



AGENDA

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

Vallejo City Hall
Council Chambers, 2nd Floor
555 Santa Clara Street
Vallejo, CA 94590
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

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 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

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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. 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. 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:

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Press *9 to digitally raise your hand from the phone

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*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. 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

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

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

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

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

1. CALL TO ORDER

The meeting was called to order at 5:15 p.m.

2. FLAG SALUTE

3. ROLL CALL

Present: Chair Nisperos, Vice Chair Plechaty, Commissioners Carter and Wright

Absent: Commissioner Janik

Staff Present: Executive Secretary Sifuentes, Chief Assistant City Attorney Risner, and 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 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 November 8, 2021 meeting.

B. APPROVAL OF AGENDA

9. ACTION CALENDAR

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

Speakers – None

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

Action: *Moved by Commissioner Carter second by Vice Chair Plechaty and unanimously approved by all Commissioners present to approve the titles and specifications of new non-classified positions of Asset Manager, Employee and Labor Relations Officer, and Organizational Development Manager.*

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

Speakers – None

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

Action: *Moved by Commissioner Carter second by Commissioner Wright and unanimously approved by all Commissioners present to approve the classification title change for existing non-classified position of Real Property and Asset Manager to Real Property and Leasing Manager.*

10. ADJOURNMENT

The meeting adjourned at 5:30 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: June 13, 2022

Subject: Approve Title and Specification of new Non-Classified Position of Human Resources Information Systems Analyst (HRIS Analyst)

RECOMMENDATION

Approve the title and specification for the new classification of Human Resources Information Systems Analyst (HRIS Analyst); and place it 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 assessed their workload, staffing, and positions to determine where we could find efficiency and effectiveness.

The Human Resources Information Systems Analyst (HRIS Analyst) is being created to fill a need in the Human Resources Department for the management of human resources systems including position control, salary schedules, the implementation and maintenance of the City's Enterprise Resource Planning system, and Neogov. This position will serve on the City's Communications Committee and be responsible for the HR webpage and SharePoint content maintenance. In addition, the HRIS Analyst will be responsible for running reports containing employee information. Due to the sensitivity of working within the Human Resources Department and having access to and working with confidential information, this position is being designated to the Confidential, Administrative, Managerial, and Professional (CAMP) unit, which is non-classified.

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 classification. 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 this position, and set the salary range for the new classification in the midyear budget. Upon approval from the Civil Service Commission, Human Resources will move forward with finalizing these changes and recruiting for the open 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.

DOCUMENTS ATTACHED

Attachment A – Classification Specification – HRIS Analyst

CONTACT

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

HUMAN RESOURCES INFORMATION SYSTEMS ANALYST (HRIS ANALYST)**SUMMARY DESCRIPTION**

Under general direction, develops, designs, maintains, and administers the Human Resources Information System (HRIS) and related databases that support human resources activities including the accurate payment of salaries and benefits to employees of the City.

DISTINGUISHING CHARACTERISTICS

The Human Resources Information System Analyst requires the ability to independently research, collect and analyze data, problem-solve and develop recommendations, prepare reports, and present information to a variety of audiences. Assignments are typically received in broad, outline form, and incumbents are expected to act independently in developing applicable resources and information. Projects may include statistical analysis, operations support, policy and procedures development, or other areas specific to the Human Resources Department.

This classification is designated as an “at will” classification.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Human Resources 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.

Perform data collection, processing, maintenance, and analysis of all employee records and HRIS data; verify data accuracy and assume technical responsibility for the efficiency and integrity of HRIS data.

Lead, participate, implement, and maintain HRIS strategies and projects; determine information needs; implement human resources solutions; perform extensive data analysis and report production.

Maintain the Human Resources Information to ensure accurate implementation of daily processing; test and implement new and revised HRIS functionality; assist in developing project plans and timelines.

Act as a liaison and resource for Information Technology Services staff regarding system changes, testing, and problem resolution; troubleshoot system issues and coordinate resolutions with ITS and end users.

