarding the City's building code requirements, policies, and procedures.

Reviews plans, specifications and calculations of new construction, additions and alterations to residential, commercial and industrial buildings to determine compliance with the provisions of the construction codes, ordinances and regulations.

Examines plans and specifications for compliance with the building, electrical, mechanical, plumbing and other applicable codes.

Reviews specifications and other exhibits submitted for plan check for compliance with acceptance criteria; accept eligible submittals for the plan review process.

Recommends plans examining services goals and objectives; assist in the development and implementation of policies and procedures necessary for effective plan check services.

Inspects industrial, commercial and complex residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations as required.

Coordinates plans examining activities with other City departments and divisions.

Confers with architects, contractors, builders and the general public; explain and interpret requirements and restrictions

Perform related duties and responsibilities as assigned

## **QUALIFICATIONS**

### KNOWLEDGE OF:

Building related codes and ordinances enforced by the City, including California Title 24 Building, Electrical, Plumbing and Mechanical Codes.

Complex principles and techniques of plans examining work.

Principles of structural design and engineering mathematics

Pertinent Federal, State, and local laws, codes and regulations

Major types of building construction, materials, and methods

Accepted safety standards and methods of building construction for commercial, industrial and residential buildings

Relevant plan review software

### ABILITY TO:

Interpret and apply pertinent Federal, State, and local laws, codes and regulations

Read and interpret complex building plans, specifications, and building codes

Determine if construction systems conform to City Code requirements

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices

Make mathematical computations rapidly and accurately

Enforce necessary regulations with firmness and tact

Understand and carry out oral and written directions

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work

**Experience and Education** - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:** Three (3) years of increasingly responsible building inspection experience. Some plans examining experience is highly desirable.

**Education:** Possession of a high school diploma or GED equivalent with supplemental training or coursework in engineering, architecture, or construction.

**License or Certificate:** Possession of a valid class C driver’s license at the time of appointment

Possession of a valid International Code Council (ICC) Certification as a Commercial Building Inspector B2 Certification **or** Building Plans Examiner B3 Certification is required at the time of appointment.

Possession of a valid Building Plans Examiner B3 certification must be obtained within twelve (12) months of appointment if using the Commercial Building Inspector B2 to meet the certification requirement.

Certification as a California Certified Access Specialist (CAsp) is highly desirable.

**\*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

**Working Conditions/Physical Characteristics:**

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 25 pounds is also required. The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

\_\_\_\_\_  
CSC Executive Secretary

\_\_\_\_\_  
Date

Date Adopted by CSC \_\_\_\_\_

Revised \_\_\_\_\_ New \_\_\_\_\_

Date Adopted by City Council \_\_\_\_\_

Council Agenda Item \_\_\_\_\_

Class Code \_\_\_\_\_

Pay Grade \_\_\_\_\_

Bargaining Unit \_\_\_\_\_

Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_

EEOC Category \_\_\_\_\_