



**John F. Kennedy Library
The Vallejo Room
Lower Level**

505 Santa Clara Street
Vallejo, CA 94590

www.cityofvallejo.net

AGENDA

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

December 12, 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. The Vallejo Room will be open to members of the public 30 minutes prior to the start of the meeting.

IMPORTANT NOTICE REGARDING DECEMBER 12, 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://Zoom.us/my/vallejoec> Enter Meeting ID: 851 502 7190#), 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
- Stream from the City website: **www.cityofvallejo.net/Streaming**
- Join the Zoom webinar: **<https://Zoom.us/my/vallejoec>**

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.



The Vallejo Room in the JFK Library 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://Zoom.us/my/vallejoec>

Option to join by phone:

Dial (669) 900-6833

Enter Meeting ID: 851 502 7190#

Press *9 to digitally raise your hand from the phone

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CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
December 12, 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 Civil Service 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 Commission as part of the First Community Forum may do so in person by signing in to the Public Speaker's kiosk located in the back of the Vallejo Room or via ZOOM:(<https://Zoom.us/my/vallejoec>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 851 502 7190#. 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

*Members of the public wishing to address the Civil Service Commission on Consent Calendar items may do so in person by signing in to the Public Speaker's kiosk located in the back of the Vallejo Room or via ZOOM:(<https://Zoom.us/my/vallejoec>), Option to join by phone: Dial Dial (669) 900-6833. Enter Meeting ID: 851 502 7190#. 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 14, 2022 meeting

B. APPROVAL OF AGENDA

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

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Option to join by phone:

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Press *9 to digitally raise your hand from the phone

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9. ACTION CALENDAR

*NOTICE: Members of the public wishing to address the Civil Service Commission on Action Calendar Items may do so in person by signing in to the Public Speaker's kiosk located in the back of the Vallejo Room or via ZOOM (<https://Zoom.us/my/vallejoeoc>), or via phone, by dialing Dial (669) 900-6833. Enter Meeting ID: 851 502 7190#. 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 Facilities Maintenance Supervisor
Contact: Rachel Ferguson, Human Resources Director
(707) 648-4363, Rachel.ferguson@cityofvallejo.net

B. APPROVE SPECIFICATION REVISIONS OF EXISTING CLASSIFIED POSITIONS.

Recommendation: By motion, approve the classification specification revisions for Planning and Development Services Director; Public Works Director; Risk Manager & Safety Officer; Special Advisor to the City Manager; Water Operations Manager; Assistant Human Resources Director; Assistant to the City Manager; City Clerk; Communications and Public Information Officer; Deputy Finance Director; Deputy Fire Chief; Deputy Police Chief; Employee and Labor Relations Officer; and Information & Technology Director

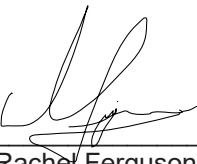
Contact: Rachel Ferguson, Human Resources Director
(707) 648-4363, Rachel.ferguson@cityofvallejo.net

10. ADJOURNMENT

CERTIFICATE

I, Rachel Ferguson, 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, December 9, 2022.

Dated: December 9, 2022

 for

Rachel Ferguson, Executive Secretary

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**CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
NOVEMBER 14, 2022**

**COUNCIL CHAMBERS
555 Santa Clara Street, Vallejo, California**

1. CALL TO ORDER

The meeting was called to order at 5:16 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 Ferguson, Chief Assistant City Attorney Risner and Deputy City Clerk Joya

4. APPROVAL OF MINUTES – Regular meeting minutes of the June 13, 2022 meeting.

Action: *Moved by Vice Chair Plechaty, second by Commissioner Carter and unanimously approved by all Commissioners present, to approve previous meeting minutes.*

5. WRITTEN COMMUNICATION – None

6. EXECUTIVE SECRETARY'S REPORT – None

7. REPORT OF CHAIRPERSON AND COMMISSIONERS

Commissioners reported out.

8. COMMUNITY FORUM – None

9. CONSENT CALENDAR AND APPROVAL OF AGENDA

Action: *Moved by Commissioner Wright, second by Commissioner Janik and unanimously approved by all Commissioners present, to approve all of the items on the Agenda and Consent Calendar*

A. APPROVAL OF AGENDA

10. ACTION CALENDAR

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

Recommendation: By motion, approve the title and specification of new non-classified position of Economic Development Director

Contact: Rachel Ferguson, Human Resources Director
(707) 648-4363, Rachel.ferguson@cityofvallejo.net

Executive Secretary Ferguson provided an overview of the staff report and outlined the recommendation.

Staff responded to questions from Commissioners.

Speakers: None

Action: *Moved by Vice Chair Plechaty, second by Commissioner Wright and unanimously approved by all Commissioners present to approve title and specifications of new non-classified position.*

B. APPROVE SPECIFICATION REVISIONS OF HR PROGRAM MANAGER

Recommendation: By motion, approve the classification specification revisions for HR Program Manager.

Contact: Rachel Ferguson, Human Resources Director
(707) 648-4363, Rachel.ferguson@cityofvallejo.net

Executive Secretary Ferguson provided an overview of the staff report and outlined the recommendation.

Staff responded to questions from Commissioners.

Speakers: Councilmember Brown

Action: *Moved by Commissioner Janik, second by Commissioner Carter and unanimously approved by all Commissioners present to approve specification revisions of HR Program Manager.*

15. ADJOURNMENT

The meeting adjourned at 5:29 p.m.

MIKE NISPEROS, CHAIRPERSON

ATTEST:

RACHEL FERGUSON, EXECUTIVE SECRETARY



Department of Human Resources • 555 Santa Clara Street • Vallejo • CA • 94590 • 707.648.4363

To: Civil Service Commission

From: Rachel Ferguson, Human Resources Director

Date: December 12, 2022

Subject: Approve Title and Specification of new Non-Classified Position of
Facilities Maintenance Supervisor

RECOMMENDATION

Approve the title and specification for the new classification of Facilities Maintenance Supervisor; 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, the City of Vallejo assessed their workload, staffing, and positions to determine where we could find efficiency and effectiveness.

The Facilities Maintenance Supervisor is being created to provide supervision and coordination of work, and to perform the full range of duties for their assigned unit. This class is distinguished from subordinate Water Facilities Maintenance Worker I/II and Reservoir Keeper I/II staff due to the level of responsibility, complexity of duties, and high degree of independence in the performance of their duties. This will role will provide another layer of leadership supervision for the Water Facilities Maintenance Team.

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 – Facilities Maintenance Supervisor

CONTACT

Rachel Ferguson
Human Resources Director
Contact Information: (707) 648-4363
Rachel.ferguson@cityofvallejo.net



Facilities Maintenance Supervisor

Class Code:
XXXX

CITY OF VALLEJO
Established Date: XXX

SALARY RANGE

\$49.83 - \$60.57 Hourly
\$3,986.74 - \$4,845.92 Biweekly
\$8,637.95 - \$10,499.49 Monthly
\$103,655.34 - \$125,993.92 Annually

DEFINITION:

Under the direction of the Water Facilities Superintendent, or his or her designee, this position will supervise, assign, review, and participate in the work of Water Facility Maintenance workers and Reservoir Keepers; including providing vegetation maintenance, land and water shed management, facilities maintenance and building construction services for the City's Water Department owned grounds, buildings, and facilities; and to perform a variety of technical tasks relative to assigned areas of responsibility. The duties of this position require the ability to independently perform all types of landscaping/vegetation maintenance services and to direct the work of others. The work is performed independently and usually under general supervision.

