

AGENDA



CIVIL SERVICE COMMISSION REGULAR MEETING CITY OF VALLEJO APRIL 12, 2021 5:15 P.M.

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

IMPORTANT NOTICE REGARDING APRIL 12, 2021 CIVIL SERVICE COMMISSION MEETING

This 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: Members of the Public may provide comments during the Civil Service Commission Meeting via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Meeting id: 914 0075 0676 followed by # sign. Press *9 to digitally raise your hand when you wish to speak. Press *6 to mute/unmute your microphone.

For additional instructions on how to speak during public comment, please visit www.cityofvallejo.net/publiccomment

VIEW THE MEETING:

Public may participate in this meeting via Zoom by using the link below:

- Join by Computer: <https://ZoomRegular.Cityofvallejo.net>
- Dial by Phone:
 - Dial 669-900-6833
 - Meeting ID: 914 0075 0676#
 - Press *9 to raise your hand
 - Press *6 to mute/unmute

Want more City Information - Members of the public can:

Like us on Facebook (www.facebook.com/cityofvallejo)

Sign up to receive City Communications via e-mail (www.cityofvallejo.net/living/connect)

Sign up to receive City updates and get connected with your neighbors on Nextdoor (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**

April 12, 2021

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. WRITTEN COMMUNICATIONS**
- 5. EXECUTIVE SECRETARY'S REPORT**
- 6. REPORT OF CHAIRPERSON AND COMMISSIONERS**
- 7. 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 may do so via ZOOM (<https://ZoomRegular.Cityofvallejo.net>) or via phone, by dialing (669)900-6833. Meeting id: 914 0075 0676 followed by # sign. Press *9 to digitally raise your hand when you wish to speak. Press *6 to mute/unmute your microphone.*

*For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment
The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to three minutes.*

8. 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 may do so via ZOOM (<https://ZoomRegular.Cityofvallejo.net>) or via phone, by dialing (669)900-6833. Meeting id: 914 0075 0676 followed by # sign. Press *9 to digitally raise your hand when you wish to speak. Press *6 to mute/unmute your microphone.*

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

Each speaker is limited to three minutes.

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the March 8, 2021 meeting and meeting that was adjourned to March 12, 2021.

B. APPROVAL OF AGENDA

9. 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 may do so via ZOOM (<https://ZoomRegular.Cityofvallejo.net>) or via phone, by dialing (669)900-6833. Meeting id: 914 0075 0676 followed by # sign. Press *9 to digitally raise your hand when you wish to speak. Press *6 to mute/unmute your microphone.*

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

Each speaker is limited to three minutes.

A. APPROVE TITLE AND SPECIFICATION OF NEW NON-CLASSIFIED POSITION OF PARALEGAL

Recommendation: By motion, approve the title and specification for the new non-classified position of Paralegal, 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

10. 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 12:00 p.m., Friday, April 9, 2021.

Dated: April 9, 2021

Stephanie Sifuentes, Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
VIA TELECONFERENCE
MARCH 8, 2021**

1. CALL TO ORDER

The meeting was called to order at 5:16 p.m.

2. FLAG SALUTE

3. ROLL CALL

Present: Chari Nisperos, Vice Chair Plechaaty, Commissioners Carter, Janik, and Wright
Absent: None

Staff Present: Executive Secretary Sifuentes, Chief Assistant City Attorney Risner,
Deputy City Clerk Joya, Assistant City Attorney II Bhatt and Business Representative
IBEW Local 1245 Macor

4. WRITTEN COMMUNICATIONS – None

5. EXECUTIVE SECRETARY’S REPORT – None

6. REPORT OF CHAIRPERSON AND COMMISSIONERS – None

7. COMMUNITY FORUM – None

8. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Action: Moved by Commissioner Wright, second by Vice Chair Plechaty and
unanimously approved by all Commissioners present, to approve all of the items on the
Agenda and Consent Calendar.

**A. APPROVAL OF THE MINUTES – Regular meeting minutes of the January 11, 2021
meeting.**

B. APPROVAL OF AGENDA

9. ACTION CALENDAR

**A. CONSIDER EMPLOYEE APPEAL OF DISCIPLINARY ACTION – NOTICE OF
SUSPENSION**

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

Chief Assistant City Attorney Risner outlined procedural items, and confirmed the
request of the appellant to conduct a public hearing with Business Representative
IBEW Local 1245 Macor.

The City represented by City Attorney Il Bhatt and appellant represented by IBEW Representative IBEW Local 1245 Macor presented their cases to the Commission.

Recessed at 6:29 p.m. and reconvened at 6:34 p.m.

The following witnesses were sworn an oath of truth and provided testimony to the Commission:

Mike Malone, Water Department Director
Jacob Parsons, Instrument Technician I
Jacob Barlow, Instrument Technician

Recessed at 10:07 p.m. and reconvened at 10:17 p.m.

The following witness was sworn an oath of truth and provided testimony to the Commission:

James Grandrath, Utility Mechanic

Commissioners discussed continuation of the meeting.

