

AGENDA



CIVIL SERVICE COMMISSION REGULAR MEETING CITY OF VALLEJO July 13, 2020 5:15 P.M.

COMMISSIONERS
Mike Nisperos, Chair
Brenda Plechaty, Vice Chair
Gregory Carter
Leslie Janik
Patricia Wright

IMPORTANT NOTICE REGARDING JULY 13, 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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(www.nextdoor.com)



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
REGULAR 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.**

JULY 13, 2020

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. WRITTEN COMMUNICATIONS**
- 5. EXECUTIVE SECRETARY'S REPORT**
- 6. PRESENTATION**
 - A. Unconscious Bias Training**
 - B. Progressive Discipline**
 - C. Disciplinary Hearings**
- 7. REPORT OF CHAIRPERSON AND COMMISSIONERS**
- 8. 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.

<https://www.opentownhall.com/9246>

9. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

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.

<https://www.opentownhall.com/9247>

- A. APPROVAL OF THE MINUTES** – Regular meeting minutes of the December 9, 2019 meeting and special meeting minutes of the June 29, 2020 meeting.
- B. APPROVAL OF AGENDA**

10. 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 item11A may be submitted by accessing the following link:

<https://www.opentownhall.com/9248>

11. 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., Thursday, July 9, 2020.

Dated: July 9, 2020

Stephanie Sifuentes, Executive Secretary

Revealing Implicit Bias





Goals of this Training:

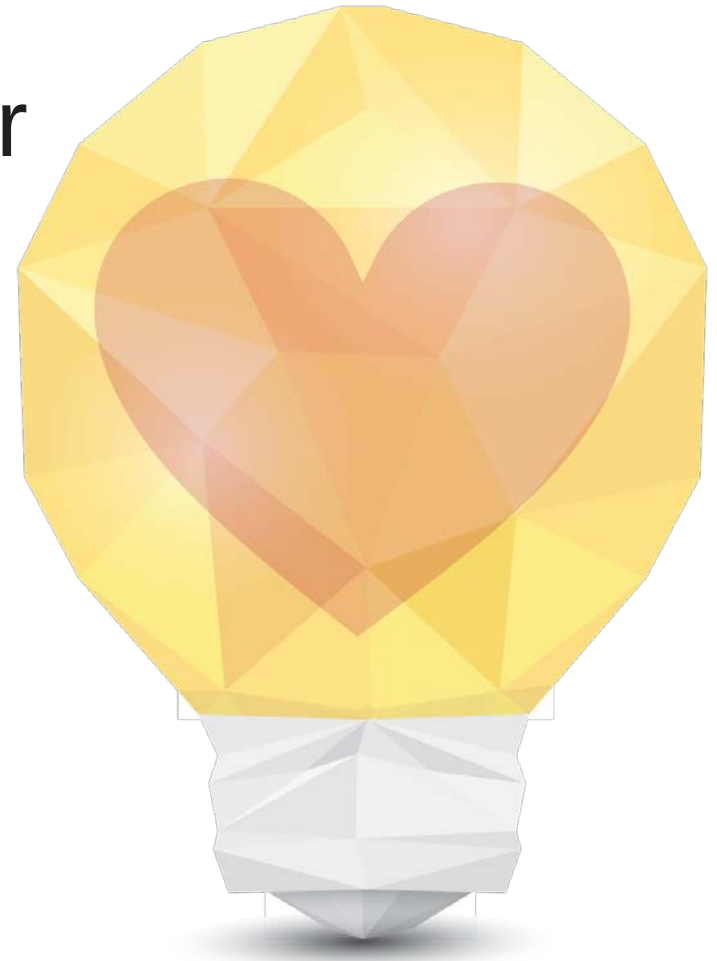
- Identify the ways in which bias can be unconscious and automatic
- Discuss how prejudice, stereotyping and discrimination impact how we react and relate to one another
- Increase awareness of unconscious bias and perceptual filters in order to minimize the impact on our work as civil servants and helping professionals
- Practice moving from thinking about bias to taking meaningful steps to overcome it

First thoughts..



