



## AGENDA

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

**Vallejo City Hall**  
Council Chambers, 2<sup>nd</sup> Floor  
555 Santa Clara Street  
Vallejo, CA 94590  
[www.cityofvallejo.net](http://www.cityofvallejo.net)

**JUNE 13, 2022**

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

**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 JUNE 13, 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](http://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](http://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 City Council. 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 Staff 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

For additional instructions on how to speak during public comment, please visit, [www.cityofvallejo.net/publiccomment](http://www.cityofvallejo.net/publiccomment)

**CIVIL SERVICE COMMISSION**  
**REGULAR MEETING – 5:15 P.M.**  
**June 13, 2022**

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. APPROVAL OF THE MINUTES** – Regular meeting minutes of the March 14, 2022 meeting.
- 5. WRITTEN COMMUNICATIONS**
- 6. EXECUTIVE SECRETARY’S REPORT**
- 7. REPORT OF CHAIRPERSON AND COMMISSIONERS**

**8. 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 City Council/Civil Service Commission as part of the Community Forum 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](http://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.*

**9. 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](http://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 AGENDA**

**10. ACTION CALENDAR**

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

For additional instructions on how to speak during public comment, please visit, [www.cityofvallejo.net/publiccomment](http://www.cityofvallejo.net/publiccomment)

*NOTICE: Members of the public wishing to address the Council 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](http://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 POSITION.**

**Recommendation:** By motion, approve the title and specification of new non-classified position of Human Resources Information Systems Analyst (HRIS Analyst).  
Contact: Stephanie Sifuentes, Assistant Human Resources Director  
(707) 648-8606, [stephanie.sifuentes@cityofvallejo.net](mailto:stephanie.sifuentes@cityofvallejo.net)

**B. APPROVE SPECIFICATION REVISIONS OF MAINTENANCE WORKER I/II.**

**Recommendation:** By motion, approve the classification specification revisions for Maintenance Worker I/II.  
Contact: Stephanie Sifuentes, Assistant Human Resources Director  
(707) 648-8606, [stephanie.sifuentes@cityofvallejo.net](mailto:stephanie.sifuentes@cityofvallejo.net)

**C. APPROVE TITLE AND SPECIFICATIONS OF NEW NON-CLASSIFIED POSITION.**

**Recommendation:** By motion, approve the title and specification of new non-classified position of Community Engagement Manager.  
Contact: Stephanie Sifuentes, Assistant Human Resources Director  
(707) 648-8606, [stephanie.sifuentes@cityofvallejo.net](mailto: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., Friday, June 10, 2022.

Dated: June 10, 2022

---

Stephanie Sifuentes, Executive Secretary

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

For additional instructions on how to speak during public comment, please visit, [www.cityofvallejo.net/publiccomment](http://www.cityofvallejo.net/publiccomment)