



AGENDA

CIVIL SERVICE COMMISSION SPECIAL MEETING CITY OF VALLEJO June 29, 2020 5:15 P.M.

COMMISSIONERS

Gregory Carter
Leslie Janik
Mike Nisperos
Brenda Plechaty
Patricia Wright

IMPORTANT NOTICE REGARDING JUNE 29, 2020 CIVIL SERVICE COMMISSION MEETING

These meeting is being conducted using teleconference and electronic means consist with the State of California Executive Order N-29-30 regarding the COVID-19 pandemic. The live stream of the meeting may be viewed on television or online. Details may be found at www.cityofvallejo.net In accordance with Executive Order N-29-30, the public may only view the meetings on television and/or online and not in the Council Chamber.

PUBLIC COMMENT:

Links to make a public comment **open at 3:15 p.m. on the day of the Civil Service Commission meeting**. Each agenda item has a unique link. You must find the item you wish to comment on in the agenda and use that link. The links will close at the conclusion of each agenda item. To learn more about how to place a public comment, visit: <https://vimeo.com/430097790>

VIEW THE MEETING:

There are three different ways you can view this public meeting:

- Watch Vallejo local channel 28
- Stream from the City website: www.cityofvallejo.net/Streaming
- Join the Zoom webinar: <https://zoom.us/j/91400750676>

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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.

**CALL AND NOTICE OF
SPECIAL MEETING
AT 5:15 PM
OF THE CIVIL SERVICE COMMISSION
VIA TELECONFERENCE**

The Public Comment link opens at 3:15 p.m. on the day of the Civil Service Commission meeting. To access the link for public commenting, find the agenda item you wish to comment on and select that link to submit your comment. The hyperlinks to submit public comment will close at the conclusion of public comment for each item.

JUNE 29, 2020

TO THE COMMISSIONER OF THE CIVIL SERVICE COMMISSION:

You are hereby notified that I do hereby call the Civil Service Commission in special session to consider only the matters stated on the agenda listed below.

NOTICE: Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold City Council meetings via teleconference. Any interested members of the public desiring to communicate with the City Council concerning any item listed on the agenda before or during consideration of that item must do so by accessing the link at the end of this paragraph. No other items may be discussed during this special meeting. There will be no public access to City Hall for any City Council meetings until further notice.

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. OATH OF OFFICE**
- 4. ROLL CALL**
- 5. WRITTEN COMMUNICATIONS**
- 6. EXECUTIVE SECRETARY'S REPORT**
 - A. Tax forms**
 - B. Commissioner Payments**
 - C. Classification and Compensation**
- 7. PRESENTATION**
 - A. Code of Ethics, Decorum, Meeting Rules & Procedures**
 - B. Brown Act**
 - C. Harassment and Discrimination Prevention**
- 8. SELECTION OF CHAIR & VICE CHAIR**

NOTICE: Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold the Civil Service Commission meeting via teleconference. Any interested members of the public desiring to communicate with the Civil Service Commission as part of the Selection of Chair & Vice Chair must do so by accessing the link at the conclusion of the Action Calendar item. There will be no public access to City Hall for any meetings until further notice.

Recommendation: Elect members of the commission to serve as Chair and Vice Chair for the term of June 2020 – June 2021

Public Comment for item 8 may be submitted by accessing the following link:
<http://www.opentownhall.com/9174>

9. COMMUNITY FORUM

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold the Civil Service Commission meeting via teleconference. Any interested members of the public desiring to communicate with the Civil Service Commission as part of the Community Forum must do so by accessing the link at the conclusion of this paragraph. There will be no public access to City Hall for any meetings until further notice.
<http://www.opentownhall.com/9173>

10. CONSENT CALENDAR

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold the Civil Service Commission meeting via teleconference. Any interested members of the public desiring to communicate with the Civil Service Commission as part of the Public Comment Regarding Consent Calendar Items must do so by accessing the link at the conclusion of this paragraph. There will be no public access to City Hall for any meetings until further notice.
<http://www.opentownhall.com/9175>

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the December 9, 2019 meeting.