DISTINGUISHING CHARACTERISTICS

This is a supervisory level classification in the City's Water Department. Incumbents are expected to provide supervision and coordination of work, and to perform the full range of duties for their assigned unit. This class is distinguished from subordinate Water Facilities Maintenance Worker I/II and Reservoir Keeper I/II staff due to the level of responsibility, complexity of duties, and high degree of independence in the performance of their duties.

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

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Water Facilities Superintendent or his or her designee.

Responsibilities include direct supervision over Water Facilities Maintenance Workers, Reservoir Keeper staff, and additional staff as necessary.

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.

Receive general written and/or oral work assignments from the Water Facilities Superintendent; assist in determining the type of equipment, personnel, and material needed as well as the relative priority of multiple tasks and projects.

Plan, prioritize, schedule, assign, supervise, and review the work of subordinate staff responsible for the maintenance and repair of City of Vallejo's Water Department grounds, watersheds, buildings, and facilities. Maintenance may include but not limited to: tree trimming, weed abatement, fuel break cutting, landscape maintenance, painting, pressure wash cleaning, and herbicide/pesticide applications, minor construction and building maintenance activities.

Participate in the selection of assigned staff; provide or coordinate staff training; conduct performance evaluations; work with employees to correct deficiencies; implement disciplinary procedures when necessary.

Prepare various reports on operations and activities.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing vegetation maintenance, facility maintenance, and other maintenance repair services; implement policies and procedures.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.

Prepare specifications for material and equipment purchases, requisition supplies and materials.

Supervise the maintenance of time, material, and equipment use records.

Ensure the adherence to City, departmental and safety policies, and procedures by personnel; conduct training sessions with employees regarding safety, equipment operation procedures and related topics.

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

Investigate grounds-related liability claims submitted to the City; provide information to appropriate staff; coordinate repair actions if required.

Obtain quotes and prepare specifications for material and equipment purchases; requisition supplies and materials as needed; ensure inventory remains stocked in warehouse.

Assist in the preparation of maintenance contracts for work to be performed by outside contractors; assist in the preparation of vegetation management assessments and alteration plans and specifications; oversee and inspect the work of contractors related to vegetation maintenance, fencing repairs and/or improvements, and other grounds or facility maintenance repair services; ensure work is accomplished in a timely and appropriate manner; ensure compliance with applicable codes.

Assist in a variety of Department and Division operations; perform special projects and assignments as requested.

Inspect City Water Department facilities for needed maintenance and repairs; coordinate a system for preventive maintenance.

Assist in preparation of work site for service and ensure that materials and tools are clean, properly located on the job, in the shop area, or in the service vehicle in preparation for

daily work; help keep the shop area and service vehicles generally clean and orderly; clean-up work area after job is completed.

Performs other related work as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services, and activities of a comprehensive grounds and facilities maintenance program.

Procedures, methods, practices, materials, and equipment commonly used in a grounds and facilities programs.

Types and characteristics of trees, shrubs, plants, landscaping materials, and irrigation systems.

Proper use and application of a variety of herbicides/insecticides/pesticides.

Familiarity with non-chemical weed-abatement and pest-management options.

Occupational hazards and standard safety practices associated with a grounds and facilities maintenance.

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

Principles of supervision, training, and performance evaluation.

Principles of municipal budget preparation and control.

Modern office procedures, methods, and computer equipment.

ABILITY TO:

Supervise, organize, and review the work of subordinate personnel; select, supervise, train and evaluate staff; and oversee the work of outside contractors.

Interpret, explain, and enforce City and departmental policies and procedures.

Ensure crew compliance with Federal, State and local rules, laws, and regulations.

Maintain accurate records and prepare clear and concise reports.

Perform responsible and difficult work involving the use of independent judgement and personal initiative.

Conduct studies, prepare comprehensive reports, and determine cost effective ways for conducting the assigned grounds maintenance operations.

Operate and maintain machinery and equipment related to the maintenance of Water's grounds facilities and vegetation management operations.

Operate mobile equipment such as forklifts, telescoping boom trucks, stationary cranes, and man lifts.

Accurately determine work required and estimate the work hours, materials, and cost of such work.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contracted in the course of work; including the public, coworkers, and vendors.

Wear personal protective equipment (PPE) appropriate for job assignments/working environments.

Respond to emergency and after-hour calls.

MINIMUM QUALIFICATIONS:

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 (4) years of increasingly responsible journey level experience in grounds maintenance, vegetation management, and herbicide application including some lead supervisory experience.

Education:

A high school diploma or G.E.D. supplemented by specialized training in horticulture, landscape maintenance, or a related field.

License or Certificate:

Possession of, a valid Class C California driver's license at the time of appointment.

Possession of, or ability to obtain within 12 months of hire, a Qualified Applicator Certificate issued by the State of California Department of Pesticide Regulation.

Possession of, or ability to obtain within 18 months of hire, a Water Distribution Operator Grade 3 issued by the State of California Department of Health Services (DOHS).

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 the City of Vallejo. For continued employment with the City of Vallejo, incumbent must maintain such license, certification, or registration to meet the minimum qualifications of this position.

WORKING CONDITIONS/PHYSICAL CHARACTERISTICS:

Water treatment plant, pump stations, water storage locations (tanks and reservoirs) and field setting with travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, dust and pollen; exposure to chemicals, skin irritants, fumes and

solvents mechanical and electrical hazards; work both inside and outside with exposure to all types of weather and temperature conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces; occasionally work at heights; incumbents must be willing to work beyond normal hours in emergency situations.

Primary functions require sufficient physical ability and mobility to work in an office, plant, and field setting; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Operating equipment and machines require making precise arm-hand position movements, fine, highly controlled muscular movements, standing for extended periods of time unable to sit or rest at will. Many aspects involve making skillful, controlled manipulations of small objects. Performs tasks requiring: strength and stamina, such as lifting and moving equipment weighing up to 50 pounds; sitting, standing, walking on uneven or slippery surfaces, kneeling, bending, stooping, squatting, and grasping; ascending and descending stairs and ladders; frequent and repetitive hand and arm motion; hand and finger dexterity sufficient to use small tools and key pads; the ability to see well enough to read gauges and documents; the ability to distinguish colors; the ability to communicate verbally, including projecting a voice that can be heard in a noisy environment; the ability to hear and distinguish various sounds, such as alarms, voices of co-workers and sounds of operating equipment in both quiet and noisy environments; and the ability to sit or stand for extended periods of time.

Operating a forklift or crane requires coordinating the movement of more than one limb simultaneously. Working on equipment often involves bending or stooping repeatedly or continually over time. Working on overhead systems requires lifting arms above shoulder level. Work is performed in sumps, vaults, galley, and other small, cramped areas and involves sitting/standing for extended periods of time with the inability to change positions. Work on overhead and or roof-mounted equipment is performed at elevated heights greater than 10 feet. Work often requires walking over rough, uneven, or rocky surfaces and is performed in a variety of weather conditions with exposure to the elements. Water Facilities Maintenance staff must be able to hear alarms, carry equipment and or tools weighing more than 50 pounds more than 20 feet.

Some work is performed in enclosed spaces with exposure to temperatures as high as 120 degrees Fahrenheit. A self-contained breathing apparatus may be necessary when working in confined spaces and other hazardous locations.

Must be able to pass a background/criminal investigation to gain access to military base for the length of employment.

