



AGENDA

CIVIL SERVICE COMMISSION REGULAR MEETING – 5:15 P.M.

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

Vallejo City Hall
Council Chambers, 2nd Floor
555 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

MARCH 14, 2022

NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom. City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.

IMPORTANT NOTICE REGARDING MARCH 14, 2022 CIVIL SERVICE COMMISSION MEETING

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Civil Service Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to Government Code Section 5495.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Executive Secretary of the Commission prior to the consideration of the item.

Those wishing to address the Commission on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the Commission to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

PUBLIC COMMENT: Members of the Public may provide public comments during the Civil Service Commission Meeting in person or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833.

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

VIEW THE MEETING:

There are four different ways you can view this public meeting:

- In Person
- Watch Vallejo local channel 28
- Stream from the City website: www.cityofvallejo.net/Streaming
- Join the Zoom webinar: <https://ZoomRegular.Cityofvallejo.net>

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Commission will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the Civil Service Commission. Such documents may also be available on the City of Vallejo website subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562.



Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the Civil Service Commission Executive Secretary. 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.

Hybrid Options are available for members of the public to participate. To participate remotely:

<https://ZoomRegular.CityofVallejo.net>

Option to join by phone:

Dial (669) 900-6833

Enter Meeting ID: 914 0075 0676#

Press *9 to digitally raise your hand from the phone

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CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
March 14, 2022

- 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**

*The Community Forum is an opportunity to address the Commission on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Commission to resolve. Any interested members of the public desiring to communicate with the Civil Service Commission as part of the Community Forum may do so in person by submitting a completed speaker's card to the Commission's Executive Secretary or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. When called upon, each speaker should step to the podium, state his/her name for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to a maximum of three minutes pursuant to Vallejo Municipal Code Section 2.02.300.*

8. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

*All matters are approved under one motion unless requested to be removed for discussion by the Chairperson or Executive Secretary. Members of the public wishing to address the Commission on Consent Calendar items may do so in person by submitting a completed speaker's card to the City Clerk or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Commission. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.*

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the November 8, 2021 meeting.

B. APPROVAL OF AGENDA

Hybrid Options are available for members of the public to participate. To participate remotely:

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Press *9 to digitally raise your hand from the phone

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

9. ACTION CALENDAR

*NOTICE: Members of the public wishing to address the Commission on Action Calendar Items may do so in person by submitting a completed speakers card to the City Clerk or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420. In person speakers will be recognized first.*

A. APPROVE TITLE AND SPECIFICATIONS OF NEW NON-CLASSIFIED POSITIONS.

Recommendation: By motion, approve the titles and specifications of new non-classified positions of Asset Manager, Employee and Labor Relations Officer, and Organizational Development Manager.

Contact: Stephanie Sifuentes, Assistant Human Resources Director
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

B. APPROVE TITLE AND SPECIFICATION REVISIONS OF REAL PROPERTY AND ASSET MANAGER.

Recommendation: By motion, approve the classification title change for existing non-classified position of Real Property and Asset Manager to Real Property and Leasing Manager.

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, March 11, 2022.

Dated: March 11, 2022

Stephanie Sifuentes, Executive Secretary

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

November 8, 2021

1. CALL TO ORDER

The meeting was called to order at 5:25 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 -

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 July 12, 2021 meeting.

B. APPROVAL OF AGENDA

9. ACTION CALENDAR

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

Speakers – None

Executive Secretary Sifuentes provided an overview of the staff report and outline of the recommendation.

Staff responded to questions from Commissioners. Commissioners provided comment.

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

10. ADJOURNMENT

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, Assistant Human Resources Director

Date: March 14, 2022

Subject: Approve Title and Specification of new Non-Classified Positions: Asset Manager, Employee and Labor Relations Officer, Organizational Development Manager

RECOMMENDATION

Approve the title and specification for the new classifications of Asset Manager, Employee and Labor Relations Officer, and Organizational Development Manager; and place them in the Non-Classified service of the City's Classification Plan.