11. ACTION CALENDAR

NOTICE: Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold the Civil Service Commission meeting via teleconference. Any interested members of the public desiring to communicate with the Civil Service Commission as part of the Action Calendar must do so by accessing the link at the conclusion of the Action Calendar item. There will be no public access to City Hall for any meetings until further notice.

A. APPROVE TITLE AND SPECIFICATION OF NEW NON-CLASSIFIED POSITION OF ASSISTANT POLICE CHIEF

Recommendation: Approve the title and specification for the new non-classified position of Assistant Police Chief, and allocate the position to the Non-Classified service of the City's Classification Plan.

Contact: Stephanie Sifuentes, Human Resources Program Manager
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

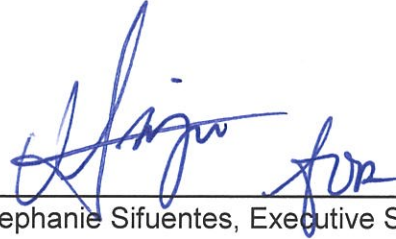
Public Comment for Action item 11A may be submitted by accessing the following link:
<http://www.opentownhall.com/9176>

12. ADJOURNMENT

CERTIFICATE

I, Stephanie Sifuentes, 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., Friday, June 26, 2020.

Dated: June 26, 2020

A handwritten signature in blue ink, appearing to read "Stephanie Sifuentes", is written over a horizontal line.

Stephanie Sifuentes, Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
COUNCIL CHAMBERS**

DECEMBER 9, 2019

1. CALL TO ORDER

The meeting was called to order at 5:18 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Fox, and Commissioners Arp and Koiman

Absent: None

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

4. APPROVAL OF THE MINUTES –Regular meeting minutes of the July 8, 2019 meeting.

Action: Moved by Commissioner Arp, seconded by Commissioner Koiman and carried unanimously to approve the regular meeting minutes of July 8, 2019.

5. WRITTEN COMMUNICATIONS – None

6. EXECUTIVE SECRETARY’S REPORT- Revision to the attachment of item A.

7. REPORT OF CHAIRPERSON AND COMMISSIONERS- None

8. COMMUNITY FORUM- None

9. CONSENT CALENDAR AND APPROVAL OF THE AGENDA-

Action: Moved by Commissioner Arp, seconded by Commissioner Koiman and carried unanimously to approve the Agenda and the Consent Calendar

A. APPROVAL OF AGENDA

10. ACTION CALENDAR

A. APPROVE LIST OF UNUSED CLASSIFICATION TITLES FOR DELETION

Recommendation: By motion, approve the deletion of unused classification titles as listed in Attachment A.

Contact: Stephanie Sifuentes, Human Resources Program Manager
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

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

Action: Moved by Chair Fox, seconded by Commissioner Koiman and carried unanimously to approve the deletion of unused classification title as listed in the revised Attachment A.

B. APPROVE TITLE AND SPECIFICATIONS OF NEW NON-CLASSIFIED POSITIONS OF SPECIAL ADVISOR TO THE CITY MANAGER.

Recommendation: By motion, approve the title and specification of new non-classified position of Special Advisor to the City Manager.

Contact: Stephanie Sifuentes, Human Resources Program Manager
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

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

Action: Moved by Commissioner Arp, seconded by Commissioner Koiman and carried unanimously to approve the title and specification of new non-classified position of Special Advisor to the City Manager.

C. APPROVE TITLE CHANGE TO EXISTING CLASSIFICATION OF COMMUNITY DEVELOPMENT DIRECTOR.

Recommendation: By motion, approve the classification title change for existing non-classified position of Community Development Director to Planning & Development Services Director

Contact: Stephanie Sifuentes, Human Resources Program Manager (707) 648-8606, stephanie.sifuentes@cityofvallejo.net

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

Action: Moved by Chair Fox, seconded by Commissioner Arp and carried unanimously to approve the classification title change for existing non-classified position of Community Development Director to Planning & Development Services Director

The Commissioners convened into Closed Session at 5:36 p.m.

