

AGENDA



CIVIL SERVICE COMMISSION REGULAR MEETING CITY OF VALLEJO June 14, 2021 5:15 P.M.

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

IMPORTANT NOTICE REGARDING JUNE 14, 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

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

June 14, 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 April 12, 2021 meeting.

B. APPROVAL OF AGENDA

9. PRESENTATION BY CHIEF ASSISTANT CITY ATTORNEY, RANDY RISNER

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 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 POLICE RECORDS MANAGER

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

B. APPROVE TITLE AND SPECIFICATION OF NEW NON-CLASSIFIED POSITION OF TRAFFIC ENGINEER

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

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, June 10, 2021.

Dated: June 10, 2021

Stephanie Sifuentes, Executive Secretary

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

1. CALL TO ORDER

The meeting was called to order at 5:22 p.m.

2. FLAG SALUTE

3. ROLL CALL

Present: Chair Nisperos, Vice Chair Plechaty, Commissioners Carter, Janik (arrived at 5:27 p.m.), and Wright

Absent: None

Staff Present: Executive Secretary Sifuentes, Chief Assistant City Attorney Risner, Deputy City Clerk Joya, City Attorney Nebb

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 Vice Chair Plechaty, second by Commissioner Carter 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 March 8, 2021 meeting and meeting that was adjourned to March 12, 2021.

B. APPROVAL OF AGENDA

9. ACTION CALENDAR

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

Executive Secretary Sifuentes outlined the staff report and recommendation.

Speakers – None

Executive Secretary Sifuentes responded to questions from Commissioners. Commissioners provided comment. City Attorney Nebb provided further clarification.

Action: Moved by Vice Chair Plechaty, second by Commissioner Wright and unanimously approved by all Commissioners present, to 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.

10. ADJOURNMENT

Moved by Vice Chair Plechaty, second by Commissioner Wright and unanimously approved by all Commissioners present.

The meeting adjourned at 5:42 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: June 14, 2021

Subject: Approve Title and Specification of new Non-Classified Position – Police Records Manager

RECOMMENDATION

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

REASON FOR RECOMMENDATION

The addition of the Police Records Manager classification addresses the additional complexities in the Records Unit that have evolved over the years and creates a career ladder for succession planning.

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."

Civil Service Rule 4.4 states that as the positions of the City may increase or decrease in number or when the duties of any department or position change materially, any employee or department head may request the Executive Secretary to review the classification title or any position. If the Executive Secretary finds that the class title no longer applies to the position, such position may

either be reclassified, the employee transferred to a more appropriate classification, or an employee laid off as outlined under Rule 22 or the impacted employee's collective bargaining agreement.

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.

It is the City's intent to fill current and future vacancies in the new classification of Police Records Manager. The Commission's role is to review the classification title and specification to determine if it is appropriately designated as unclassified. 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.

Human Resources conducted an assessment of the Police Records Unit, in addition to the existing incumbent of the Police Records Supervisor position and the classification specification. The duties of the Police Records Supervisor have evolved in complexity of scope and responsibility over the years, especially as the world of policing is changing; meaning the current incumbent is working outside of the existing classification. The incumbent is now responsible for the management of the unit, including budget, design and implementation of an updated records management system, project management and reporting duties for Racial and Identity Profiling Act (RIPA), National Incident Based Reporting System (NIBRS), State Reporting, DOJ Audits, increased Statistical Reports, Agency California Law Enforcement Telecommunications System (CLETS) Coordination, in addition to management of staff.

In order to address the incumbent working outside of the Police Records Supervisor classification while also resolving the operational needs of the department, Human Resources is recommending the creation of a more appropriate classification of Police Records Manager. As a management level classification, it will be designated to the Confidential, Administrative, Managerial, and Professional Association (CAMP), and considered at-will (unclassified). This classification would not replace the supervisor position, but instead serve as an additional opportunity in the career ladder for the Records Unit in the future, as well as a tool for succession planning. The incumbent in the Police Records Supervisor position would be reclassified into the Police Records Manager. This classification specification was reviewed with CAMP prior to it being placed on the agenda.

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

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Police Records Manager

CONTACT

Stephanie Sifuentes

Human Resources Program Manager

Contact Information: (707) 648-8606

stephanie.sifuentes@cityofvallejo.net

POLICE RECORDS MANAGER

SUMMARY DESCRIPTION

Under general direction, manages the Records Unit of the City's Police Department, providing accurate and timely reports and statistical analysis of criminal activity and public safety incidents to federal, state, and county partners, appropriate line personnel within the Police Department, City Government, and the public. Manages record filing and disposal procedures for the Police Department and performs related work as required all within the context of the City's Mission, Vision, and Values Statement, and with a strong and progressive customer service orientation.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Police Records Supervisor in that the Police Records Manager is responsible for overall management of the unit as a whole, whereas the Police Records Supervisor participates in the day-to-day work, especially the more sensitive or complex assignments, but does not have responsibility over the unit.