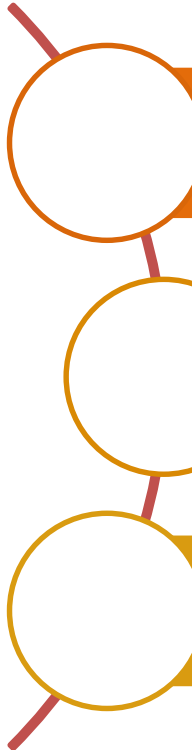
- What does bias mean to you?
- What do you hope to gain from this training?
- What are your hopes for the future?

“To reach others, we have to first know ourselves. And to contact the deeper truth of who we are, we must engage in some activity or practice that questions what we assume to be true about ourselves.”



- Adapted from A.H. Almaas

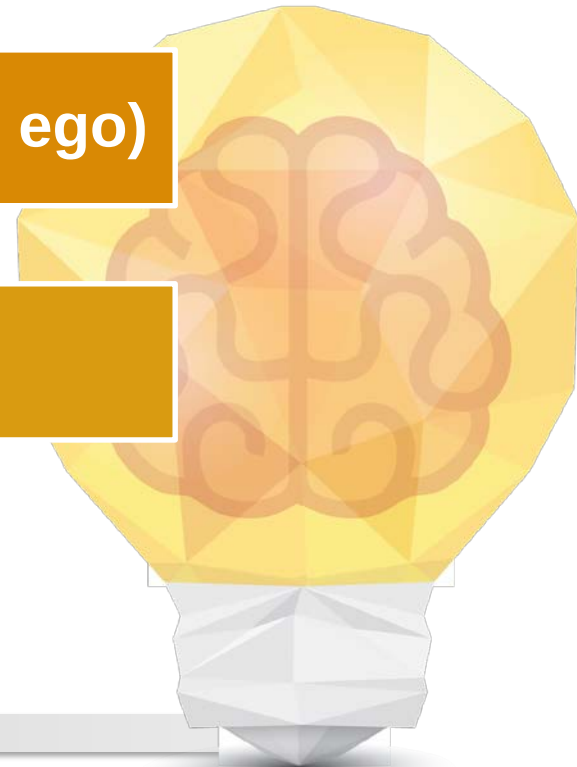
Three methods to address and overcome bias:



Start with you – Self awareness

Check your privilege (and your ego)

Listen, don't judge



Why is everyone biased but me?

Blind Spot



Scotoma – Blind spot in the retina of each eye.
This region has no light-sensitive cells.
Therefore light arriving at that spot has no path
to the visual areas of your brain.









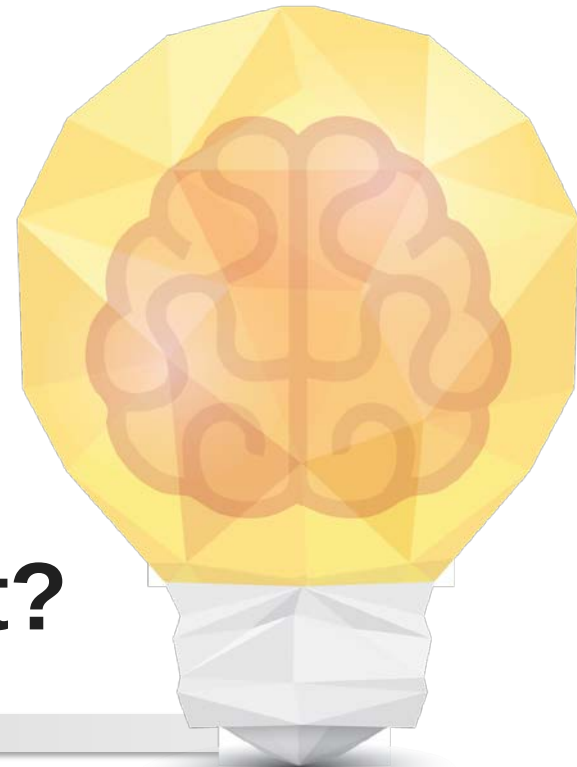
An aerial photograph of a multi-lane highway with heavy traffic. The road is filled with cars, trucks, and vans, moving in both directions. The image is slightly hazy, and the text is overlaid in a bold, black font. The text is centered horizontally and vertically, with the first line at the top and the second line below it. The background shows the highway lanes, road markings, and some greenery on the sides.