11. CLOSED SESSION

A. CONSIDER EMPLOYEE APPEAL OF DISCIPLINARY ACTION – NOTICE OF SUSPENSION (CLOSED SESSION)

Contact: Doris Papillon-Allen, Personnel Analyst II
(707) 649-3589, doris.allen@cityofvallejo.net

12. ADJOURNMENT

The meeting adjourned at 7:42 p.m.

CHAIRPERSON

ATTEST:

STEPHANIE SIFUENTES, EXECUTIVE SECRETARY



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

To: Civil Service Commission

From: Stephanie Sifuentes, Human Resources Program Manager

Date: June 29, 2020

Subject: Approve Title and Specification of new Non-Classified Position – Assistant Police Chief

RECOMMENDATION

Approve the title and specification for the new classification of Assistant Police Chief and place it in the Non-Classified service of the City's Classification Plan.

REASON FOR RECOMMENDATION

The addition of the Assistant Police Chief will assist the Police Chief in the implementation of much needed program policy implementation and enforcement recommended through the OIR report.

BACKGROUND AND DISCUSSION

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. Commission 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."

It is the City's intent to fill current and future vacancies in the new classification of Assistant Police Chief. The Commission's role is to review and approve the titles and specifications of the new classifications. Upon approval, staff will seek City Council authorization to amend the

Positions and Salaries Resolution to add these positions and set salary ranges for the new classifications.

Pursuant to the Vallejo Municipal Code section 2.60.340(A), an annual positions and salaries ordinance or resolution is adopted by City Council. The positions and salaries resolution shall “create new positions,” as well as prescribe the number of regular positions authorized for each department.

Last year, as part of Council goal setting, the City Council directed a City-wide risk assessment of all major operating departments, which included the Vallejo Police Department (VPD). In August 2019, the City of Vallejo, through the City Attorney's Office, hired an independent consultant, The OIR Group (OIR), which conducted the assessment.

The OIR report has a total of 45 recommendations for the VPD. These recommendations, include ensuring good officer performance in critical incidents (e.g., officer involved shootings and all use-of-force incidents), implementing public safety best practices (community policing, enhanced diversity, and more transparency), and creating more capacity, accountability, and transparency to further building trust and positive relations in the community.

The Human Resources Department reviewed these recommendations with the Police Chief. It was determined that in order to effectively implement these recommendations, the Chief needs a second in command in the Non-Classified (Unrepresented) group. The addition of this position will assist the Chief in the implementation of much needed program policy implementation and enforcement.

This specification has been developed to clearly state the important responsibilities and essential job duties for the classification. This new classification is considered vital in the City's ability to improve service delivery to the community.

FISCAL IMPACT

[we will need to discuss the financial impact/budget action needed as a result of implementing the recommended action]

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Assistant Police Chief

CONTACT

Stephanie Sifuentes
Human Resources Program Manager
Contact Information: (707) 648-8606
stephanie.sifuentes@cityofvallejo.net

ASSISTANT POLICE CHIEF

SUMMARY DESCRIPTION

Under administrative direction, performs unusually difficult work in planning, organizing, and directing the operations activities of the Police Department. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class, working under administrative direction, and acts as the Police Chief in his or her absence. The major functional responsibility of this position is to assist the Police Chief with the day-to-day administrative and technical operations of the Police Department including hiring, training, risk management, crime prevention, and emergency operations; and to assist the Police Chief with program and policy implementation.

This classification is designated as an “at will” classification.

SUPERVISION RECEIVED AND EXERCISED

The administrative nature of the work performed by the Assistant Police Chief is complex and requires considerable responsibility for daily oversight of both field and administrative operations. This position is responsible for routine reporting of activities to the Police Chief.

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.

Assist the Police Chief with the day-to-day administrative and technical operations of the Police Department including hiring, training, risk management, crime prevention, and emergency operations.