REASON FOR RECOMMENDATION

City departments have an opportunity twice per year (midyear and fiscal year budgets) to reassess their employee positions. During the midyear cycle, human resources worked with City departments to assess their workload, staffing, and positions to determine where we could find efficiency and effectiveness.

The existing classification of Real Property and Asset Manager has been bifurcated to create two separate classifications. The Real Property and Asset Manager classification as it currently exists is a combination of multiple jobs forced into one classification, making it difficult to find candidates who meet all of the criteria in a way that the full scope of the duties can be performed successfully. Splitting it into two separate classifications will make it easier to recruit and retain qualified individuals who can achieve results. The Asset Manager is being brought to you as a new classification (the Real Property and Leasing Manager will be in agenda item B as a classification revision and title change).

The Employee and Labor Relations Officer is being created to fill a need in the Human Resources Department for internal management of the employee discipline and labor relations processes. This classification is an expert level class with the ability to provide oversight and

guidance to subordinate staff working on Employee and Labor Relations matters, in addition to managing the volume and complexity of matters internally with less dependence on external firms.

The Human Resources Department previously had an allocation for HR Program Manager which was responsible for training and organizational development. This position has since been moved to the City Manager's Office. As such, it will no longer hold the title of HR Program Manager or perform the training duties that are a function of the Human Resources Department, necessitating a classification title and specification that is more appropriate. The Organizational Development Manager will provide broad organizational development support across the City, including but not limited to supervisory and managerial leadership development, meeting facilitation, strategic planning, quality improvement efforts, organizational interventions, and youth initiative programs.

These three classifications are all management level and should be appropriately placed in the non-classified service of the City's Classification Plan, as is consistent with other management classifications within the City.

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 classifications. The Commission's role is to review and approve the titles and specifications of the new classifications. Staff has already received City Council authorization to amend the Positions and Salaries Resolution to add these positions and set salary ranges for the new classifications to the midyear budget. Upon approval from the Civil Service Commission, Human Resources will move forward with finalizing these changes and recruiting for the open positions.

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.

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Asset Manager

Attachment B – Classification Specification – Employee and Labor Relations Officer

Attachment C – Classification Specification – Organizational Development Manager

CONTACT

Stephanie Sifuentes

Assistant Human Resources Director

Contact Information: (707) 648-8606

stephanie.sifuentes@cityofvallejo.net

CITY OF VALLEJO

ESTABLISHED MARCH 2022

ASSET MANAGER

SUMMARY DESCRIPTION

The Asset Manager is responsible for ongoing development and implementation of asset management principles and practices in all divisions of the Public Works Department. Develops, recommends and implements Asset Management policy and strategy for the Public Works Department. Oversees the means and methods for collecting, analyzing, and reporting on data used to support complex risk-based decision making using accepted asset management principles and practices; develops and coordinates data collection programs related to Public Works business operations; supports strategic planning and prioritization and oversees use of specialized software for data collection and reporting. Oversees work of staff in documenting business processes and adoption and use of continuous improvement processes. Responsible for management, planning, budget control, staffing and work standards for the Asset Management section. Works independently in analyzing problems and performing job duties under City and departmental policies and procedures, applicable federal state and local regulations, and industry best practices. Receives general guidance and direction from supervisor and PW leadership team.

DISTINGUISHING CHARACTERISTICS

This classification is designated as an at-will classification.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director or designee.

Responsibilities may include direct supervision over assigned 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.

Plan, organize, and direct asset management operations. Oversee the development and implementation of an asset management program which incorporates a comprehensive computerized work management system. Schedule and prioritize work activities; make necessary arrangements for technical resources, procedures, manuals, supplies, equipment, budget management, planning and oversight and staffing.

May be responsible for hiring, establishing performance standards, conducting performance appraisals and recommending disciplinary action as necessary. May plan, organize, schedule and coordinate the work of professional and technical staff in the section. May oversee the development of training and orientation programs for assigned staff.