DISASTER SERVICE WORKERS

All City of Vallejo employees are designated Disaster Services 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 affect. Employees are required to complete all Disaster Services Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

*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.*

DRAFT



Department of Human Resources · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4363

To: Civil Service Commission

From: Rachel Ferguson, Human Resources Director

Date: December 12, 2022

Subject: Approve Specification Revision of Existing Classified Positions

RECOMMENDATION

Approve the specification revision of the existing classified positions of Planning and Development Services Director, Public Works Director, Risk Manager & Safety Officer, Special Advisor to the City Manager, Water Operations Manager, Assistant Human Resources Director, Assistant to the City Manager, City Clerk, Communications and Public Information Officer, Deputy Finance Director, Deputy Fire Chief, Deputy Police Chief, Employee and Labor Relations Officer, and Information & Technology Director. These roles will remain in the Classified service of the City's Classification Plan.

REASON FOR RECOMMENDATION

During a recent audit of several classified positions. We noticed some minimum requirements are outdated, or no longer applicable for the position, or the educational requirement needs to be updated to include the combination of a bachelor's degree and/or equivalent work experience. So, the City will be revising several job specifications so that we remain current and competitive in today's tight labor market.

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

of 2 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 includes the removal of a minimum requirements and/or the addition to the educational requirement for a bachelor’s degree and/or equivalent work experience. 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 – Revised Classification Specifications:

Planning and Development Services Director; Public Works Director; Risk Manager & Safety Officer; Special Advisor to the City Manager; Water Operations Manager; Assistant Human Resources Director; Assistant to the City Manager; City Clerk; Communications and Public Information Officer; Deputy Finance Director; Deputy Fire Chief; Deputy Police Chief; Employee and Labor Relations Officer; and Information & Technology Director

CONTACT

Rachel Ferguson
Human Resources Director
Contact Information: (707) 648-
4363
Rachel.ferguson@cityofvallejo.net



Planning and Development Services Director

Class Code:
00071

CITY OF VALLEJO

Revision Date: Dec 98, 201922

SALARY RANGE

\$73.08 - \$88.83 Hourly
\$5,846.60 - \$7,106.58 Biweekly
\$12,667.63 - \$15,397.58 Monthly
\$152,011.60 - \$184,770.98 Annually

DEFINITION:

To plan, direct, manage and oversee the activities and operations of the Planning and Development Services Department including, current and advance planning, and building permitting and inspection; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager, Planning Commission and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

EXAMPLES OF DUTIES:

Important responsibilities and duties may include, but are not limited to, the following:

Assume full management responsibility for all Planning and Development Services Department activities including current and advance planning, building permitting and inspection; recommend and administer policies and procedures.

Manage the development and implementation of Planning and Development Services Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Manage and supervise the application of the City's Zoning Ordinance, Building Codes and

related ordinances to proposed development project and existing development.

Manage and supervise enforcement of the zoning ordinance and building code.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Planning and Development Services Department to other City departments, elected officials, City commissions, outside agencies and the public; explain, justify and defend Planning and Development Services Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

Select, train, motivate and evaluate Planning and Development Services Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct and coordinate, through subordinate level managers, the Planning and Development Services Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Planning and Development Services Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Planning and Development Services Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager, City Council, Planning Commission, Architectural Heritage and Landmarks Commission and Design Review Board; prepare and present staff reports and other necessary correspondence.

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

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of current and advance planning.

Develop and review staff reports related to current and advanced planning and building issues; present reports to a variety of commissions, committees, boards and the City Council.

Provide complex technical and administrative support to the City Manager, City Council, Planning Commission and Architectural Heritage Commission on planning, zoning, subdivision, building, historic preservation, environmental impact analysis, and related matters; direct special projects and research as assigned.

Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating investment, job creation, planning, zoning, subdivision, building, environmental, and related matters.

Analyze the effects of new legislation dealing with land use, planning, building code or environmental issues for City implementation.

Supervise the processing of all planning, zoning, building and environmental permitting within the City.

Direct the preparation of and prepare environmental documents including Notices of Exemption, Initial Studies, Negative Declarations and Environmental Impact Reports in

accordance with the California Environmental Quality Act.

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

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Operational characteristics, services and activities of urban planning, and building programs.
Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Research methods and sources of information related to urban growth and development.

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

Ability to:

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

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Planning and Development Services Department.

Identify and respond to community and City Council issues, concerns and needs.

Identify, coordinate, and resolve a wide variety of interests in the development of planning policy.

Gain cooperation through discussion and persuasion.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient, planning and building permitting and inspection services.

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

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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

Prepare clear and concise administrative and financial reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

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, the general public, and media representatives.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of increasing responsible experience in urban planning including four years of administrative and supervisory responsibility.

Training:

Bachelor's degree from an accredited college or university with major course work in urban planning, business or public administration, or a related field and/or the required equivalent work related experience. Graduate degree preferred.

WORKING CONDITIONS:

SPECIAL REQUIREMENTS: Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment; repetitive keyboarding; ability to attend night (evening) meetings; able to travel to various locations within and outside the City of Vallejo.



Public Works Director

Class Code:
00020

CITY OF VALLEJO

Revision Date: [Dec 8, 2022](#)~~Mar 1, 2018~~

SALARY RANGE

\$71.30 - \$86.67 Hourly
\$5,704.00 - \$6,933.25 Biweekly
\$12,358.67 - \$15,022.04 Monthly
\$148,304.00 - \$180,264.45 Annually

DEFINITION:

To plan, direct, manage and oversee the activities and operations of the Department of Public Works ("DPW") including engineering, transit, maintenance and the marina; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

Supervision received and exercised:

Receives general administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

EXAMPLES OF DUTIES:

Important responsibilities and duties may include, but are not limited to, the following:

Assume full management responsibility for all DPW services and activities including engineering, transit, maintenance and the marina; recommend and administer policies and procedures.

Manage the development and implementation of DPW goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent DPW to other City departments, elected officials and outside agencies; explain, justify and defend Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

Select, train, motivate and evaluate DPW personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct and coordinate, through subordinate level managers, DPW's workplan; meet with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration DPW; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies, direct the monitoring of and approve expenditures; direct the preparation of an implement budgetary adjustments as necessary.

Coordinate DPW activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager, Assistant City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Direct and participate in the development of financial plans and proposals, street restoration financing options and legislative proposals.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Public Works.

Respond to and resolve difficult and sensitive citizen inquiries and complaints; represent City on all issues related to assigned areas of responsibility.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Operational characteristics, services and activities of a comprehensive public works program.

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

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluations.

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

Ability to:

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

Select, supervision, train and evaluate staff.

Provide administrative and professional leadership and direction for the Public Works Department.

Identify and respond to community and City Council issues, concerns and needs.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient public works services.

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

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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

Prepare clear and concise administrative and financial reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

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, the general public, and media representatives.

MINIMUM QUALIFICATIONS:

Experience:

Seven years of increasingly responsible public works and engineering experience including four years of administrative and supervisory responsibility.

Education:

Bachelor Degree from an accredited college/university with major course work in public administration, engineering or a related field and/or the ~~required~~ equivalent work related experience.

Desirable Qualification:

Possession of current/valid California Professional Engineer License.



Risk Manager & Safety Officer

Class Code:
00142

CITY OF VALLEJO

Established Date: Apr 9, 2018

Revision Date: ~~Apr 11, 2018~~ [Dec 8, 2022](#)

SALARY RANGE

\$58.51 - \$71.12 Hourly
\$4,680.98 - \$5,689.75 Biweekly
\$10,142.11 - \$12,327.80 Monthly
\$121,705.38 - \$147,933.55 Annually

DEFINITION:

The Risk Manager and Safety Officer performs complex managerial and analytical work; plans, administers, and directs risk management programs including, but not limited to: worker safety programs and compliance, workers' compensation, property and casualty, employee wellness, risk financing, risk prevention and control, and risk transfer activities. Expertise is required in risk management, budget development, and advanced knowledge of related state and federal laws and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager or his/her designee in the City Manager's Office.