**We receive 11 million bits of
information every moment**

**We can only consciously process
40 bits**

99.999996 Unconscious

What happens to the rest?





Method #1 - Self-Awareness: What is bias?

Unconscious bias

- Implicit people preferences, formed by socialization
- Past experiences which influence our thinking in the background
- Exposure to others' views about groups of people





Implicit Association Test (IAT)

- Created by Harvard University
- Measures the strength of associations between concepts (e.g. people, gender, religion), and evaluations (e.g. good, bad) or stereotypes (e.g. athletic, clumsy)
- **Main idea:** Making a response is easier when closely related items share the same response key



Male

Female

Male

Female

Husband

Male

Female

Grandpa

Male

Female

Girl

Male

Female

Mother

Liberal Arts

Science

Liberal Arts

Science

Engineering

Liberal Arts

Science

Biology

**Female
or
Liberal Arts**

**Male
or
Science**

**Female
or
Liberal Arts**

**Male
or
Science**

Music

**Female
or
Liberal Arts**

**Male
or
Science**

Mother

**Female
or
Liberal Arts**

**Male
or
Science**

Philosophy

**Female
or
Liberal Arts**

**Male
or
Science**

Father

**Male
or
Liberal Arts**

**Female
or
Science**

**Male
or
Liberal Arts**

**Female
or
Science**

Father

**Male
or
Liberal Arts**

**Female
or
Science**

Engineering

**Male
or
Liberal Arts**

**Female
or
Science**

Music

**Male
or
Liberal Arts**

**Female
or
Science**

Daughter



IAT Reflection

Which was harder?

- 75% of the population taking this test has a harder time associating Women/Science and Men/Liberal Arts
- The order doesn't matter

In what ways might implicit association impact the work we do?



Self Awareness: Where does bias come from?

- Culture : A way of life – our traditions and customs – transmitted through learning, which play a vital role in shaping our beliefs and behaviors
- Groups – Shared aspects (language, food, beliefs)
- Complex and multidimensional
- Commonality = familiarity = safety

One person: Many Cultures



During the socialization process, we learn about other cultures through

- Direct contact with these groups
- Information and perceptions from other people
- Books, news, newspapers and other forms of mass media

What's the Impact?



Some Hardly any of my best friends are black

Assuming the average white and average black American each have 100 friends, this is what the racial breakdown of their friend networks would look like.



The average **white** American has...



91 white friends



1
black
friend



1
Latino
friend



1
Asian
friend



1
mixed race
friend



1
other race
friend



3
friends of
unknown race



The average **black** American has...



83 black friends



8
white
friends



2
Latino
friends

0

Asian
friends



3
mixed race
friends



1
other race
friend



4
friends of
unknown race

5 Common Forms of Unconscious Bias

Confirmation

- Protects and strengthens our beliefs; giving us reason to continue believing our own thoughts

Benevolent

- In an attempt to be caring and accommodating, we don't give others an option, and decide on their behalf

In-Group

- Treat those with similar traits (those I believe are like me) favorably
- Assumption that all of this person's approaches will be the same as your own

Racial

- Studies have shown a bias toward Asian/White sounding names on resumes and a bias against Black/Hispanic sounding names on those same resumes

Gender

- Studies have shown women experience several forms of bias, inequities, and lack of parity in the workplace



In other words

We tend to have preferences towards:

- People who sound like us
- People who look/dress similar
- People who have similar hobbies to us
- People who appear physically fit and well prepared
- People from the same college or city of birth
- People of the same sex, race, religious conviction, nationality

We tend to be biased against:

- People who seem weak or unhealthy
- People who look or sound different than us
- People with different values or principles
- People with very different backgrounds than our own
- People who we may find it hard to relate to, because of a lack of similar interests or hobbies



Impact

Some of the areas biases unconsciously interrupt fairness in our decision-making processes include the following:

- Hiring
- Delegating tasks
- Giving feedback
- During meetings
- Seeking feedback
- Promotion and succession planning
- Innovation
- Building teams
- Problem solving
- Project management

Method #2 - Check your privilege: Marginalized Groups

Marginalization = The social disadvantage and relegation to the fringe of society.

Who do you think are the top 7 groups that are considered marginalized in America throughout our history?



Marginalized Groups

Marginalized Groups

1.

2.

