

AGENDA



CIVIL SERVICE COMMISSION REGULAR MEETING CITY OF VALLEJO November 8, 2021 5:15 P.M.

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

IMPORTANT NOTICE REGARDING November 8, 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.

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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**

November 8, 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 July 12, 2021 meeting.

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 CLASSIFIED POSITION OF TRAFFIC ENGINEER

Recommendation: By motion, approve the title and specification for the new classified position of Traffic Engineer, and allocate the position to the Classified service of the City's Classification Plan.

Contact: Stephanie Sifuentes, Assistant Human Resources Director
(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 5:00 p.m., Friday, November 5, 2021.

Dated: November 5, 2021

Stephanie Sifuentes, Executive Secretary

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

1. CALL TO ORDER

The meeting was called to order at 5:38 p.m.

2. FLAG SALUTE

3. ROLL CALL

Present: Chair 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

4. WRITTEN COMMUNICATIONS - None

5. EXECUTIVE SECRETARY'S REPORT - None

6. REPORT OF CHAIRPERSON AND COMMISSIONERS - None

7. COMMUNITY FORUM – None

8. SELECTION OF CHAIR & VICE CHAIR

Action: (1) Following nomination and discussion, it was moved in unison by all Commissioners and carried unanimously to elect Commissioner Nisperos to serve as Chair for the term of July 2021 – July 2022.

(2) It was moved in unison by all Commissioners and carried unanimously to elect Commissioner Plechaty to serve as Vice Chair for the term of July 2021 – July 2022

9. 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 June 14, 2021 meeting.

B. APPROVAL OF AGENDA

10. ACTION CALENDAR

A. APPROVE REQUEST FOR RESTORATION TO REGISTER OF ELIGIBLES FOR POSITION OF HOUSING SPECIALIST II

Recommendation: By motion, approve the request from Maria Munoz to be reinstated to the Register of Eligibles for the position of Housing Specialist II for a period of two (2) years from date of restoration.

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 provided an overview of the staff report and outline the recommendation.

Staff responded to questions from Commissioners. Commissioners provided comment.

Action: Moved by Vice Chair Plechaty, second by Commissioner Janik and unanimously approved by all Commissioners present, to approve the request from Maria Munoz to be reinstated to the Register of Eligibles for the position of Housing Specialist II for a period of two (2) years from date of restoration.

11. ADJOURNMENT

The meeting adjourned at 5:52 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: November 8, 2021

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

RECOMMENDATION

Approve the title and specification for the new classification of Traffic Engineer and place it in the 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 classified. 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 Commission was initially asked to consider approving this classification as Non-Classified during the June 14, 2021 regularly scheduled meeting due to the fact that it is an advanced level engineering classification requiring an undergraduate degree and professional licensure, which makes it a professional level classification. Professional level classifications are typically designated to the Confidential, Administrative, Managerial, and Professional Association (CAMP), and considered at-will (unclassified). This was also supported by the study of the Traffic Engineer classification within our comparable agencies and their designation of the classifications in similar units. However, currently in the City of Vallejo, the engineer classifications are all part of the International Brotherhood of Electrical Workers, Local 1245 (IBEW). After additional discussion and collaboration with both IBEW and CAMP, the community of interest lies more closely with IBEW than with CAMP, so we are asking the Commission to approve the Traffic Engineer title and specification and add it to the Classified service of the City's Classification Plan.

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 ~~6/14/21~~11/8/21

Revised _____ **New** **X**

Date Adopted by City Council 6/8/21 **Council Agenda Item** 8C

Class Code 5070

Pay Grade ~~15~~459

Bargaining Unit CAMPIBEW

Exempt **X** **Non-Exempt** _____

EEOC Category _____