Exercises direct supervision of risk management staff.

EXAMPLES OF DUTIES:

Important responsibilities and duties may include, but are not limited to, the following:

Plans, organizes, evaluates, coordinates and directs the work of risk management professionals and technical staff.

Selects, hires, coaches, counsels, and disciplines staff and provides performance evaluations.

Identifies, assesses and prioritizes the City's major risk exposures related to safety, property, workers compensation, and general liability exposures.

Directs and/or conducts data analyses of loss history and trends; develops and reviews reports of findings, options and recommendations; and selects or recommends and implements appropriate risk management treatments.

Monitors and evaluates the efficiency and effectiveness of the selected risk treatment using key risk indicators.

Interprets and applies laws, regulations, rules and policies; monitors legislation and best practices; and reviews and analyzes new or existing codes, rules and ordinances affecting the City's management of risk.

Negotiates and procures insurance as needed.

Ensure compliance with state and federal rules and regulations applicable to the risk management programs.

Provides advice to management on policy issues and participates in the development of policies, self-insured retention levels, selection of insurance or self-insurance programs, and membership in risk pooling authorities.

Prepares Requests for Proposals; evaluates response; participates in the selection of third party services; and negotiates and procures third-party services related to risk management programs.

Represents the City on risk pooling authority boards or committees, as assigned.

Prepares reports and presentations for the governing body, executive staff, and committees.

Works collaboratively with other departments to develop reasonable and effective risk management solutions and approaches.

Provides or facilitates training or on-line training modules on risk management programs and associated risks.

Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Demonstrates a proven record of success and positive role modeling.

Demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.

Demonstrates creative problem-solving; anticipates and responds to problems in a timely manner; develops alternative solutions to problems; and brings resolution to issues efficiently and effectively.

Demonstrates strong relationship building skills; cultivates productive partnerships with staff, management, organized labor, external agencies and stakeholders.

Demonstrates outstanding management of people; provides guidance and professional support to staff.

Demonstrates excellent communication skills, providing clear and concise reports and presentations.

Knowledge of accounting principles, financial management, statistical and financial analysis, and cost allocation systems.

Knowledge of state and federal laws and regulations pertaining to the risk management programs.

Knowledge of principles of supervision, training and performance management.

Ability to present highly technical information in a simple manner and to a variety of audiences.

MINIMUM QUALIFICATIONS:

A typical way to obtain the knowledge and abilities would be:

Experience:

A minimum of three to five years of progressively responsible experience in risk management, including safety, property and casualty, and workers' compensation and at least two years of supervisory experience.

Training:

Possession of a Bachelor's degree from an accredited college or university with major course work in risk management, business or public administration, or related field of study and/or the ~~required~~ equivalent work related experience.

An Associate in Risk Management (ARM), Certified Risk Manager (CRM), or equivalent designation is preferred.

Licensing Requirements:

Possession of a valid California driver's license and a satisfactory driving record.

WORKING CONDITIONS:

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; repetitive keyboarding; ability to attend night (evening) meetings; able to travel to various locations within and outside the City of Vallejo.



SPECIAL ADVISOR TO THE CITY MANAGER

Class Code:
6040

CITY OF VALLEJO

Established Date: Dec 9, 2019

Revision Date: Dec ~~168~~, 20~~19~~22

SALARY RANGE

\$73.08 - \$88.83 Hourly
\$5,846.60 - \$7,106.58 Biweekly
\$12,667.63 - \$15,397.58 Monthly
\$152,011.56 - \$184,771.01 Annually

DEFINITION:

SUMMARY DESCRIPTION

Under administrative direction, the Special Advisor to the City Manager is responsible for providing strategic guidance and direction on economic policy and matters related to economic development, including business attraction, expansion, retention, marketing, and external relations.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager. Functional or technical supervision may be exercised over management, technical and administrative 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.

- Focus on facilitating the successful development of Mare Island, the City's catalyst economic development project.
- Act as primary liaison on collaborative initiatives with local and regional public and private organizations, including chamber(s) of commerce, regional economic development partnerships, key anchor institutions, and employers in the City.
- Advise the City Manager on key Economic Development matters, providing strategic recommendations and road maps for implementation.
- Develop and support implementation of the City's central economic development strategy, particularly around business attraction, expansion, retention, job creation, and inclusive growth.

- Develop and support implementation of the City's economic development marketing strategy, including earned and paid media engagements, participation in conferences and events both regionally and nationally.
- Identify and promote key development opportunities by assisting with preparation and evaluation of RFQs, providing recommendations to the City Manager and Staff on selection of development partners, facilitating and streamlining internal processes, and representing the City in external negotiations where appropriate.
- Build and strengthen relationships with key external partners across the private, public, and nonprofit sectors, including businesses and developers, community groups, State and Federal partners, and local nonprofit and educational institutions.
- Provide advisement and support to the City's Economic Development staff.
- Promote collaboration between City departments, particularly as it relates to streamlining development pipeline processes.
- Promote strong communication between City staff and the Vallejo community, including advising on key external relationships and providing support on economic development updates.
- Provide support and advisement to the City Manager and staff, as needed, on other related matters such as regional economic development initiatives, incentives, housing, and workforce development.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

KNOWLEDGE OF:

Principles and best practices of economic policy.

Principles and practices of economic development projects and partnerships.

Business attraction, expansion, retention, and job creation strategies and implementations.

Marketing, media engagement, and liaising.

Local and regional business climates.

Preparation and evaluation of Requests for Quotes (RFQs).

Principles and practices of negotiation.

SKILL TO:

Implement the City's key economic development goals.

Negotiate contracts.

Communicate with internal and external stakeholders.

ABILITY TO:

Provide strategic guidance and direction on economic policy.

Collaborate and build strategic partnerships with businesses and developers, community groups, local, state and federal agencies, and educational institutions.

Assess and streamline internal processes.

MINIMUM QUALIFICATIONS:

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 experience in business and economic development, in both private and public sectors.

Education:

Bachelor's Degree in Economic Development, Business Administration, Public Administration, or related field and/or the required equivalent work related experience. Master's degree is highly desired.

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.



Water Operations Manager

Class Code:
104

CITY OF VALLEJO

Established Date: Sep 11, 2018

Revision Date: Sep 13, 2018

SALARY RANGE

\$64.23 - \$78.08 Hourly
\$5,138.72 - \$6,246.14 Biweekly
\$11,133.89 - \$13,533.31 Monthly
\$133,606.72 - \$162,399.74 Annually

DEFINITION:

DEFINITION

To assist the department director in the management and direction of the operations of the Water Department; and to coordinate assigned activities with other divisions, outside agencies and the general public.

DISTINGUISHING CHARACTERISTICS

This management classification is a single position classification within the Water Department who exercises a broad range of authority over complex projects or programs. The Water Operations Manager operates from general directives or broadly defined missions as they relate to the Water Department's goals and objectives. This classification is distinguished from the director of the department in that the latter provides executive direction and oversight, and is the principal administrator in the department. The Water Operations Manager is authorized by the department director to act on his/her behalf on all aspects of department operations. This position differs from division manager or superintendent classifications in that the latter oversee the operations of a division within the Water Department, while the Water Operations Manager is responsible for all divisions within a department and has a broader scope of contact.

SUPERVISION RECEIVED AND EXERCISED

Limited direction is provided by the director of the department. May supervise managerial, professional, technical and/or support staff.

EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES – *Important responsibilities may include, but are not limited to the following:*

Plan, organize, manage, lead, and evaluate the overall operations of the department.

Interface with City Officials, Department and Division Managers, Boards and Commissions, City Council and other agencies.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.