3.

4.

5.

6.

7.

Center Groups

1.

2.

3.

4.

5.

6.

7.

Marginalized Groups

Marginalized Groups

1. People of color
2. Women
3. People with disabilities
4. People in poverty
5. LGBTQIA people
6. Non-Christians
7. Immigrants

Center Groups

1. White people
2. Men
3. Able-bodied people
4. People not in poverty
5. Heterosexuals
6. Christians
7. Natural-born U.S. Citizens

What privilege do you have?

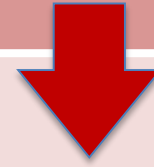
Social Identity Group	One-up	One-down
Gender	Men	
Age	Baby Boomers	
Religion	Christian	
Education	Degree	
Race	White	
Ethnicity	European American	
Sexual Orientation	Heterosexual	
Mental Functioning	Fully Mentally Abled	
Language	English	
Nationality	US Citizen	
Physical Functioning / Appearance	Temporarily Able Bodied / Attractive	
Class	Upper Class	
Marital Status	Married	
Ratio		

ONE-UP



- See individual acts
- Blind to “group-ness”
- Privilege / advantage is invisible
- Create the system from their own beliefs, viewpoints, values etc.
- Give “stay-in-line” messages to members from both groups in order to maintain the status quo
- Focus is on: intent, “don’t be a victim,”
- *Look how far we’ve come*

ONE-DOWN



- See patterns of behavior
- Well aware of “group-ness”
- Disadvantage is well known
- Use one-up group’s standards to judge themselves
- Often need to collude to survive, not stand out
- Focus is on: effect/outcome, the “system”
- *Look how far we have to go*



Micro-inequities

Ways in which individuals are either singled out, overlooked, ignored or otherwise discounted based on an unchangeable characteristic such as race or gender





Micro-aggressions

Social exchanges in which a member of a dominant culture says or does something, often accidentally, and without intended malice, that belittles and alienates a member of a marginalized group