Provide training and technical guidance in asset management principles and decision-making processes; assist department leadership in business process documentation and improvement; ensure employee compliance with policies and procedures.

Oversee and direct staff in coordinating, analyzing, documenting, tracking and reporting a wide variety of infrastructure condition assessments, including establishing data collection schedules, standards and

methods for use in supporting complex risk-based decisions using accepted asset management principles and practices.

Develop or oversee the development of recommendations on prioritized strategic maintenance and capital project programs for city infrastructure using historical, current use, condition, replacement costs, maintenance costs and other data consistent with asset management principles and best practices.

Manage capital improvement projects, deferred maintenance, and grant funding; determine scope for project work and resources, prepare or review estimates and feasibility studies; request allocation of funding; prioritize projects and manage expenditures; prepare reports on status of facility and real property management and provide customer support through enhanced communication and feedback; provide cost analysis and status of completed and projected work and projects for city departments.

Manage and/or review all capital improvement construction projects within the City of Vallejo; provide input on all components and systems to reduce maintenance costs and enhance sustainability over the life of the facility.

Coordinate utilities asset management activities and communications; collaborate with engineering, natural resources and operations division colleagues as well as outside agencies and organizations and other City Departments regarding the preventative maintenance, rehabilitation, repair or replacement of municipal assets.

Coordinate with Public Works management staff and staff in other City Departments to identify, develop, and implement customer service level goals and performance measures.

Organize and direct the operation and maintenance of the computerized work management system to meet business needs and facilitate long range strategic planning, including planning, scheduling and coordinating the material, equipment and personnel requirements for system implementation, optimization and maintenance.

Develop and recommend asset management policy and strategy to minimize total cost of ownership, increase reliability and meet performance standards throughout the organization; lead or assist in implementation of department and division asset management goals and objectives. Analyze program data; recognize issues and trends; identify options, consequences and develop conclusions and recommendations; prepare complex statistical reports and make presentations.

Collaborate, support and participate in the development of engineering standards and long-range comprehensive planning for all city infrastructure, including 6-year and 20-year street, water, sewer, storm drainage utilities, fleet and facilities.

Coordinate and support GIS staff on GIS programs. Oversee work of PW GIS staff and ensure consistent use of standards and procedures set by IT staff for GIS database development.

Recommend preliminary annual budget for the asset management. Forecast funds needed for staffing, equipment and projects; monitor and approve expenditures; recommend adjustments as necessary.

Responsible for ensuring completion of end of year reporting.

Coordinate and perform committee and special project assignments such as benchmarking base measurement analysis, tracking and trending studies; or conducting one-time surveys and reports.

Prepare and manage contracts, consultant selection and project management for contracted work in the areas of assigned responsibility.

Perform other duties and responsibilities as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Business practices, construction/installation standards and maintenance practices for streets, traffic, water, sanitary and storm sewers, equipment, warehouse, facilities, fleet, natural resources, engineering, and finance sections.

Excellent knowledge of asset management principles such as those contained in ISO 55000.

Excellent knowledge of multiple software application packages supported by Public Works Operations such as Computerized Maintenance Management Software, Enterprise Financial Systems, payroll management, permit management, Pavement Management, MS Word, MS Excel, MS Access, ARC GIS and general database management software.

SKILL TO:

Establish and maintain effective working relationships.

Lead, supervise, plan, organize, problem solve, exercise interpersonal sensitivity, adaptability/flexibility, stress tolerance, and time management.

Analyze spatial, financial and operational information using systematic analysis techniques, to propose strategies and priorities, and to do benchmark base measurement, tracking, trending, and other analysis.

Teach, present and communicate concepts and principles of asset management to City staff with a wide and diverse range of backgrounds and skill sets.

Communicate effectively both orally and in writing with a diverse population of staff, public officials, and citizens.