Ensure that projects and services are adhering to established plans, standards, and procedures.

Review all project activities, processes, and services.

Create and implement policies governing the department function, and assist in policy decisions that may have citywide impact.

Design and establish outcome measures, customer service methods and processes.

Meet with the department director, division managers, superintendents, and other key department staff to share information and discuss issues regarding projects policies, and programs and to determine priorities and resource management issues on a regular basis.

Develop priorities, approach, and strategies regarding organizational development/improvement initiatives.

Develop, plan, and implement department goals and objectives in accordance with the core purpose, mission, and values of the organization.

Develop, recommend, and administer policies and procedures.

Identify, develop, and implement initiatives to improve service delivery with other City departments and public/regional/state agencies.

Direct the provision of services that implement and enforce state laws and local ordinances/codes pertaining to field of department.

Review legislation and assure compliance with laws, regulations, statutes, and codes that impact department operation.

Select, assign, train, direct, and evaluate subordinate staff, including subordinate managers, superintendents, supervisors, professionals, and others.

Discuss, negotiate, and resolve personnel issues/conflicts with staff, unions, and labor relations.

Provide consultation and oversight to the Water Department's strategic planning efforts and participate in planning/design teams to develop direction, recommendations, and strategies for department development and improvement initiatives.

Negotiate, arbitrate, and resolve program, project, and policy issues/conflicts with other departments and community/business stakeholders.

Attend City Council meetings; meet with the City Manager's Office and City Council regarding new programs, project/program status, and sensitive/controversial issues.

Coordinate assigned activities with City Officials, other City departments, and outside agencies as appropriate.

Participate on committees and boards, and in community activities as assigned.

Perform outreach activities to community and industry including attending meetings, conferences, and workshops.

Analyze fiscal data to identify and project resource needs; recommend needed resources.

Prepare complex statistical and narrative program reports, correspondence, and other documents.

Direct the provision of services to safeguard the interest of the general public.

Other duties may be performed as required; not all duties listed are necessarily performed by each individual in this classification.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

Federal, state, and local laws, standards, regulations, and policies pertaining to departmental operations.

Technology and its application to efficient City operations.

Principles of supervision, organization, and administration.

Budget preparation and administration.

Operations and characteristics of the Water Department's programs.

Strategic organizational planning and management.

Ability to:

Plan, direct, and supervise departmental operations and activities.

Analyze facts and exercise sound judgment in decision-making.

Communicate effectively both orally and in writing.

Make public presentations and facilitate meetings.

Demonstrate leadership and mediation skills.

Assimilate and integrate concerns, needs, and desires of citizens, neighborhood associations, the development industry, and other City management.

Establish and maintain effective working relations with the general public, coworkers, elected and appointed officials and members of diverse cultural backgrounds regardless of race, religion, age, sex, disability, or political affiliation.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible professional, administrative, and analytical experience in municipal government, including five years of project management and supervision.

Education:

A Bachelor's degree from an accredited college with major coursework in public or business administration, political science, economics, urban or regional planning, engineering, or other related field and/or the required equivalent work related experience. A Master's degree in one of these fields is desirable.

Special Qualifications:**Driver's License:**

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Special License or Certificate:

This classification may also require a special license or certificate relevant to the work of the Water Department.

WORKING CONDITIONS:**Working Conditions:**

Positions may require 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 positions may require both near and far vision when operating assigned equipment, and acute hearing in both the office and the field. The ability to lift, carry, and push tools, equipment and supplies weighing up to 100 pounds may be required. Incumbents may work outdoors and be exposed to rain, heat, cold, fumes, dust chemicals, air contaminants, and moisture. In the Water Department, the nature of the work may require incumbents 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.

CLASS SPEC TITLE 6:

Date Adopted by CSC: 07/09/2018

Revised: _____ New: ☒ _____

Date Salary Adopted by City Council: 09/11/2018

Class Code: 104

Pay Grade: D64

Bargaining Unit: Unrepresented

EEOC Category: 02



Assistant Human Resources Director

Class Code:
6010

CITY OF VALLEJO

Established Date: Mar 28, 2003

Revision Date: ~~Jun 25, 2019~~ Dec 8, 22

SALARY RANGE

\$65.59 - \$79.72 Hourly
\$5,246.88 - \$6,377.62 Biweekly
\$11,368.24 - \$13,818.17 Monthly
\$136,418.88 - \$165,818.02 Annually

DEFINITION:

DEFINITION

Under direction, to manage and assist the Director of Human Resources in the administration of City personnel, affirmative action, employee development, recruitment, classification, training and labor relations functions; performs highly complex managerial and professional level work in the implementation of the Human Resources Department goals and objectives, provides expert professional assistance to City management staff in personnel and related matters; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class assists the Director of Human Resources in activities related to the broad function of personnel, including providing day-to-day direction for recruitment and selection, affirmative action, job analysis and classification, compensation and benefits administration, and employee records maintenance activities. This class is distinguished from Director of Human Resources in that the latter has overall management responsibility for all personnel services, activities and functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Human Resources

Supervises professional, technical and support staff assigned to the division

EXAMPLES OF DUTIES:

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

Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department; assists in administering the department's budget.

Plans, organizes, administers, review and evaluates the activities of professional, and technical support staff. Assist in the coordination and conduct of labor negotiations and may act as chief spokesperson in negotiations.

Confers with City management regarding personnel, affirmative action, labor relations, or related activities or problems.

Directs recruitment and selection activities for permanent and temporary City staff; directs the implementation of the City's affirmative action plan for protected groups including the disabled.

Directs comprehensive job analysis, classifications, job evaluation, compensation and benefits administrative activities.

Directs the provision of City-wide programs of employee training and development.

Selects assigned staff and provides for their training and professional development; interprets City policies and procedures to employees.

Directs and conducts analytical studies; develops and reviews reports of findings, alternative and recommendations.

Represents the City in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.

Monitors developments and legislation related to personnel matters, evaluates their impact upon City operations and recommends and implements policy and procedural improvements.

Act as Secretary to the Civil Service Commission in the absence of the Director of Human Resources, serve as acting Director of Human Resources and perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

The principles, practices and techniques of personnel assessment and employment testing including, but not limited to the Uniform Guidelines on Employee Selection Procedures; the Standards for Educational and Psychological Testing and other authorities.

The principles, practices and techniques of position classification and compensation management.

The principles, practices and techniques and requirement of the Meyers-Millias-Brown Act as it pertains to scope of bargaining.

Principles, practices and techniques of program analysis.

Pertinent Federal, State and local laws, codes and regulations dealing with the employment process.

The principles, practices and techniques of organizational development and employee training and development.

The principles, practices and techniques of employee benefit management.

The principles, practices and techniques of employee evaluation and performance management programs and employee counseling.

Ability to:

Resolve complex personnel management issues in a constructive manner.

Plan, direct and supervise the work of professional, technical and support staff; develop work plans and monitor job performance; conduct performance reviews.

Prepare complex written reports in a clear and precise manner.

Analyze data and develop appropriate conclusions.

Make public presentations before the City Council, commissions and other authorities.

Maintain cooperative and constructive relationships with the position's stakeholders.

Apply rules, regulations, labor agreements, state and federal laws to complex personnel management problems.

Use a variety of computer applications to manage information.

MINIMUM QUALIFICATIONS:

EXPERIENCE AND TRAINING GUIDELINES

A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible human resources management experience which included two years of direct supervision preferably in a public agency.

Education:

Possession of a bachelor's degree from an accredited college or university with major course work in human resources, public or business administration or a related field and/or the required equivalent work related experience.

License:

When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.