Method #3: Listen – Don't judge

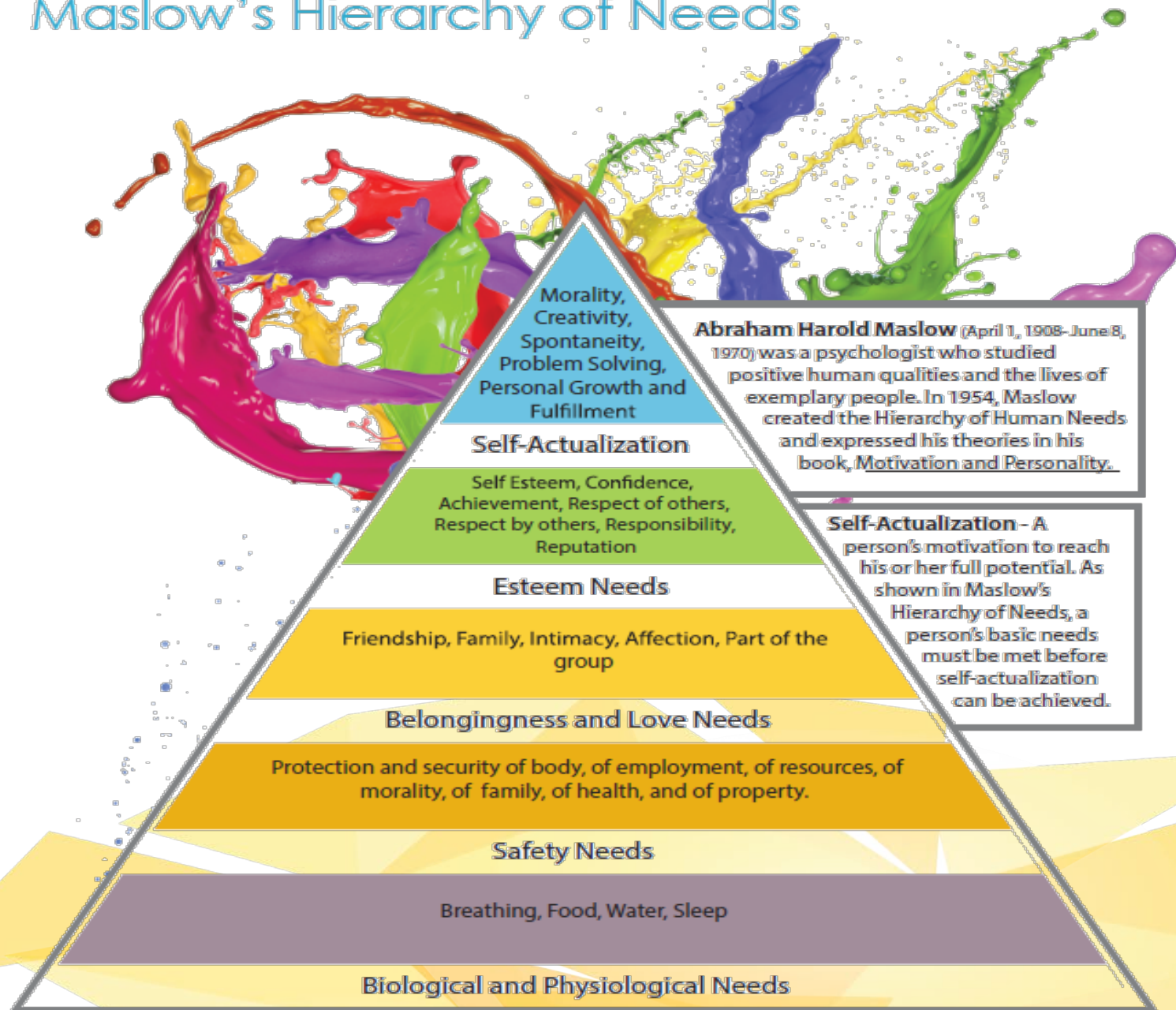
Impact to the people we serve

6 skills for more inclusive communication

1. Listen to understand vs. listening to respond
2. Consistently operate in a “learner” mindset
3. Manage both “intent” and “impact”
4. Lean into discomfort. Give space, grace and be willing to have the tough, candid and caring conversations
5. Be willing to admit mistakes and areas of growth
6. Accept working through conflict to its resolution

* = I do this well O = I want to do better ___ = I would like to see practiced more on this commission

Maslow's Hierarchy of Needs



Understanding others by understanding ourselves

During Childhood

- What messages did you receive about people like you? Strangers?
- What messages created fear about certain people?
- How were truth, fairness and equality explained to you?
- What messages did you hear about people who:
 - Work for the government / work in government buildings?
 - Wear badges?
 - Are police officers?
 - Are firefighters?
- What messages did you receive about
 - Poverty?
 - Age?
 - People with disabilities?
 - The LGBTQIA+ community?

Method #1: Self-Reflection

Method #2: Check your privilege – and your ego

Method #3: Listen, don't judge

- Complete one or more Harvard IAT tests. Commit to staying curious for a few seconds longer in situations where you know you have a blind spot
- Pay attention to the stories and memories your brain selects
- Make your toughest decisions when you are most relaxed
- Practice managing intent vs. impact

- Check your one-up / one-down groups. Decide where you can use your strengths/privilege to help those who are marginalized
- Look at the micro-aggression sheet – challenge yourself to scrub your lexicon of statements you commonly use that contain unintentionally offensive statements
- Speak up when you see someone's words or actions having a different impact than you think they intended
- Seek advice from a person you tend to disagree with

- Initiate a conversation using the “what were you told as a child” questions
- Listen to understand vs. to respond
- Employ responses that support curiosity



Transfer of Learning – My Action Plan

One Action I will commit to...