Gather and process benefit plan changes and new requirements, researching the database's capabilities; propose methods and alternatives, estimating project effort and costs; configure and update the database accordingly.

Diagnose system problems and propose resolutions, coordinating efforts with the vendor; compose test scripts and execute and coordinate testing.

Develop specialized queries and reports and perform analyses to satisfy recurring and ad hoc requests.

Represent Human Resources in all meetings related to the Human Resources Information System; confer with employee groups and other City departments on human resources practices and problems.

Confer with departments and ITS staff and assist in the development of custom reports; respond to help desk calls related to Human Resources Information System problems and issues.

Provide lead supervision to human resources staff in the day-to-day implementation of Human Resources Information System processing.

Supervise, train, and evaluate the work of human resources staff and oversee the day-to-day processing of Human Resources Information System documents.

Review proposed human resources transactions and recommend appropriate action.

May supervise assigned clerical employees, interns, or examination proctors.

Perform related duties as required.

QUALIFICATIONS

KNOWLEDGE OF:

Operational characteristics, services, and activities of the Human Resources Information System.

Principles and practices of database analysis.

Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Principles of lead supervision and training.

Basic principles and practices of budget preparation and administration.

Personnel tracking, benefits processing, and position control systems.

Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.

Methods and techniques used in customer service and public relations.

Principles and practices of human resources administration, including safety, training, classification, salary administration, employee relations, and fair employment practices.

Principles of organization and management.

Methods and techniques used in conducting research and writing reports.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Problem solving methods and techniques.

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

SKILL TO:

Perform responsible and difficult Human Resources Information System analysis.

Participate in the development and administration of program goals, objectives and procedures.

Identify and respond to organizational issues, concerns, and needs.

Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.

Organize and prioritize timelines and project schedules in an effective and timely manner.

Review, analyze and recommend solutions to complex, controversial and/or sensitive human resource issues.

Read, understand, and interpret reports containing payroll and personnel data.

Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.

Participate in the preparation and administration of budgets.

Exercise sound judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Collect data, analyze it objectively and prepare sound recommendations and reports.

Explain human resources procedures.

Prepare clear, comprehensive, and concise correspondence and technical reports.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Interpret and apply applicable federal, state, and local laws, codes, and regulations.

Understand and follow oral and written instructions.

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:

Two years of professional human resources experience with responsibility for a human resources information system, preferably in a public agency.

Education:

A Bachelor's degree from an accredited college or university with major course work in public administration, computer science, business information systems, business administration, or a related field.

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 418

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, Assistant Human Resources Director

Date: June 13, 2022

Subject: Approve Specification Revision of Existing Classified Position of Maintenance Worker I/II

RECOMMENDATION

Approve the specification revision of the existing classified position of Maintenance Worker I and II. This flexibly staffed series will remain in the Classified service of the City's Classification Plan.

REASON FOR RECOMMENDATION

During the recent round of bargaining between the City and the International Brotherhood of Electrical Workers, Local 1245, it was agreed that the Qualified Applicator Certificate requirement in the classification specifications for Maintenance Worker I and II was no longer necessary. The Qualified Applicator Certificate is required for employees applying (or supervisors supervising the application of) federally restricted use pesticides or state restricted materials for any purpose or on any property other than that provided by the definition of a private applicator. While some employees in the classification may still obtain it, it will not be a requirement for all employees within the classification series to obtain it in order to be hired or maintain employment.

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 the removal of a required certification, 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 classified service of the City’s Classification Plan. The proposed revisions do not change the substantive function of this classification. Therefore, staff’s recommendation is for this classification to remain in the classified service.

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Maintenance Worker I/II

CONTACT

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

MAINTENANCE WORKER I/II**SUMMARY DESCRIPTION**

To perform semi-skilled and skilled work in the construction, maintenance, and related service activities related to street/traffic maintenance, street sweeping, grounds/landscaping, signs and markings, and electrical maintenance.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I/II is a ~~flexibly-staffed~~flexibly staffed class series. Positions are normally filled at the I level. Advancement from the I to the II level is at the discretion of the appointing authority provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties. (3) possession of all required licenses and certificates.