Assistant To The City Manager

Class Code:
00011

CITY OF VALLEJO

Established Date: Dec 30, 2015

Revision Date: ~~Mar 1, 2018~~ [Dec 8, 2022](#)

SALARY RANGE

\$61.77 - \$75.08 Hourly
\$4,941.70 - \$6,006.66 Biweekly
\$10,707.01 - \$13,014.44 Monthly
\$128,484.10 - \$156,173.26 Annually

DEFINITION:

To perform a wide variety of administrative and analytical tasks for the City Manager; conduct studies of city policies and procedures, program services, city organization structure and community issues; to coordinate assigned activities with other City departments and outside agencies; may administer a specific program area; assist in negotiation with the City's employee associations.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager or designee.

May exercise direct supervision over supervisory, professional, technical, clerical staff and consultants.

EXAMPLES OF DUTIES:

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

Provide highly responsible administrative staff assistance to the City Manager; conduct specific and comprehensive analyses of a wide range municipal policies involving organization, procedures, and services.

Assist in developing, planning and implementing goals and objectives for the City; recommend and administer policies and procedures.

Conduct studies of operational issues; prepare recommendations on results; evaluate recommended changes on organization, policy and procedures.

Assist in developing, coordinating, administering and monitoring the City budget.

Coordinate the development and updating of financial projections; develop and update the

City's financial plan.

Meet and confer with citizens to remedy problems and discuss City policies and procedures; respond to and resolve difficult and sensitive citizen inquiries and complaints.

Coordinate the negotiations of contracts and agreements.

Participate on a variety of committees and commissions; prepare meeting agendas; conduct and present a variety of research and special projects.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Modern and highly complex principles and practices of municipal administration.

Current social, political and economic trends and operating problems of municipal government.

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

Principles and practices of municipal government budget preparation and administration.

Research and reporting methods, techniques and procedures.

Sources of information related to a broad range of municipal programs, services and administration.

Pertinent Federal, State and local laws, codes regulations.

Ability to:

Effectively administer a variety of City-wide programs and administrative activities.

Interpret and apply City policies, procedures, laws and regulations.

Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Gain cooperation through discussion and persuasion.

Assist in developing, administering, coordinating and monitoring a large municipal budget.

Prepare clear and concise reports and develop appropriate recommendations.

Communicate clearly and concisely, both orally and writing.

Establish and maintain effective working relationships with those contacted in the course of

work including City and other government officials, community groups, the general public, and media representatives.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

Experience:

Four years of increasingly responsible administrative experience in a municipal government.

Education:

Possession of a bachelor's degree from an accredited college or university with major course work in human resources, public or business administration or a related field and/or the ~~required~~ equivalent work related experience. A Master's degree is highly desirable.



City Clerk

Class Code:
00102

CITY OF VALLEJO

Revision Date: ~~Mar 1, 2018~~ Dec 8, 2022

SALARY RANGE

\$56.60 - \$68.80 Hourly
\$4,528.16 - \$5,504.01 Biweekly
\$9,811.01 - \$11,925.35 Monthly
\$117,732.16 - \$143,104.21 Annually

DEFINITION:

DEFINITION

To plan, direct, manage and oversee the activities and operations of the City Clerk's Office including to serve as liaison between the City Council and the public; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager.

EXAMPLES OF DUTIES:

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

Assume full management responsibility for all City Clerk's Office services and activities; recommend and administer policies and procedures.

Manage the development and implementation of City Clerk's Office goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

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

Coordinate City Clerk's Office activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Council; prepare and present staff reports and other necessary correspondence.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal government.

Assume responsibility for the preparation, organization, printing and distribution of the agenda and agenda packet materials for City Council and other meetings.

Attend City Council meetings and record all official proceedings; prepare minutes and other documents; direct the publication, filing, indexing and safekeeping of all proceedings of the Council.

Coordinate municipal elections through the County; ensure conformance to election and government code; order and maintain election supplies and equipment.

Receive and process formal petitions relating to initiatives, referendums or recalls; examine and certify results; receive and process petitions relating to matters pertaining to the City.

Determine placement and assign new article/section numbers to new revisions/ additions to the Vallejo Municipal Code; assist departments in format of resolutions and ordinances.

Maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance and minutes; certify copies as required.

Receive and file claims and lawsuits against the City; accept subpoenas; record legal documents of the City.

Provide official notification to the public regarding public hearings including legal advertising of notices.

File campaign statements and Statements of Economic Interests for all elected officials and other designated employees.

Attest, publish, index and file ordinances and resolutions.

Execute official City documents; maintain custody of City Seal; administer and file oaths of office and oaths of allegiance.

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

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

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

Election laws and procedures.

Political reform requirements.

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

Business English, spelling and grammar.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Principles and methods of record keeping and report writing.

Modern office procedures, methods and computer equipment.

Principles and practices of budget preparation and administration.

Principles and practices of records management including records retention laws.

Ability to:

Provide information and organize material in compliance with laws, regulations and policies.

Direct the retention/destruction of official records in accordance with applicable laws and regulations.

Gain cooperation through discussion and persuasion.

Prepare and administer a budget.

Identify and respond to community and City Council issues, concerns and needs.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient City Clerk's Office services.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques. 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, the general public, and media representatives.

To meet the essential functions and physical requirements contained in the Physical Analysis of Job Assignment attached to this specification and incorporated herein by this reference.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines:

Experience:

Five years of increasingly responsible experience in complex administrative office work in a City Clerk's office, including two years of administrative responsibility.

Education:

Prefer a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field and/or the required equivalent work related experience.



Communications and Public Information Officer

Class Code:
6030

CITY OF VALLEJO

Established Date: Jun 10, 2019

Revision Date: ~~Jul 2, 2019~~ [Dec 8, 2022](#)

SALARY RANGE

\$57.89 - \$70.36 Hourly
\$4,631.08 - \$5,629.11 Biweekly
\$10,034.01 - \$12,196.41 Monthly
\$120,408.08 - \$146,356.91 Annually

DEFINITION:

Under general direction, the Communications and Public Information Officer develops, implements, and manages the communication plans and media strategies. Performs highly complex professional, technical, and analytical work involved in public outreach and internal communications. The Communications and Public Information Officer delivers high quality, customer focused public information services; manages messaging and highly sensitive communications in carrying out programmatic functions and maintains compliance with applicable state and federal laws and regulations; ensures the execution of the City's vision of open government communications.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager. May provide direct and indirect supervision to professional, technical and clerical staff, as well as contractors.

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.

Develops and executes strategic communication plans in consultation with City management and City Council to promote the initiatives and priorities of the City to reflect a culture of transparency and foster community engagement.

Provides advice and support to City staff and elected/appointed officials regarding public and media relations; assists City management on developing and implementing the most effective

approach to communicate with the public and staff about matters of importance and sensitivity.

Prepares talking points, key messages, media alerts, public announcements, and other informational materials related to public information.

Gathers information on City activities and projects for communication; prepares written articles, news releases, web pages, and various other material for internal and external audiences including employees, community groups, and the general public; selects, edits and coordinates material for publications; coordinates communication efforts; designs or recommends designs for brochures and other material, including developing specifications, photographs, layouts, placement, and coordination of printing and/or distribution.

Manages the City's website, home page, internet and intranet content; oversees the creation and maintenance of a useful, information-rich website, and ensures that pages clearly and accurately describe City activities and issues; establishes best practices and guidelines for maintaining the website interdepartmentally; manages electronic communications such as social media.

Responds to requests for information and coordinates its dissemination to the media, community groups, and the general public; facilitates the accurate coverage of issues by the media developing public relations and information delivery strategies; acts as the Public Information Officer.