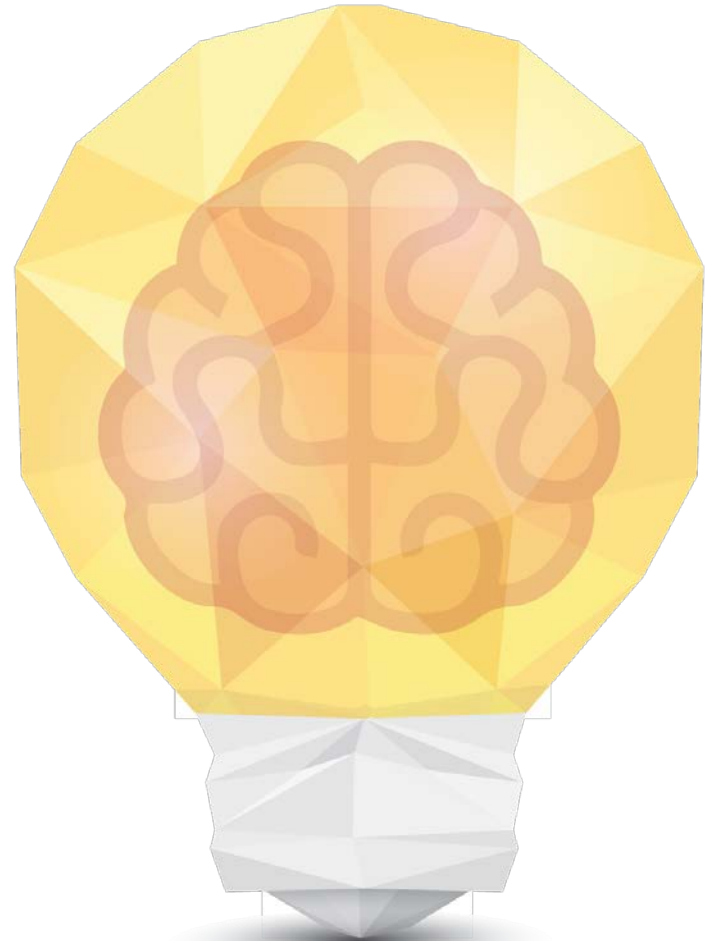
My Action Plan...



- One bias I will re-examine is...
- One thing I learned about myself today is....
- One thing I can begin to use immediately is....

Every experience is an opportunity to learn and grow

Thank you for your participation!





PROGRESSIVE DISCIPLINE

July 13, 2020

City of
VALLEJO
California

Progressive Discipline

Progressive Discipline is a system of addressing employee performance or behavior over time, through escalating penalties.

- **Minor offenses generally receive lighter discipline.**
- **Repeated offenses may receive more severe discipline.**
- **Serious offenses may warrant discharge or significant discipline without necessarily moving through escalating discipline.**

***Note that Discipline under the Civil Rules applies to employees in the classified service who have passed the probationary period. Probationary employees have no right to continued employment and may be released at any time for any lawful reason.**

Purpose of Progressive Discipline

- The purpose of progressive discipline is not to punish.
- Progressive Discipline is intended to be corrective in nature, to provide direction for improvement and correction of individual behavior and/or performance.

Disciplinary Considerations

- **Factors to Consider:**

- **Management holds the burden of proof in disciplinary matters. Normally, burden of proof is a **preponderance of evidence**, in other words, “more likely, than not.”**
- **Was a policy, rule, procedure, regulation, the collective bargaining agreement or common sense violated?**
 - **See Civil Service Rule 18.1**
- **Was the employee informed?**
- **Contributing problems the City should fix?**
- **What are the impacts on the work place?**

Common Pre-Disciplinary Steps

- **Oral Counseling**
- **Written Counseling**
- **Letter of Reprimand (placed in employee's personnel file)**

Discipline

- **Suspension**
- **Fine**
- **Demotion**
- **Removal from Office (also referred to as discharge or dismissal)**
- **Please reference Civil Service Rule 18.**

Implementing Discipline

- **Notice of Intent to Discipline (NOID)**
- **Skelly Hearing**
- **Notice of Discipline**
- **Appeal to the Civil Service Commission (See Rule 19) (or to arbitration)**
- **Decision of the Civil Service Commission**

City of
VALLEJO
California

Civil Service Training



What we will Cover Today

- Purpose
- Roles
- What the Hearings Look Like

Why are you here?

- Charter refers to the Civil Service as an “appellate commission.”
- How does a hearing get in front of you?
 - Intended Order of discipline
 - Skelly conference
 - Final Order
 - Employee appeals
 - Evidentiary hearing. You are the appellate body for when employees appeal the imposed discipline decision.

Role of Civil Service Commissioners

- For the appellate discipline hearings you will act as a judge.
 - Neutral/impartial/fair
 - Commissioners shall have the power to issue subpoenas.
 - Issue a final decision on whether to uphold, reverse, or modify the disciplinary decisions of City staff to whatever you agree to and believe is just.