ABILITY TO:

Read, use, and understand information in multiple formats such as Geographical Information System (GIS), Global Positioning System (GPS), utility mapping, surveys, construction plans and specifications, and record drawings.

Work accurately and effectively in an atmosphere of frequent interruptions.

Plan and work independently with minimal supervision.

Maintain the confidentiality of sensitive files, data, and materials accessed, discussed, or observed; strong system security knowledge and skills.

Learn and adapt to new technology, keeping personal and team technical skills up-to-date.

Use technology and adapt to changes in technology.

Use appropriate judgement and initiative in making recommendations and resolving complex problems.

Maintain consistent and punctual attendance.

Physically perform the essential functions of the position, including:

- Correctable visual acuity to read a computer screen and a typeset page;
- Fine finger dexterity to manipulate computer keyboard and mouse;
- Ability to talk and hear sufficiently to communicate in person and over the phone;
- Ability to lift up to 40 lbs.

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:

Four years of asset management specific work experience, including at least two years of supervisory or project management responsibilities in a comparable industry, utility, or public works operations environment.

Education:

A bachelor's degree in business administration, urban planning, geographic information systems (GIS), civil or mechanical engineering, computer sciences or a related field. A master's degree with an emphasis in infrastructure asset management can be used to substitute one of the below certifications. Qualifying experience in addition to that listed above may substitute for the education on a year for year basis.

License or Certificate:

Ability to obtain and maintain one of the following certifications within one year of hire:

Institute of Asset Management (IAM) diploma level certification; or

Project Management Institute (PMI) Project Management Professional (PMP) 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** _____

Date Adopted by City Council _____ **Council Agenda Item** _____

Class Code _____

Pay Grade _____

Bargaining Unit _____

Exempt _____ **Non-Exempt** _____

EEOC Category _____

CITY OF VALLEJO

ESTABLISHED MARCH 2022

EMPLOYEE AND LABOR RELATIONS OFFICER

SUMMARY DESCRIPTION

Under direction, coordinates, oversees, and represents the City in labor agreement negotiations and other meet and confer matters; establishes and maintains effective working relationships with labor organizations; plans, organizes and directs the City's employee-employer and labor relations programs, or other program areas as assigned; manages and supervises the work of assigned staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position class which reports to the Human Resources Director. The position functions as the assigned Employee and Labor Relations Officer, providing the highest level of labor and employee relations expertise, to oversee and administer the City's Employee and Labor Relations Programs/Policies. Work is performed with a high degree of independent judgement and initiative under the direction of the Human Resources Director and is expected to foster positive labor relations with the City's unions and other related organizations. The effective performance of the duties and responsibilities of this position requires a sophisticated strategist and savvy tactician who can maneuver through the complex landscape of public sector labor relations; an acute awareness of the machinations in operating within a highly visible, challenging and sometimes contentious environment; and use of good judgment in analyzing complex problems and in formulating important strategies and recommendations with far reaching consequences. The duties involve frequent contact with the City Council, City Manager, City Attorney, retained counsel, Department Heads, elected officials, and employee organization representatives. The incumbent must be well centered, thrive on complexity and be an expert collaborator/team builder whose counsel is respected by all stakeholders. The emphasis of the position is on the City's employer-employee and labor relations program; however, other related Human Resources programs may be assigned.

This classification is designated as an "at will" classification.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resources Director

Supervises professional, technical and support staff assigned to the division

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, and directs the City's employee-employer and labor relations program; monitors and administers the City's Employee Relations Policy and applicable laws dealing with labor relations matters; administers, develops, and updates related policies.

Develops and recommends the City's negotiating positions; ensures that the City does adequate preparation and research prior to entering into negotiations.

Serves as chief negotiator; selects and provides training to other members of the City's negotiation teams; oversees/prepares reports and documents in support of labor negotiations; drafts proposals and labor agreement amendments, Board resolutions, memoranda of understanding, and related documents.