10. ADJOURNMENT

Moved by Commissioner Carter, second by Commissioner Wright and unanimously approved by all Commissioners present to recess the meeting at 11:08 p.m. to an adjourned regular Civil Service Commission meeting to be held remotely on Friday, March 12, 2021 at 5:15 p.m.

MIKE NISPEROS, CHAIRPERSON

ATTEST:

STEPHANIE SIFUENTES, EXECUTIVE SECRETARY

**CIVIL SERVICE COMMISSION
ADJOURNED REGULAR MEETING MINUTES
VIA TELECONFERENCE
MARCH 12, 2021**

1. CALL TO ORDER

The meeting was called to order at 5:19 p.m.

2. FLAG SALUTE

3. ROLL CALL

Present: Chari Nisperos, Vice Chair Plechaty, Commissioners Carter, Janik, and Wright
Absent: None

Staff Present: Executive Secretary Sifuentes, Chief Assistant City Attorney Risner,
Deputy City Clerk Joya, Assistant City Attorney II Bhatt and Business Representative
IBEW Local 1245 Macor

9. ACTION CALENDAR

**A. CONSIDER EMPLOYEE APPEAL OF DISCIPLINARY ACTION – NOTICE OF
SUSPENSION**

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

The following witnesses were sworn an oath of truth and provided testimony to the
Commission:

Joe Abitong, Water Operations Superintendent

Recess taken at 5:55 p.m. and reconvened at 6:00 p.m.

The following witness was sworn an oath of truth and provided testimony to the
Commission:

Kevin Brown, Treatment Plan Supervisor
Doris Papillon-Allen, Personnel Analyst II

Recess taken at 7:34 p.m. and reconvened at 7:44 p.m.

The following witness was sworn an oath of truth and provided testimony to the
Commission:

Kenneth McKay, Treatment Plant Operator

Final arguments were presented by Assistant City Attorney II Bhatt and Business
Representative IBEW Local 1245 Macor

Moved by Commissioner Carter, second by Vice Chair Plechaty and unanimously approved by all commissioners present to recess into Closed Session at 8:47 p.m. with Chief Assistant City Attorney Risner.

Closed session deliberation concluded at 9:32 p.m. Commissioners returned to open session.

Action: Moved by Vice Chair Plechaty and second by Commissioner Wright to deny the appellant's appeal in part and granted in part.

1. Appellant is suspended, without pay or benefits, for three days with credit for the five-day suspension previously served by Appellant.
2. Appellant is entitled to two days of back pay and benefits, which the City shall pay as soon as possible

Commission approved the decision with the following vote:

Ayes: Chair Nisperos, Vice Chair Plechaty, and Commissioner Wright
Noes: Commissioner Janik and Carter
Absent: None
Abstain: None

Chief Assistant City Attorney Risner will prepare a written order for all parties to agree on.

10. ADJOURNMENT

Moved by Commissioner Carter, second by Vice Chair Plechaty and unanimously approved by all commissioners present.

The meeting adjourned at 9:36 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: April 12, 2021

Subject: Approve Title and Specification of new Non-Classified Position – Paralegal

RECOMMENDATION

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

REASON FOR RECOMMENDATION

The addition of the Paralegal classification will assist the City Attorney's Office in resolving existing employees working out of class, while also creating more bandwidth for attorneys to manage the excessive caseload.

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 Paralegal. This classification was presented to CAMP prior to this meeting. 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 this position and set a salary range for the new classification.

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, the City Attorney’s Office came to Human Resources to express concern that their Legal Secretaries might be working outside 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 and determined that both existing Legal Secretaries were regularly performing duties at a more independent and higher level of complexity in support of the attorneys than for what the Legal Secretary classification is intended. It appears that the job has evolved over time, mostly attributed to the high number of litigation cases the City experiences. This has forced the attorneys to rely on the Legal Secretaries to perform Paralegal duties.

As part of our study, the City has the option to either take those duties away from the Legal Secretaries so they are working within the scope of their classification’s duties (and give those duties back to the attorneys), or to create the correct classification which reflects the added duties and pay them accordingly. In this case, if we were to give the duties back to the attorneys, there would be a severe adverse impact as there are not enough attorneys to be able to manage the entirety of the work involved in the excessive caseload the City Attorney’s Office is experiencing.

The Human Resources Department’s recommendation is to create the appropriate classification of Paralegal, place it in the Non-Classified (CAMP) group, as this classification would be working with confidential information in the City Attorney’s Office, and create a career ladder by maintaining the Legal Secretary classification as the entry level.

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 respond to and act upon complex cases and litigation.

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Paralegal

CONTACT

Stephanie Sifuentes
Human Resources Program Manager
Contact Information: (707) 648-8606

stephanie.sifuentes@cityofvallejo.net

PARALEGAL

SUMMARY DESCRIPTION

The Paralegal works directly with attorneys to perform substantive confidential legal work, including legal research, drafting pleadings, contracts, leases, and other court and legal documents; gathering and tracking evidence to be used in trial; assisting attorneys with federal and state trial preparation; filing motions and appeals with the court and process claims filed against the City; respond to client inquiries; discovery preparation; and technical administrative support, including office coordination, case management, schedule management, administrative detail, record keeping, and file maintenance duties.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Legal Secretary in that the Paralegal performs the more complex, specialized, and technical tasks in the assistance of the attorneys. The Legal Secretary performs the more clerical tasks and is considered the entry level in a career ladder toward the Paralegal, once experience and certification are obtained. This classification is further differentiated from the Deputy City Attorney classification series in that the latter requires a Juris Doctorate from an accredited law school and an active membership in the California State Bar Association.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Law Office Supervisor and attorneys within the City Attorney's Office.