At the Maintenance Worker II level, separate minimum qualifications and recruitments are permitted which allow for separate eligibility lists for each work section (street/traffic maintenance, street sweeping, landscape/grounds, signs and markings, public works electrical maintenance). Since the Maintenance Worker I class is the entry level with only minimal experience requirements, there are no separate recruitments conducted and hiring lists established. Rather, only one hiring list is established and all Maintenance Worker I positions are filled from the same list.

Maintenance Worker I - This is the entry level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience and the possession of a valid California Class C driver license at the time of appointment. Employees must obtain and maintain their Class A driver license ~~and Qualified Applicator Certificate~~ within their probationary period.

Maintenance Worker II - This is the experienced, journey level class, fully competent to independently perform the full range of the assigned maintenance and construction work. Specific duties will vary depending upon the section to which assigned. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of maintenance duties as assigned including the operation of applicable vehicular and stationary equipment and the more complex maintenance and construction tasks. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit, and must obtain a California Class A driver license ~~and Qualified Applicator Certificate~~ within the probationary period and maintain ~~it~~thereafter as a condition of employment.

SUPERVISION RECEIVED AND EXERCISED**Maintenance Worker I**

Receives immediate supervision from higher level supervisory personnel, including the Maintenance Worker II.

Maintenance Worker II

Receives general supervision from higher level supervisory personnel.

May exercise functional and technical supervision to lower level regular and seasonal/temporary maintenance 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.

General Duties (for all assignments):

Perform a variety of skilled, semi-skilled, and unskilled maintenance and construction duties related to street/traffic maintenance, street sweeping, grounds/landscaping, signs and markings, and electrical maintenance.

Operate construction equipment and power tools such as dump trucks, front-end loader, backhoe, grader, paving machine, compressors, jack hammers, paint sprayers, sand-blasters, concrete saws, mowers, edgers, and blowers; maintain hand tools and assigned equipment; perform preventive maintenance on equipment.

Install street barricades and cones prior to the performance of street and sidewalk repair activities; direct and control traffic around work sites.

Utilize proper safety precautions related to all work performed.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Maintain all reports, records, timesheets, and other required paperwork.

For positions at the II level, handle the most complex and difficult assignments in each section requiring the highest degree of skill.

For positions at the II level, assist with the training and supervision of lower level and seasonal/temporary maintenance workers.

For positions at the II level, provide input to the lead workers and supervisors on work processes, safety issues, and efficiency issues.

Perform related duties and responsibilities as required.

When assigned to street/traffic maintenance:

Shovel and spread asphalt and asphalt base in patching, repairing, and reconstructing streets; clean and fill road cracks with sealing material.

Install repair and replace culverts and storm drains.

Use concrete cutting and breaking equipment; operate a jackhammer; pour and assist in finishing concrete and masonry work; construct concrete forms and perform rough carpentry work.

Rake, vacuum, and load fallen leaves into trucks; transport to landfill sites.

Inspect and clear obstructions from storm drains, gutters, and culverts.

Install and maintain wooden and metal guard rails.

When assigned to street sweeping maintenance:

Operate a street sweeper cleaning City streets, gutters, and alleyways along assigned routes; ensure roadways are clean and safe for the public.

Prepare reports regarding completed routes and activities as required.

Perform operator-level preventive maintenance of street sweeper equipment as required by the manufacturer.

When assigned to grounds/landscaping maintenance:

Water, mow, weed, trim, renovate, and fertilize grounds.

Plant, water, and maintain landscaped areas consisting of bushes, trees, flowers, shrubs, and lawns.

Trim and prune bushes, trees, and shrubs; stake and un-stake trees as necessary.

Rake leaves and clear debris and litter from walks, fields, and other facilities.

Perform winterizing maintenance in landscaped areas and City-owned facilities.

Install and repair playground equipment, fences, and other related equipment and facilities.