Decisions

- After the disciplinary hearing, commissioners will decide whether to uphold, reverse, or modify the disciplinary decisions of City staff.
 - Suspension, demotion, reduction in pay, or termination.
- Cannot increase the discipline imposed.
- Progressive discipline is not required in all situations.

Other People's Roles

- Someone from the City Attorney's Office will act as a prosecuting attorney for the City.
- Deputy City Attorney, Dylan Brady, will act as an advisor to the Commissioners. Staff attorney will explain the laws, but will not advocate for a position.
- There will be a separation of functions between the attorneys as due process requires impartial hearings.

Appellate Disciplinary Hearings

- Evidentiary hearing similar but less formal than a trial.
- Both sides will have the option to give an opening statement.
- Then the City will provide its case in chief. (Provide testimony or other evidence.)
- Appellant, employee, has a right to cross examine any witnesses that the City offers as testimony.
- Once City provides its case in chief, Appellant will then offer any evidence or witness that they want. City can cross examine any of their witnesses.
- Commissioners will then come to a written decision.

Appellate Discipline Hearings Evidentiary Standard and Rules

- The City needs to prove its case by a preponderance of evidence. Preponderance equals 51%, more likely than not the discipline was more likely than not was supported by just cause.
- Rules of evidence are relaxed as the formal rules of evidence do not apply.
- Commissioners can ask questions of witnesses.
- Commission's findings and conclusions shall be reduced to writing and incorporated in the minutes.

Any Questions?



**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.

MIKE NISPEROS, CHAIRPERSON

ATTEST:

STEPHANIE SIFUENTES, EXECUTIVE SECRETARY

**CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES
VIA TELECONFERENCE**

JUNE 29, 2020

1. CALL TO ORDER

The meeting was called to order at 5:23 p.m.

2. FLAG SALUTE

3. OATH OF OFFICE

City Clerk Abrahamson issued the Oath of Office to all commissioners.

4. ROLL CALL

Present: Commissioners Carterm, Janik, Nisperos, Plechaty, and Wright

Absent: None

Staff present: Executive Secretary Sifuentes, Assistant City Attorney Bhatt, Deputy City Attorney Brady, and Deputy City Clerk Joya

5. WRITTEN COMMUNICATIONS - None

6. EXECUTIVE SECRETARY'S REPORT

Action Item 11A was removed from the Agenda and moved to the July 13, 2020 regular Civil Service Commission meeting.

Presentations on Items 6A-6C were made by Secretary Sifuentes.

A. Tax forms

B. Commissioner Payments

C. Classification and Compensation

7. PRESENTATION

Presentations were made by Assistant City Manager Cardwell, City Clerk Abrahamson, Assistant City Attorney Bhatt, Assistant Human Resources Director Love and Personnel Analyst Papillon-Allen.

A. Code of Ethics, Decorum, Meeting Rules & Procedures

B. Brown Act

C. Harassment and Discrimination Prevention

8. SELECTION OF CHAIR & VICE CHAIR

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

Minutes of the Special Civil Service Commission Meeting

June 29, 2020

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Action: (1) Following nomination and discussion, it was moved by Commissioner Carter, second by Commissioner Plechaty and carried unanimously to elect Commissioner Nispero to serve as Chair for the term of June 2020 – June 2021.

(2) Moved by Commissioner Wright, second by Commissioner Wright and carried unanimously to elect Commissioner Plechaty to serve as Vice Chair for the term of June 2020 – June 2021

9. COMMUNITY FORUM - None

10. CONSENT CALENDAR

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

Action: Moved by Commissioner Carter, second by Vice Chair Janik and carried unanimously to move Consent Calendar item 10A to the July 13, 2020 regular Civil Service Commission meeting.

11. ACTION CALENDAR

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>

Action: Removed and continued to the July 13, 2020 regular Civil Service Commission meeting.

12. ADJOURNMENT

The meeting adjourned at 7:09 p.m.

MIKE NISPEROS, 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: July 13, 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.

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Assistant Police Chief

CONTACT

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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 Police Lieutenant level or above, and at least two (2) years of experience at the Police Captain level or above.

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 6050_____

Pay Grade D69_____

Bargaining Unit UNREP_____

Exempt X_____ Non-Exempt _____

EEOC Category _____