Advises departments on mandatory subjects of bargaining; coordinates meet and confer meetings, ensures preparation for meetings, serves as the representative/negotiator for the City; coordinates the sharing of information, completion of work products, and agreements resulting from said meetings.

Interprets and monitors compliance with memoranda of understanding; guides departments in the interpretations and application of memorandum of understanding provisions; participates in the resolution of problems related thereto.

Reviews grievances and unfair labor charges; advises City departments, prepares or edits grievance responses; coordinates, may participate in or leads grievance discussions as appropriate, arbitration hearings or unfair labor charge proceedings; and ensures appropriate administration of grievance procedures.

Interprets and advises City department staff on related and assigned policies and procedures; communicates with departments as necessary to ensure appropriate interpretation of policies and procedures; develops and conducts related trainings to City employees.

Consults and collaborates with the Human Resources Director, City Manager, City Attorney and Department Heads, and other staff on matters of policy and possible provisions of memoranda of understanding prior to and during the negotiations process; consults with outside counsel as needed; and stays abreast of legal trends and best practices.

Provides consultation and advice to managers, supervisors, and employees regarding employee performance issues, investigations, performance improvement, and corrective actions; reviews related documentation to assist departments; engages City Attorney or external counsel as needed.

Administers the designation of bargaining units and the certification of recognized employee organizations in accordance with established policy.

Manages the work and budget and contracts of the labor relations division; plans, trains, coaches, and supervises the division staff.

Coordinates and may head special committees on task forces on labor relations and related matters.

Performs other duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Employer-employee/labor relations laws, precedents, regulations, and practices.

Labor negotiation principles and practices.

The principles and practices of handling grievances, unfair practice charges, and employee-employer disputes.

Principles and administration of programs that support positive employee-employer relations.

Principle and practices of employee performance management.

Accepted principles and practices of human resources management.

Research methodology, report writing, and basic statistics.

Principles of organization and management applicable to local governments.

ABILITY TO:

Develop and maintain effective working relationships with City officials and management, labor representatives, and departmental colleagues.

Negotiate mutually satisfactory agreements.

Facilitate the resolution of disputes.

Understand, interpret and apply appropriate provisions of applicable laws, ordinances, rules, regulations, memoranda of understanding, and operating procedures.

Accurately perceive and judge formal and informal influences, analyze information, assess risks, take appropriate courses of action, and solve problems.

Plan, organize, and coordinate research and statistical work.

Plan, train, supervise, and evaluate the work of subordinates.

Listen and communicate effectively, prepare clear and concise written reports, and make oral presentations.

Be resilient and lead through challenging situations.

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:

Four years of professional, public sector employee and labor relations experience. Some supervisory experience is highly desirable.

Education:

A bachelor's degree in industrial relations, human resources, organizational psychology, public administration, business administration, psychology or a closely related field, or a Juris Doctorate.

License or 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** 2/8/2022 **Council Agenda Item** _____**Class Code** _____**Pay Grade** _____**Bargaining Unit** _____**Exempt** _____ **Non-Exempt** _____**EEOC Category** _____

ORGANIZATIONAL DEVELOPMENT MANAGER

SUMMARY DESCRIPTION

Under general direction, plans, organizes, directs, manages, and administers Citywide organizational development programs; establishes and implements program objectives and performance standards; develops, directs, manages, and/or participates in strategic planning, quality improvement efforts, organizational interventions, and youth initiative programs for the City.

DISTINGUISHING CHARACTERISTICS

The Organizational Development Manager is an expert level in a professional job family that requires significant expertise in a professional field. Positions assigned to this level require highly specialized knowledge, skills, abilities, and experience, and are expected to exercise independent judgment in the performance of their duties. This classification is designated as an "at will" classification.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the City Manager or Assistant City Manager.

Responsibilities may include direct supervision over assigned 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.

Plan, organize, and direct the City's organizational development plans/programs; prepare recommendations regarding programs, consultants, operational processes, and needs assessments.