This position is considered "at-will."

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Administrative Services Deputy Chief.

Directly manages a staff of full-time Police Department technical and clerical employees.

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, organizes, leads and controls the activities of a group of employees performing duties such as compiling, integrating, and maintaining police information; gathering and reporting statistical information; transcribing reports called in by investigating officers of the department; maintaining an adequate follow-up system to ensure completion of each, providing copying services for the department as well as other authorized persons; and providing general clerical assistance to other units of the police department as necessary.

Develops and maintains knowledge and expertise in local, state and federal laws related to public and police records and files. Maintains industry knowledge and ensures the unit stays current on laws, processes, procedures, and tools (including software, systems, etc.).

Supervises, and trains assigned staff and ensures smooth work flow and high productivity; applies City and departmental policies, procedures, and rules pertaining to the work and to the work group; assesses performance and prepares performance evaluations; initiates official disciplinary action as necessary; identifies and/or resolves subordinate complaints.

Determines priorities, methods, standards, and sequences of work necessary to achieve objectives; assigns personnel in accordance with priority and needs; prepares work schedules to provide for adequate coverage on all shifts; prepares and approves vacation, leave and overtime schedules.

Manages and inspects work in progress and upon completion to ensure compliance with standards and objectives; informs higher levels of management of work in progress, operating complications, and actual or potential delays.

Participates in and carries out a variety of information collection activities, such as interviewing prospective employees, disciplinary actions, performance evaluations, subordinate complaints, and operating issues.

Keeps subordinates informed through safety and on-the-job training; ensures maintenance of safe working conditions, good housekeeping practices, and the use of safe work practices by the unit.

Assists in the preparation of annual budget justifications for changes in personnel, financial, and material resources by preparing appropriate written input and in the control of the expenditures by applying policy pertaining to such items as purchases, vacation and overtime usage, and sick leave.

QUALIFICATIONS

KNOWLEDGE OF:

Principles, methods, and procedures involved in police records

Modern office methods and procedures, including the use of data processing equipment for data entry systems and a computerized records management system

Program planning, budgeting, organization, staffing, supervision, and employee training

Filing, indexing, and cross-referencing methods.

ABILITY TO:

Apply various codes used in police work, including California Law Enforcement Telecommunications System (CLETS)

Effectively and accurately interpret City and other agency rules, regulations, policies and directives with good judgement; effectively analyze situations and adopt effective courses of action

Effectively supervise and train assigned staff; communicate effectively orally and in writing

Establish and maintain cooperative and effective 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:

At least six years of increasingly responsible police records experience in a law enforcement agency with a computerized records management system, including at least one year in a

supervisor capacity.

Education:

A bachelor's degree in business administration, criminal justice, or closely related field is desirable.

License or Certificate:

Possession of, or the ability to obtain, a valid class "C" California driver's license.

Possession of a certificate of completion of the POST Supervisory Records course and CLETS administrator 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.

*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 147

Bargaining Unit CAMP

Exempt ☒ Non-Exempt _____

EEOC Category _____



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 14, 2021

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

RECOMMENDATION

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

REASON FOR RECOMMENDATION

The addition of the Traffic Engineer classification will allow the City to provide in-house traffic engineering services instead of utilizing contracted services. In-house services create more long-term, institutional knowledge, as well as stability for the organization; rather than short-term, transient services that typically come with contracted work.

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."

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.

It is the City's intent to fill current and future vacancies in the new classification of Traffic Engineer. The Commission's role is to review the classification title and specification to determine if it is appropriately designated as unclassified. 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.

Traffic Engineering is a civil engineering specialty that works to optimize the performance and efficiency of the movement of people, goods, and transportation. In the field of traffic engineering, engineers must look at the whole picture in order to maximize traffic flow and reduce instances of congestion: the movement of vehicles on roads and highways, the movement of pedestrians, and the safety of all transportation users. Data collection and traffic studies of road construction, land development, and traffic signals allow them to come up with new and inventive ways to optimize the various forms of ground transportation.

The City has been very fortunate in that our current contract engineer came to us with significant experience, and has continued working with us for many years. This is atypical for contract employees, and he is now ready to retire. This presents an opportunity for us to create a classification, with the goal of hiring a long-term incumbent to build institutional knowledge and see our major projects through – both current and future.

The Traffic Engineer is an advanced level engineering classification requiring an undergraduate degree and professional licensure, which makes it a professional level classification. As a Professional level classification, the Traffic Engineer will be designated to the Confidential, Administrative, Managerial, and Professional Association (CAMP), and considered at-will (unclassified). This is also supported by the study of this classification within our comparable agencies and their designation of the classifications in similar units. The classification specification was reviewed with CAMP prior to being placed on the agenda.