Responds to media inquiries and emergency situations as the City's communication coordinator, coordinating with the City Manager's Office, the City's Emergency Operations, and other City staff and departments.

Arranges, promotes, and participates in public events sponsored by the City; organizes activities, displays exhibits which foster understanding and good will; prepares and edits press releases, correspondence, reports, speeches, multi-media and presentations for City management, staff and City Council members.

Assists in the development of the City's brand and style guide and implement updates as needed; enforce and adhere to the City's brand and style guide.

Plans and conducts public opinion research and surveys to determine interest and communicates results to management or staff; identifies trends and monitors public information legislation, advises on trends and makes recommendations; provides guidance, training, and technical support regarding public relations, public affairs, and media relations to the City Manager, City Council, other staff and/or policy making groups as appropriate.

Establishes and maintains positive working relationships with co-workers, other City employees, community groups and representatives, and the public by using principles of good public relations and customer services; acts as a liaison with the community and represents the City at meetings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, techniques and objectives of public information and communication as applied to City government.

Techniques and methods used in evaluating the effectiveness of a public information program.

Techniques and strategies for preparing, producing and disseminating information to a variety of audiences and through various communication methods including social media and online communication outlets such as Facebook, Instagram, and YouTube.

Current social media and online communication applications and the technical capabilities of each application to disseminate information.

Principles and practices of contract administration and evaluation.

Web production and management.

Emergency and crisis management techniques and practices.

General operations, legislation and legal issues involved in cable television, video production and programming.

Accepted principals, techniques and practices of local government administration including organization, planning, work measurement, budget development and monitoring, personnel, evaluation and supervision to staff.

General City functions, issues, and operations.

ABILITY TO:

Plan, organize, and coordinate a comprehensive City-wide public information program.

Direct effective public information and communications program and strategies.

Respond to citizen and media requests in a courteous, timely, and effective manner.

Make effective public presentations.

Advise City officials of techniques and strategies to make effective public presentations.

Compose social media posts, news articles, speeches, radio and TV scripts, newsletters, reports and letters.

Conceptualize, develop, and implement major public information marketing programs through media and social media campaigns.

Communicate effectively orally and in writing as appropriate for the needs of the audience. Prepare comprehensive reports and proposals.

Establish and maintain effective work relationships with a variety of people contacted in the course of work.

Negotiate, monitor, and enforce short and long-term contracts.

Evaluate programs in terms of cost effectiveness and utility to City government.

Anticipate and respond to public information/awareness needs.

MINIMUM QUALIFICATIONS:

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 (4) years of broad and increasingly responsible experience in journalism, public information, public relations, or related work including two (2) years of administrative or management responsibilities.

Education:

Graduation from an accredited four-year college or university with a major in marketing, public administration or closely related field is required and/or the ~~required~~ equivalent work related experience.

License or Certificate:

Possession of a valid California Class C Driver's License with a satisfactory driving record is required. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

*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.



Deputy Finance Director

Class Code:
00129

CITY OF VALLEJO

Established Date: Sep 29, 2016

Revision Date: ~~Mar 1, 2018~~ Dec 8, 2022

SALARY RANGE

\$58.32 - \$70.89 Hourly
\$4,665.90 - \$5,671.44 Biweekly
\$10,109.44 - \$12,288.12 Monthly
\$121,313.30 - \$147,457.44 Annually

DEFINITION:

To plan, organize and direct the functions of accounts payable, financial reporting, payroll and specialized accounting. Also responsible for providing technical expertise and coordination of disbursement and financial reporting activities to other City departments; reviewing payroll, accounts payable and financial reporting processing; preparing financial reports according to federal and state rules, regulations and laws, City policies and procedures, and generally accepted accounting principles, resolving discrepancies or procedural problems and providing support to the Assistant Finance Director and/or the Finance Director.

Supervision Received and Exercised:

Receives general administrative direction from the Assistant Finance Director and/or the Finance Director.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

EXAMPLES OF DUTIES:

Important responsibilities and duties may include, but are not limited to, the following:

In the absence of the Assistant Finance Director and/or the Finance Director, assume full management responsibility for all Finance Department services and activities including such areas as treasury, accounting, collections, data processing, utility billing, long-term debt issuance and administration, budgeting, and management information systems; recommend, implement and administer policies and procedures.

Manage subordinates in establishing and achieving performance goals and implementing practices that enable or strengthen data-driven decision making which results in efficiency enhancements and/or service delivery improvements.

Assist in the implementation of Finance Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Finance Department to other City departments, elected officials and outside agencies; explain, justify and defend Finance Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

Select, train, motivate and evaluate Finance Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct and coordinate, through subordinate level managers, the Finance Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Assist to develop viable financial strategies as well as operate the department within budget.

Assist and participate in the development and administration of the overall City budget including enterprise operations; develop revenue and expenditure projections on a multiyear basis; provide coordination with other City departments in developing departmental budgets and provide ongoing departmental budget assistance.

Coordinate and manage the annual audit conducted by independent auditors; provide internal auditing services, as needed.

Coordinate Finance Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager, and City Council; prepare and present staff reports and other necessary correspondence.

Research, analyze, and recommend revenue-generating and cost-reducing proposals for capital and operating programs; prepare long-range financial projections.

Prepare financial statements, cost reports, and statements of receipts and expenditures at regular intervals, include preparation of the Comprehensive Annual Financial Report (CAFR) and other federal and state mandated external financial reports.

Direct the approval, audit, and certification of claims against the City for payrolls, goods and services.

Compile statements of current operating capital outlay expenditures for use in developing budgets and making policy decisions.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of finance.

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

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Operational characteristics, services and activities of a comprehensive financial planning and development program.

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

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of budget preparation and administration, accounting, treasury management, purchasing, and risk management.

Personal computer and word processing applications.

Principles of supervision, training and performance evaluation.

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

Skill/Ability to:

Ability to balance a multitude of priorities simultaneously.

Skilled at being attentive to day-to-day activities and details while also demonstrating the desire and ability to see the big picture.

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

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Finance Department.

Identify and respond to community and City Council issues, concerns and needs.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient financial and administrative operations.

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

Develop complex personal computer spreadsheet applications.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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

Prepare clear and concise administrative and financial reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

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 public.

MINIMUM QUALIFICATIONS:**Experience:**

Four years of progressively responsible experience in financial planning and administration, including two years of management experience.

Education:

A Bachelor's degree from an accredited college or university with major course work in accounting, business, public administration, or a related field is required and/or the ~~required~~ equivalent work related experience.

Desirable Qualification:

Certified Public Accountant and/or a Master of Business Administration.



Deputy Fire Chief (Unrepresented Group)

Class Code:
00041

CITY OF VALLEJO

Revision Date: Dec ~~14~~8, 20~~16~~22

SALARY RANGE

\$75.43 - \$91.68 Hourly
\$6,034.29 - \$7,334.72 Biweekly
\$13,074.29 - \$15,891.89 Monthly
\$156,891.49 - \$190,702.72 Annually

DEFINITION:

DEFINITION

Under general direction, organizes, manages, and coordinates the activities of one or more assigned divisions of the Fire Department; provides highly responsible and professional staff assistance to the Fire Chief; acts in the absence of the Fire Chief; participates in departmental policy formulating and general planning; and, performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

EXAMPLES OF DUTIES:

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

Plans, coordinates, organizes, and directs the operations and programs as assigned. May direct and coordinate department support services, station and equipment maintenance, departmental training, emergency incident response capabilities, fire inspection and fire prevention programs, public education programs, and the enforcement of fire prevention ordinances and State, Federal, and local laws.