Identify and evaluate City organizational development opportunities, including youth initiative programs; coordinate the design, development and implementation of a Citywide staff leadership development plan; recommend implementation action plans for achieving goals.

Assign work activities and projects; monitor timelines; review and evaluate work products, methods, and procedures.

Develop and maintain a system for tracking and reporting participation; provide statistical data on activities; monitor individual and departmental progress toward achievement of development goals; prepare a variety of development related management reports.

Plan, direct, and coordinate supervisory and management development activities throughout the City; schedule classes; coordinate the efforts of the development staff and consultants; teach, manage and participate in the development and delivery of classes, handbooks, manuals, course outlines, and other material; approve class design and material.

Develop and manage special morale and recognition programs.

Respond to questions from managers and other staff regarding developmental programs and career progression; design and implement management and leadership development programs.

Consult and advise City departments, executives, and managers on issues related to improving organizational effectiveness.

Provide consultation for management development which may involve career planning, supervisory and management training programs, and executive development.

Research, analyze, and evaluate the City's development programs/plans to ensure compliance with current practices and legislation and the fulfillment of organizational needs.

Consult with City departments regarding their development needs, collect necessary data, and develop actions plans to meet identify needs.

Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of organizational development; incorporate new developments as appropriate.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties as required.

QUALIFICATIONS

KNOWLEDGE OF:

Operational characteristics, services, and activities of an organizational development program.

Business and management principles, leadership techniques, production methods, and coordination of people and resources.

Principles and methods for adult curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Principles and processes for providing customer service including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Principles and practices of public administration and organization.

Standard and accepted usage of the English language including spelling, punctuation, grammar and rules of composition.

Principles and practices of leadership, motivation, and team building.

Principles and practices of research and analysis.

Principles and practices of communication processes, group dynamics, meeting facilitation, conflict resolution, and assessment centers.

Pertinent federal, state, and local laws, codes, and regulations.

SKILL TO:

Oversee and participate in the management of a comprehensive organizational development program.

Identify the educational needs of others, develop formal educational or training programs or classes, and teaching or instructing others.

Effectively gather, analyze and report on training and related data utilizing computer software.

Prepare a variety of correspondence.

Manage projects.

Actively listen to others, understand the points being made, and ask questions as appropriate.

Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Identify the most appropriate action taking into consideration the relative costs and benefits of each alternative.

Develop creative ways to solve problems.

Identify the developmental needs of others and identify action steps to help them improve their knowledge or skills.

Develop specific goals and plans to prioritize, organize, and accomplish assignments.

Determine effective method of research, compile data and present in the format most likely to enhance understanding.

Prepare reports, statistical data, flow charts, graphs of data, forms, questionnaires, and surveys.

Work with various cultural and ethnic groups in a tactful and effective manner.

Interpret and apply federal, state, and local policies, laws, and regulations.

Communicate clearly and concisely, both orally and in writing.

ABILITY TO:

Work primarily in a standard office setting with some travel to different sites and locations.

Work extended hours including evenings and weekends.

Stand or sit for prolonged periods of time.

Stoop, bend, kneel, crouch, reach, and twist.

Lift, carry, push, and/or pull light to moderate amounts of weight.

Use repetitive hand movement and fine coordination including using a computer keyboard.

Verbally communicate to exchange information.

Establish and maintain effective working 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:

Four years of increasingly responsible experience in organizational development program design, curriculum management, or classroom teaching.

Education:

A Bachelor's degree from an accredited college or university with major course work in education, public administration, business management, human resources development, or a related field. An advanced degree is desirable.

License or 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** _____**Date Adopted by City Council** _____ **Council Agenda Item** _____**Class Code** _____**Pay Grade** _____**Bargaining Unit** _____**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, Assistant Human Resources Director

Date: March 14, 2022

Subject: Approve Title and Specification Revision of Existing Non-Classified Position of Real Property and Asset Manager to Real Property and Leasing Manager

RECOMMENDATION

Approve the title and specification revision of the existing non-classified position of Real Property and Asset Manager to Real Property and Leasing Manager. This position will remain in the Non-Classified service of the City's Classification Plan.