Perform a variety of duties in the maintenance and repair of the City's irrigation system; change and adjust heads; maintain controllers and assist in irrigation system installation and maintenance projects.

When assigned to signs and marking maintenance:

Assist in the maintenance of traffic control systems including painting and striping City streets, curbs, parking lots, crosswalks, and miscellaneous roadway markings; install buttons and reflectors along roadways.

Install, repair, and replace City ~~sign posts~~signposts and signs; use various techniques to create lettering on signs.

Clear brush and branch around road signs for maximum visibility.

Perform various graffiti abatement activities.

When assigned to electrical maintenance:

Under the guidance of a Qualified Person (QP) or Qualified Electrical Worker (QEW), depending on the proximity to overhead/underground conductors, equipment and any energized voltages, repair or replace street and traffic light bulbs, poles, arms, fuses, photocells, starters, and ballasts; assist in pulling wire as necessary.

Assist electricians, either a QP or a QEW, depending on the proximity to overhead/underground conductors, equipment and any energized voltages, in a variety of electrical installation, repair, and maintenance activities.

For the purposes of this section, a Qualified Person (QP) or Qualified Electrical Worker (QEW) shall be as defined in the California Code of Regulations Title 8 Group 1 Low Voltage Safety Orders and Group 2 High-Voltage Safety Orders:

Qualified Person - A person, designated by the employer, who has received training in and has demonstrated skills and knowledge in the construction and operation of electric equipment and installations and the hazards involved.

Qualified Electrical Worker - A qualified person who by reason of a minimum of two years of training and experience with high-voltage circuits and equipment and who has demonstrated by performance familiarity with the work to be performed and the hazards involved.

QUALIFICATIONS

Maintenance Worker I

KNOWLEDGE OF:

Methods, materials, and equipment used in general maintenance work.

Safe work practices.

Basic mathematical operations such as addition, subtraction, multiplication, division, fractions, and percentages.

ABILITY TO:

Learn to perform unskilled and semi-skilled tasks in a variety of maintenance activities.

Learn to operate a variety of mechanical equipment in a safe and effective manner in routine situations.

Learn and operate a computer and associated programs used by the department.

Understand and follow oral instructions.

Clean and care for assigned areas and equipment.

Use and operate hand tools in a safe and efficient manner.

Perform a variety of heavy manual tasks for extended periods of time and in unfavorable weather conditions.

Participate in, respond to, and be available for emergency call-outs for periods up to one week at a time.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including the general public.

Maintenance Worker II

In addition to the qualifications for Maintenance Worker I:

KNOWLEDGE OF:

Methods and techniques of construction, maintenance, and repair related to the area of work assigned.

Operational characteristics of mechanical equipment and tools used in the area of work assigned.

ABILITY TO:

Perform skilled maintenance, construction, and repair work in the area of work assigned.

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Work independently in the absence of supervision.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Read and interpret basic maps and blueprints.

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Perform duties in a manner to maximize public safety in the area of work assigned.

Work safely with dangerous materials.

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:

Maintenance Worker I

Experience:

One year of full-time general maintenance or construction experience.

License or Certificate:*For all assignments:*

Possession of, or ability to obtain, an appropriate, valid California Class C driver license at the time of appointment. Possession of, or the ability to obtain a valid California Class A driver license is desirable, but must be obtained within the probation period and maintained thereafter as a condition of employment. License must have the following endorsement: air brake and manual transmission. Additional endorsements for tanker and hazmat at the time of appointment are highly desirable. Individuals must understand that the City may require Class A drivers acquire such additional endorsements during the course of their employment.

Maintenance Workers who currently possess or obtain a valid Qualified Applicator Certificate (QAC) issued by the State of California Department of Food and Agriculture during the course of employment with the City, shall receive a salary differential of 5% applied to the base salary, pursuant to Article 4.5.B of the IBEW MOU.