May provide lead direction over Legal Secretaries, administrative, or clerical staff as assigned.

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.

Drafts and reviews legal documents and instruments.

Reviews legislation and court rules.

Perform legal research.

Coordinates the gathering of information from various departments in the preparation of contracts and other legal documents; reviews contracts and other legal documents to ensure necessary provisions are included.

Collects, compiles, and utilizes technical information to make recommendations to staff attorneys; compiles, organizes and analyzes various data for use in reports or other documents.

Assists in the preparation of complaints, motions, discovery, declarations and other pleadings.

Gathers and coordinates the compilation of information, materials, documents, reports and evidence necessary to comply with legislative statutes and for City agenda preparation.

Performs specialized legal administrative duties including preparation and management of complex legal documents; prepares a variety of additional materials including correspondence, reports, charts, spreadsheets, and statistical data; coordinates and performs analysis of related statistical and administrative duties, including typing, word processing and data entry.

Confers with attorneys, City staff, investigators, witnesses and other individuals regarding legal matters.

Establishes and maintains confidential files and recordkeeping systems; processes documents; maintains and updates legal library and other manuals and resource materials, maintains and updates litigation files and litigation calendars, and performs other legal support services.

Provides information, routes inquiries, resolves complaints, interprets and explains policies and procedures, and ensures the appropriate distribution and release of confidential or sensitive information.

Prepares drafts and finalizes legal documents such as pleadings, discovery, contracts, opinions, memoranda and general correspondence.

Proofreads completed work and checks records, reports for grammatical construction, completeness, and typing accuracy; ensures compliance with established standards, assembles finished documents in accordance with court rules.

Prepares and processes legal documents requiring knowledge of legal format and procedures; ensures completeness and conformance within established standards and procedures; files completed documents with state and federal courts.

Sets up litigation files on lawsuits and prepares relevant documents.

Schedules and calendars court appearances, responses, deadlines, and meetings related to legal and general matters.

Performs legal research as required; reviews findings for applicability; prepares written and verbal reports for attorney requesting research.

Compiles supportive documentation to legal document requests.

Assists with maintaining law library, updates books and manuals.

Responds to questions regarding departmental policies, procedures, and practices ensuring appropriate release of information designated as confidential.

Assists with coordination of general office activities, performs administrative functions, and acts as liaison between various departments as well as outside agencies; arranges meetings and schedules appointments; opens and distributes mail.

Establishes and maintains logs and record-keeping systems.

Provides information to various City staff members regarding accident/incident reporting and claim processing procedures.

QUALIFICATIONS

KNOWLEDGE OF:

Knowledge of modern legal office practices, procedures and terminology.

Methods of legal research.

Court rules relating to preparing and filing legal documents, general legal principles and application.

Various legal document formats and presentations.

Municipal government operations.

Modern office equipment and designated specialized computer software and operating programs.

Filing, indexing and cross-referencing methods.

Proper English usage, spelling, grammar, composition, and punctuation.

ABILITY TO:

Ability to effectively perform assigned paralegal work including legal research and legislation drafting and review.

Perform both complex and routine legal administrative support work with speed and accuracy.

Operate a variety of modern office equipment, computers and peripheral equipment.

Maintain and utilize designated specialized computer software and operating systems.

Interpret and apply established City policies and governmental guidelines and regulations.

Interpret and analyze information.

Prepare complex legal records, reports, documents.

Perform arithmetic calculations.

Use initiative and exercise independent judgment.

Deal with complex and highly confidential and sensitive information.

Establish and maintain accurate records, maintain level of knowledge required for satisfactory job performance.

Establish, maintain and promote positive and effective working relationships with employees, other agencies, public officials and the public.

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 two years of progressively responsible experience in civil litigation as a legal secretary or legal clerical support in or for a municipality, county, or other governmental or quasi- governmental

entity.

Education:

High School Diploma or equivalent. A certificate of completion from a paralegal program approved by the American Bar Association, or a certificate of completion/degree from a paralegal program approved by an accredited postsecondary institution that requires a minimum of 24 semester units, or an equivalent combination of training and experience.

License or Certificate:

Paralegal certification.

***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:

Work is performed primarily in an indoor office setting. Incumbents communicate with others orally, in person or over the telephone, to gather or provide information. Incumbents sit at a desk or computer for extended periods of time, with the ability to move about at will. When preparing reports and communicating with others via electronic mail, they make repetitive arm/hand movements using a keyboard and mouse.

*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 138

Bargaining Unit CAMP

Exempt X Non-Exempt _____

EEOC Category _____