REASON FOR RECOMMENDATION

City departments have an opportunity twice per year (midyear and fiscal year budgets) to reassess their employee positions. During the midyear cycle, human resources worked with City departments to assess their workload, staffing, and positions to determine where we could find efficiency and effectiveness.

The existing classification of Real Property and Asset Manager has been bifurcated to create two separate classifications. The Real Property and Asset Manager classification, as it currently exists, is the combination of multiple jobs forced into one classification, making it difficult to find candidates who meet all of the criteria in a way that the full scope of the duties can be performed successfully. Splitting it into two separate classifications will make it easier to recruit and retain qualified individuals who can achieve results. The Real Property and Leasing Manager is being brought to you as a title change from Real Property and Asset Manager with class specification revisions which reflect the removal of the asset manager duties (the new classification of Asset Manager was included in agenda item A as a new classification).

This classification is currently placed in the non-classified service of the City's Classification Plan and should remain there as a management level class.

BACKGROUND AND DISCUSSION

Civil Service Rule 4.6 states that significant revisions to the classification plan shall be approved by the Commission either by changes in the classification title, by amendments of specifications or by addition of a class without amendments to the Civil Service Rules and Regulations. Significant revisions as used in Rule 4.6 means revisions that alter the substantive meaning of any job duty detailed in the existing classification plan. This expression does not include editorial, stylistic or other revisions that have minimal or no impact on the basic meaning of the job duties detailed in the existing classification plan which shall be considered “minor revisions.” If significant revisions to a classification plan are being proposed for approval by the Commission with or without agreement from the affected collective bargaining units, the Executive Secretary shall provide notice to the affected collective bargaining units representing the class at least three (3) calendar days prior to a meeting at which a classification recommendation is being made. All minor revisions to a classification plan may be approved by the Executive Secretary.

Since the proposed revisions include a change in title and the removal of duties, these revisions are considered significant and require the review and approval by the Civil Service Commission to ensure the revisions do not change the placement in the non-classified service of the City’s Classification Plan. The proposed revisions do not change the substantive function of this classification in a managerial role. Therefore, staff’s recommendation is for this classification to remain in the non-classified service.

It is the City’s intent to fill current and future vacancies in this classification. The Commission’s role is to review and approve the title and specification of the new classifications, and revisions of existing classifications. Staff has already received City Council authorization to amend the Positions and Salaries Resolution to add these positions and set salary ranges for the new classifications to the midyear budget. Upon approval from the Civil Service Commission, Human Resources will move forward with finalizing these changes and recruiting for the open positions.

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.

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Real Property and Leasing Manager

CONTACT

Stephanie Sifuentes

Assistant Human Resources Director
Contact Information: (707) 648-8606
stephanie.sifuentes@cityofvallejo.net

CITY OF VALLEJO

CLASSIFICATION SPECIFICATION

REAL PROPERTY AND ~~ASSET-LEASING~~ MANAGER

DEFINITION SUMMARY DESCRIPTION

To manage, negotiate, acquire, review, inspect, lease, rent or sell real property and sites for public use and improvement projects that are owned or will benefit the City of Vallejo. To obtain, analyze and use data, related to property use, value, location and other aspects of real property or lease management; provide expert professional assistance to ~~the Economic Development Manager~~ and City management staff in property and asset-leasing related matters; trains and supervises assigned staff; and performs related work as required.

CLASS-DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for the administration of real property services for the City of Vallejo. This class performs duties which involve the exercise of considerable discretion and latitude of judgment in the formulation and recommendation of policies and procedures associated with real property and asset-leasing management. This class is distinguished from the ~~Economic Development Manager~~ Public Works Director in that the latter has overall management responsibility for real property and asset-leasing administration for the City of Vallejo.

