

**CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
VIA TELECONFERENCE
June 14, 2021**

1. CALL TO ORDER

The meeting was called to order at 5:18 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. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Action: Moved by Vice Chair Plechaty, second by Commissioner Janik 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 April 12, 2021 meeting.

B. APPROVAL OF AGENDA

9. PRESENTATION BY CHIEF ASSISTANT CITY ATTORNEY, RANDY RISNER

Presentation was made by Chief Assistant City Attorney Risner overviewing the Civil Service Commission's Powers and Duties.

10. ACTION CALENDAR

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

Executive Secretary Sifuentes outlined the staff report and recommendation.

Speakers – None

Executive Secretary Sifuentes responded to questions from Commissioners. Commissioners provided comment.

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

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

Executive Secretary Sifuentes outlined the staff report and recommendation.

Speakers – None

Executive Secretary Sifuentes responded to questions from Commissioners. Commissioners provided comment.

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 Police Records Manager, and allocate the position to the Non-Classified service of the City's Classification Plan.

11. ADJOURNMENT

Moved by Commissioner Carter, second by Commissioner Janik and unanimously approved by all Commissioners present.

The meeting adjourned at 6:21 p.m.

DocuSigned by:

Mike Nisperos

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MIKE NISPEROS, CHAIRPERSON

ATTEST:

DocuSigned by:

Stephanie Sifuentes

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STEPHANIE SIFUENTES, EXECUTIVE SECRETARY