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

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Traffic Engineer

CONTACT

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

TRAFFIC ENGINEER**SUMMARY DESCRIPTION**

Under general direction, coordinates and performs professional traffic or transportation engineering work in connection with the planning and development of a comprehensive, municipal transportation program and in the execution of traffic and transportation programs and projects; oversees design, construction and development of assigned public works projects; performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced level engineering classification. Work in this class is distinguished from that of lower classes by the administrative responsibilities performed in overseeing a group of engineering personnel and/or for assigning and reviewing work on major projects. The Traffic Engineer works as a project leader on major projects or programs, and provides support to other Public Works Sections and City Departments. Either registration as a Traffic Engineer (which is preferred) or as a Professional Civil Engineer with traffic engineering experience in the State of California is required.

This position is considered at-will.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher level management staff.

Exercises direct supervision over professional and technical engineering 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.

Lead, coordinate, implement, and participate in comprehensive City-wide traffic planning, safety and control programs; including all traffic safety and congestion management actions.

Analyze transportation issues and problems; prepare various types of transportation studies including Traffic and Multimodal Level of Service, Vehicle Miles Traveled (VMT), Level of Traffic Stress, signal coordination, traffic calming, traffic and multi-modal counts, etc. by analyzing traffic generation factors and traffic flow patterns, including determining speed characteristics, reviewing accident records and determining warrants for traffic control devices; coordinate and participate in traffic and parking data collection and tabulation.

Design, maintain or modify traffic control systems to ensure the safe and effective flow of traffic along City streets and support proper transportation planning; coordinate preparation of designs, plans, specifications and estimates for installation, removal, replacement or modification of traffic signals, traffic signs and other traffic control devices and markings; create and maintain complex computerized spreadsheets and databases and apply specialized traffic computer programs and software including transportation models.

Review subdivision and other applicable plans and rezoning requests for impact upon traffic and parking conditions and other factors as assigned. Lead the Public Works Department's efforts in developing

and/or responding to traffic/transportation elements of any/all CEQA/NEPA documents such as environmental impact reports.

Confer with officials, contractors, consulting engineers, staff, other agencies, community groups and residents regarding traffic engineering projects and programs, transportation planning and services, traffic circulation, parking, traffic safety, pavement management, and other related issues; evaluate and initiate action on traffic suggestions and complaints.

Oversee the work of and administer contracts for traffic and transportation consultants.

May provide staff support to boards or commissions; participate on boards and committees as assigned; prepare and deliver presentations.

Support City Attorney/Risk Management in claims/litigation against the City.

Prepare comprehensive reports, summaries and recommendations.

Oversee, coordinate and monitor the work of, and provide training and direction to, assigned staff and consultants.

QUALIFICATIONS

KNOWLEDGE OF:

Modern principles and practices of traffic and transportation engineering as applied to the planning, construction, operation and maintenance of public works and transportation related projects, including review of private development and redevelopment proposals.

Governmental traffic regulations; transportation safety and traffic safety principles; State of California (Caltrans and DMV) standards (MUTCD, Highway Design Manual, Drivers Handbook, etc.), AASHTO Green Book, environmental review process including the California Environmental Quality Act (CEQA) and the National Environmental Protection Act (NEPA) requirements.

Assessment of traffic impact fees for new development.

Traffic modeling and simulation programs.

Signal design.

Transportation operational analyses.

Traffic impact studies, such as Level of Service (LOS) and Vehicle Miles Traveled (VMT).

Implementation of Intelligent Transportation Systems.

Modern office practices methods and equipment, including computers and designated software; and state-of-the-art traffic control technologies.

ABILITY TO:

Effectively coordinate and perform assigned professional traffic or transportation engineering work with speed and accuracy.

Oversee design, construction and development of assigned public works projects.

Analyze traffic and transportation issues and programs including review and comment on transportation environmental analysis.

Execute data collection and studies.

Prepare engineering specifications and technical reports.

Maintain and utilize designated specialized computer software and operating systems, such as signal timing, AutoCAD, Synchro and/or SimTraffic.

Establish, organize and maintain accurate records and recordkeeping systems.

Interpret and analyze information, draw valid conclusions and project consequences.

Maintain level of knowledge and certification required for satisfactory job performance.

Communicate effectively both verbally and in writing.

Act with resourcefulness, courtesy and initiative.

Establish and maintain positive and effective working relationships with employees, contractors and consultants, other agencies and the public.

Oversee, coordinate and monitor the work of, and provide lead direction and training to, assigned staff.

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:

Five years of traffic or transportation engineering experience in a Public Works Department or related agency.

Education:

Graduation from an accredited four-year college or university with major coursework in traffic or transportation engineering; or with major coursework in civil engineering or a related field with coursework emphasis, additional coursework and/or substantive work experience in traffic or transportation engineering.

License or Certificate:

Registration as a Professional Traffic Engineer in the State of California (*preferred*); or, registration as a Professional Civil Engineer in the State of California (*requires substantive coursework or work experience in traffic or transportation engineering*).

May require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

***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** 154**Bargaining Unit** CAMP**Exempt** ☒ **X** **Non-Exempt** _____**EEOC Category** _____