This classification is considered at-will.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative general direction ~~and supervision~~ from the Public Works Director ~~Economic Development Manager~~.

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. EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - ~~Important responsibilities and duties may include, but are not limited to, the following:~~

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Evaluate list of city property to ensure compliance with Surplus Lands Act.

Negotiates to acquire, sell, lease, exchange or transfer real property rights for the City ~~Of~~of Vallejo

Negotiates contracts with independent contractors involved with right-of-way acquisitions, appraisals, negotiations and relocations; provides direction as needed.

Negotiate, draft, and process easements.

Collects, researches, analyzes and acts on information related to property values, site locations, buildings, title clearances, acquisition or disposition of property rights.

Provides estimated current values on real property.

Manages real property projects, including administration of contracts or lease agreements, coordination of condemnation procedures and preparation of specifications, leases, deeds or other documents.

Coordinates real property management activities with appropriate City staff, current property owners, neighboring property owners, title companies or others as required.

Reviews title reports to determine ownership, coordinates escrows, and assists City engineers in the preparation of property descriptions.

Prepares comprehensive reports and cost estimates of real property acquisition, leases and related information.

~~Prepare written reports, cost estimates for maintenance and repair improvements and correspondence in all matters dealing with property management. (move to asset manager)~~

Consults with City Attorney's office and outside legal counsel regarding preparation, coordination and follow-up involved with acquisition of real property through eminent domain procedures.

Handles all City surplus property sales including advertising and conducting actual sale of property.

Negotiates for the execution of deeds, quitclaims, agreements, partial releases, partial reconveyance and other instruments.

Makes recommendations regarding contracting with independent appraisers, relocation specialists and negotiators, and supervises their work.

Supervises and coordinates the relocation assistance program including the determination of appropriate payments.

Establishes and maintains a property management record and file system and ensures that federally funded acquisition project files meet with federal standards.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement and review with ~~the Economic Development Manager~~ Department head the Public Works Director; implement improvements.

Manage lease management software systems.

Perform related duties and responsibilities as required.

Manage asset/lease management software systems

QUALIFICATIONS

Knowledge of:

Principles and practices of real estate and property management transactions.

Real property law and appraisal techniques.

Methods of estimating costs of construction and improvements to real property.

Procedures relating to the public acquisition and management of property or rights of way.

-Real estate laws and procedures.

Financing techniques and practices.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Manage, direct and coordinate the work of professional and technical personnel.

Provide administrative and professional leadership and direction ~~for the Economic Development Division.~~

Negotiate terms and agreements.

Recommend and implement goals, objectives, and practices for providing effective and efficient property management.

Prepare clear and concise administrative and financial reports.

Interpret maps, legal documents and engineering plans.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general 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 and Training Guidelines~~
~~A typical way to obtain the knowledge and abilities would be:~~

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Experience:

Five years of experience in the field of real property administration including acquisition and disposition, property management and lease negotiations.

Training Education:

Equivalent to a ~~Bachelors~~ bachelor's degree from an accredited college or university with major course work in Real Estate, Public Administration or Business Administration is desirable.

License and Special Requirements:

Possession of, or ability to obtain, an appropriate, valid California Class C driver license at the time of appointment.

Real Estate brokers license desirable.

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**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.*

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DISASTER SERVICE WORKERS

All City of Vallejo employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment within the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

WORKING CONDITIONS

Work is generally performed in a typical office ~~environment, but~~ environment but may involve some field work to view properties or site locations and attend meetings with developers, property owners, officials, title companies and other businesses associated with real estate acquisition and disposition, including evening and weekend meetings. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting; occasional walking on uneven surfaces, including vacant land or construction sites. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

*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.*

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Human Resources Director Signature _____ Date: _____

Date Adopted by CSC __11/14/2005__

Revised __08/30/2018__ Revised 11/8/21 New _____

Class Code __126__

FLSA Status: Exempt__

Pay Grade __152__

Bargaining Unit __CAMP__

EEOC Category _02_____

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