~~Must be able to obtain and maintain a Qualified Applicator Certificate (QAC) issued by Department of Pesticide Regulation Licensing /Certification Program. The ability to obtain the QAC is required within the probationary period and must be maintained thereafter as a condition of employment.~~

Maintenance Worker II**Experience:**

Either one year as a Maintenance Worker I with the City of Vallejo; OR, two years of increasingly responsible experience performing field maintenance duties in street/traffic maintenance, street sweeping, landscaping/grounds, signs and markings, or works electrical maintenance.

License or Certificate:*For all assignments:*

Possession of a valid California Class a valid California Class A driver license at the time of appointment is desirable. Possession of or the ability to obtain a valid California Class A driver license must be obtained within the probation period and maintained thereafter as a condition of employment. License must have the following endorsement: air brake and manual transmission. Additional endorsements for tanker and hazmat at the time of appointment are highly desirable. Individuals must understand that the City may require Class A drivers acquire such additional endorsements during the course of their employment.

Maintenance Workers who currently possess or obtain a valid Qualified Applicator Certificate (QAC) issued by the State of California Department of Food and Agriculture during the course of employment with the City, shall receive a salary differential of 5% applied to the base salary, pursuant to Article 4.5.B of the IBEW MOU.

~~Must be able to obtain and maintain a Qualified Applicator Certificate (QAC) issued by~~

~~Department of Pesticide Regulation Licensing /Certification Program. Possession of a QAC at the time of appointment is highly desirable. The ability to obtain the QAC is required within the probationary period and must be maintained thereafter as a condition of 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.**

The following applies to all Maintenance Worker levels and assignments:

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/Physical Characteristics:

~~Position requires~~Incumbents must be able to perform tasks which may include prolonged sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. Acute hearing is required in both the office and the field. The ability to lift, carry, and push tools, equipment and supplies weighing up to 100 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including rain, heat, and cold. The incumbent may be exposed to fumes, dust chemicals, air contaminants, and moisture. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and work in and around confined spaces

~~[for manual jobs]~~ Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 25 pounds is also required. The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

OR

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~~[for office jobs] Work is performed primarily in an indoor office setting. Incumbents communicate with others orally, in person or over the telephone, to gather or provide information. Incumbents sit at a desk or computer for extended periods of time, with the ability to move about at will. When preparing reports and communicating with others via electronic mail, they make repetitive arm/hand movements using a keyboard and mouse.~~

*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: June 13, 2022

Subject: Approve Title and Specification of new Non-Classified Position of Community Engagement Manager

RECOMMENDATION

Approve the title and specification for the new classification of Community Engagement Manager; and place it 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 based on operational and community service needs. Increasing community engagement is an ongoing priority for the City Council. To that end, the Council has recently authorized new positions focused on youth services, volunteer coordinator, public outreach, and homelessness issues. The Community Engagement Manager will lead a group of employees focused on developing improved relationships with the community and serve as liaisons to community partners such as GVRD, the Vallejo School District, Touro, and Solano Community College to better link services for city residents. Community Engagement will also facilitate new partnerships with non-profits, promote events to connect the community to resources, and promote and educate the community about other council priorities.

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 classification. The Commission’s role is to review the classification title and specification to determine if it is appropriately designated as non-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.

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 – Community Engagement Manager

CONTACT

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

COMMUNITY ENGAGEMENT MANAGER**SUMMARY DESCRIPTION**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for the public affairs, community engagement, marketing, advertising, outreach, and media relations programs and activities in the City Manager's Office; formulates divisional policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a division manager level classification that oversees, directs, and participates in the marketing, communications, community engagement, and public affairs functions and activities in the City Manager's Office, including short- and long-term planning as well as development and administration of divisional policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the division with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the division. The incumbent is accountable for accomplishing divisional planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

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

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager or Assistant City Manager.

Exercises direct supervision over supervisory, professional, and administrative support 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.

Full management responsibility for all marketing, communications, and public affairs functions and activities in the City Manager's Office including public affairs, community engagement, marketing, advertising, outreach, and media relations programs and activities.

Develop, direct, and coordinate the implementation of goals, objectives, policies, procedures, and work standards; establish, within City policy, appropriate budget, service, and staffing levels.