Assist the Police Chief with program and policy implementation and enforcement.

Plan, organize, coordinate, and direct the operational activities in the preservation of order, protection of life and property, and the enforcement of laws and ordinances.

Through supervisory personnel, assign work and train employees; has authority to carry out performance appraisals, and recommend employment retention, promotion, and demotion decisions.

Responsible for the development, conduct, or review of departmental programs, records and reports.

Evaluate existing activities, policies and procedures; conduct research and planning to improve departmental operations and policies and recommend change as necessary.

Assist in the preparation of the budget and provide administrative guidance for the control of budget expenditures.

Review daily reports from the various divisions and units and evaluates activities to determine where improvement is needed; plans future activities.

Represent the department in labor negotiations and employee relations.

Interview complaints, witnesses, and other individuals for the purposes of giving advice and/or taking police action whenever necessary.

Meet with representatives from the community, businesses and professional groups on the problems of crime and protection of their persons and property.

Act as representative of the Police Department at meetings, conferences, and other public functions as required.

Maintain effective working relationships with other City departments and County, State, and Federal agencies involved in law enforcement.

Consult with other law enforcement agencies in the solution of mutual problems and cases.

Consult with the Police Chief on the prosecution of crimes of major importance.

Maintain membership in the state national agencies dealing with the collection and dissemination of intelligence information relating to crime syndicates and cartels, their scope on a national or state level, formulate plans to prevent the encroachment locally, and keep the Police Chief informed as to developments.

Serve as a member of state and national committees dealing with crime prevention and attend meetings whenever called, on a state or national level.

QUALIFICATIONS

KNOWLEDGE OF:

Principles, practices, and techniques of police administration, organization, and operation in a 21st Century Policing model.

Technical and administrative phases of crime prevention, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.

Criminal law including apprehension, arrest, and prosecution of persons committing misdemeanors and felonies.

Local, County, and State laws relating to law enforcement.

Laws, ordinances, and regulations affecting the work of the department including various memorandum of agreements.

Functions and responsibilities of department sub-units and their effective interactions.

Principles and practices of supervision and training.

Principles and practices of public administration, including personnel and budgetary control.

Effective personnel management principles.

Freedom of information requirements and public information restrictions.

Criminal law with reference to apprehension, arrest and prosecution of persons committing misdemeanors and felonies including the rules of evidence in criminal cases.

ABILITY TO:

Effectively command large complex law enforcement operations.

Plan, develop, and implement a comprehensive law enforcement and crime prevention operation.

Supervise and direct top management.

Relate effectively to employees and the public.

Express oneself clearly and concisely, both orally and in writing.

Analyze reports and develop effective courses of action.

Plan, assign, and supervise the work of subordinates and develop and conduct staff training.

Analyze complex situations and adopt effective courses of action.

Make department promotional recommendations.

Coordinate the duties of the Captains.

Conduct research and prepare reports and correspondence.

Deal courteously with the public, and establish and maintain effective public relations.

Exercise judgment in decisions that affect the entire department.

Realize departmental significance of events.

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: At least four (4) years of experience at the Lieutenant level or above, and currently employed as a Police Captain for a minimum of two (2) years. At least five (5) years of upper management experience in total.

Education: Successful completion of a Bachelor's Degree from an accredited college or university with major coursework in police administration, public administration or a closely related field. A candidate without a Bachelor's Degree may be appointed provided that the Bachelor's Degree is earned within one (1) year of appointment as a condition of continued employment in the classification of Assistant Police Chief. If

this condition is not met, the employee will not be eligible to remain in the classification of Assistant Police Chief with no right to appeal.

License or Certificate:

Possession of valid driver's license.

Possession of an Advanced Peace Officer's Standards and Training Certificate.

*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.

*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 _____X_____

Date Adopted by City Council _____

Council Agenda Item _____

Class Code _____

Pay Grade _____

Bargaining Unit UNREP

Exempt X Non-Exempt _____

EEOC Category _____