Manage and participate in the development and administration of the division's budget; direct the forecast of additional funds needed for staffing, equipment, and supplies; direct the monitoring of and approve expenditures; direct and implement budgetary adjustments as necessary.

Select, train, motivate, and direct division personnel; evaluate and review work for acceptability and conformance with division standards, including program and project priorities and performance evaluations; work with employees to correct deficiencies; implement discipline and termination procedures; respond to staff questions and concerns.

Contribute to the overall quality of the division's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor the distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of change.

Monitor legal, regulatory, technology, and societal changes and court decisions that may affect the work of the division; determine equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.

Oversee the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluate proposals and recommends project award; coordinate with legal counsel to determine City needs and requirements for contractual services; negotiate contracts and agreements and administers same after award.

Direct the management and design of the City's website and social media platforms to ensure compliance and consistency with design standards and guidelines.

Develop and manage the City's image and brand, including review of materials developed for public distribution, and marketing programs, projects, and issues of importance to the City.

May conduct customer service training; research and prepare training materials; identify and engage trainers; schedule training and evaluate to determine its impact on staff performance.

Coordinate assigned programs and services with other City departments to establish marketing and communication processes and procedures reflective of City goals.

Develop, propose, and take proactive steps to build positive relationships with City staff, business, civic, and community leaders, and with members of the media.

Represent the division to other City departments, elected officials, and outside agencies; explain and interpret programs, policies, and activities of the division; negotiate and resolve significant and controversial issues.

Conduct a variety of organizational and operational studies and investigations; recommend modifications to programs, policies, and procedures as appropriate.

Participate in and make presentations to the City Council and a wide variety of committees, boards, and commissions.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public outreach and community relations.

Direct the maintenance of working and official division files.

Prepare, review, and present staff reports, various management and information updates, and report on special projects as assigned by the City Manager.

Respond to public inquiries and complaints and assists with resolutions and alternative recommendations.

Serve as a spokesperson for the City Manager's Office and Community Engagement Division at a variety of community events, meetings, and other public relations activities.

Ensure staff observe and comply with all City and mandated safety rules, regulations, and protocols.

Perform other duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

Principles and practices of leadership.

Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Principles and practices of strategic plan development.

Principles and practices of budget administration.

Principles and practices of contract management.

Training principles and practices.

General principles of risk management related to the functions of the assigned area.

Principles, practices, and procedures of public administration in a municipal setting.

Functions, authority, responsibilities, and limitations of an elected City Council.

Principles, practices, and techniques used in conducting an effective public affairs program, including public relations, marketing and advertising, strategic communications, and community relations.

Principles, practices, and procedures related to media relations, reporting, and news writing.

Writing, editing, proofreading, layout, and design techniques.

Communications theories, practices, and trends for both print and electronic mediums; website development and management.

Methods and techniques of developing technical and administrative reports, and business correspondence.

Research methods and techniques.

Federal, State, and local laws, codes, and regulations relevant to assigned areas of responsibility.

City and mandated safety rules, regulations, and protocols.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

ABILITY TO:

Develop and implement goals, objectives, practices, policies, procedures, and work standards.

Provide administrative and professional leadership for the division.

Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.

Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.

Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.

Develop, plan, coordinate, and implement a variety of public affairs programs and activities suited to the needs of the community and the City.

Plan, organize, assign, and lead professional and technical staff in implementing public affairs programs and activities.

Effectively represent the City and the division in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Direct the establishment of filing, record-keeping, and tracking systems.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Establish, maintain, and foster positive and 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:

Seven (7) years of increasingly responsible management and/or administrative experience in the development and coordination of public affairs and community outreach programs, or a related field, including five (5) years of management experience.

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public relations, communications, marketing, journalism, or a related field. Master's degree preferred.

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

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Revised _____ New ☒ _____

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Council Agenda Item _____

Class Code 6090 _____

Pay Grade 565 _____

Bargaining Unit Unrep _____

Exempt ☒ _____ Non-Exempt _____

EEOC Category _____