Plans, assigns, supervises, and inspects the work of subordinates when required; provides specialized support services such as research and planning activities. Participates in

assigned staffing and personnel responsibilities such as recommendations for selection, organization, discipline, etc.

Maintains a variety of control records using a personal computer; makes special studies and investigations of operating procedures, methods and problems; supervises the preparation of a variety of work reports. Assists in the budget preparation and administration.

Participates in the development and implementation of the Department's strategic and long-range planning efforts, goals and objectives, and programs consistent with the Department's mission statement and level of service. Assists in updating and maintaining the Manual of Operations by drafting policies and procedures for approval on a wide variety of subjects on issues that may affect any City function.

Prepares work orders and arranges repairs and replacements for the fire department facilities and apparatus with the proper city departments and authorizes work in accordance with proper budgetary controls. Inspects buildings, furnishings, company journals, records, apparatus and uniforms; enforces maintenance standards; and, follows up on repair orders.

Plans, coordinates, develops, implements, and participates in departmental training programs and volunteer programs including lecturing and informal instruction in specialized subjects.

Represents the City in relationships with the public, community groups, professional organizations, other City departments and divisions and outside agencies. May attend regular and special Council meetings to provide background information and research data on plans, proposals, alternatives, and recommendations on agenda items. May represent the Fire Chief on department committees.

Coordinates fire suppression resources at mutual aid responses and Fire Department activities with other City departments and divisions.

When required, operates any fire apparatus or equipment assigned to the department. May respond to major incidents and act in command or staff functions. May supervise salvage, rescue and first aid activities. May direct major fire investigations.

Answers routine correspondence for the Fire Chief and questions of the public and investigates complaints and takes appropriate action.

Acts for the Fire Chief in the Fire Chief's absence, as assigned.

May participate in labor relations activities.

May be required to work irregular hours and to stand by for calls while off duty.

Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

Principles and practices of organization, program management, administration, training, safety, budget and personnel management.

The modern principles and practices of fire prevention, suppression, training and incident command and control.

The proper use and maintenance of fire fighting equipment and supplies.

Current trends regarding firefighting, fire administration, fire prevention, and training activities.

Departmental rules and regulations and Federal, State, and local laws and regulations pertaining to fire prevention, suppression, training, hazardous materials response and handling, and safety.

City geography, target hazards, and fire fighting resources such as personnel, equipment, water supply, and communications.

Ability to:

Make effective use of personnel, equipment and apparatus in emergency and non-emergency situations.

Supervise, evaluate, discipline, and train subordinates. Provide the necessary leadership to effectively direct department operations.

Effectively analyze problems and management issues and develop and implement solutions. Keep records and prepare reports. Interpret complex regulations, laws, and guidelines.

Operate all types of fire fighting equipment and to instruct others in such operations; meet the physical requirements necessary to safely and effectively perform the assigned duties; and, act quickly and calmly in emergency situations.

Communicate effectively, both orally and in writing. Prepare and present comprehensive oral and written reports and recommendations using a personal computer.

Plan, prioritize, and direct the work of others while maintaining discipline and morale.

Establish and maintain effective working relationships with those contacted in the course of work. Deal tactfully and persuasively with others in controversial situations.

MINIMUM QUALIFICATIONS:

Experience

Seven years of increasingly responsible experience in a municipal fire service, including experience in fire prevention, operations, and training, with a minimum of five years in a supervisory rank of Fire Captain, Fire Marshall, Battalion Chief, Assistant Fire Chief, or equivalent and/or the required equivalent work related experience.

Education:

Possession of a bachelor's degree from an accredited college or university with major course work in fire science, public or business administration or a related field.

License or Certificate

Possession of an appropriate valid driver's license.

Possession of a certificate in Fire Science or Fire Prevention from a college vocational fire science program with a minimum of 40 semester units or State of California certification as a Chief Officer.



Deputy Police Chief

Class Code:
06050

CITY OF VALLEJO

Established Date: Nov 17, 2020

Revision Date: Dec 8, 2020

SALARY RANGE

\$91.65 - \$111.40 Hourly
\$7,331.76 - \$8,911.80 Biweekly
\$15,885.48 - \$19,308.90 Monthly
\$190,625.76 - \$231,706.80 Annually

DEFINITION:

Summary Description

Under administrative direction, assist the Police Chief with the day-to-day administrative and technical operations of the Police Department including crime prevention, training, risk management and emergency operations; and to assist the Police Chief with program and policy implementation. Performs related work as required.

Distinguishing Characteristics

Positions in this class act as the Police Chief in his or her absence. The major functional responsibility of this position is to assist the Police Chief with the day-to-day administrative and technical operations of the Police Department including hiring, training, risk management, crime prevention, and emergency operations; and to assist the Police Chief with program and policy implementation.

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

Supervision Received and Exercised

The administrative nature of the work performed by the Deputy Police Chief is complex and requires considerable responsibility for daily oversight of both field and administrative operations. This position is responsible for routine reporting of activities to the Police Chief.

EXAMPLES OF DUTIES:

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.

Assist the Police Chief with the day-to-day administrative and technical operations of the Police Department including hiring, training, risk management, crime prevention, and emergency operations.

Assist the Police Chief with program and policy implementation and enforcement.

Plan, organize, coordinate, and direct the operational activities in the preservation of order, protection of life and property, and the enforcement of laws and ordinances.

Through supervisory personnel, assign work and train employees; has authority to carry out performance appraisals, and recommend employment retention, promotion, and demotion decisions.

Responsible for the development, conduct, or review of departmental programs, records and reports.

Evaluate existing activities, policies and procedures; conduct research and planning to improve departmental operations and policies and recommend change as necessary.

Assist in the preparation of the budget and provide administrative guidance for the control of budget expenditures.

Review daily reports from the various divisions and units and evaluates activities to determine where improvement is needed; plans future activities.

Represent the department in labor negotiations and employee relations.

Interview complaints, witnesses, and other individuals for the purposes of giving advice and/or taking police action whenever necessary.

Meet with representatives from the community, businesses and professional groups on the problems of crime and protection of their persons and property.

Act as representative of the Police Department at meetings, conferences, and other public functions as required.

Maintain effective working relationships with other City departments and County, State, and Federal agencies involved in law enforcement.

Consult with other law enforcement agencies in the solution of mutual problems and cases.

Consult with the Police Chief on the prosecution of crimes of major importance.

Maintain membership in the state national agencies dealing with the collection and dissemination of intelligence information relating to crime syndicates and cartels, their scope on a national or state level, formulate plans to prevent the encroachment locally, and keep the Police Chief informed as to developments.

Serve as a member of state and national committees dealing with crime prevention and attend meetings whenever called, on a state or national level.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, and techniques of police administration, organization, and operation in a 21st Century Policing model.

Technical and administrative phases of crime prevention, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.

Criminal law including apprehension, arrest, and prosecution of persons committing misdemeanors and felonies.

Local, County, and State laws relating to law enforcement.

Laws, ordinances, and regulations affecting the work of the department including various memorandum of agreements.

Functions and responsibilities of department sub-units and their effective interactions.

Principles and practices of supervision and training.

Principles and practices of public administration, including personnel and budgetary control.

Effective personnel management principles.

Freedom of information requirements and public information restrictions.

Criminal law with reference to apprehension, arrest and prosecution of persons committing misdemeanors and felonies including the rules of evidence in criminal cases.

ABILITY TO:

Effectively command large complex law enforcement operations.

Plan, develop, and implement a comprehensive law enforcement and crime prevention operation.

Supervise and direct top management.

Relate effectively to employees and the public.

Express oneself clearly and concisely, both orally and in writing.

Analyze reports and develop effective courses of action.

Plan, assign, and supervise the work of subordinates and develop and conduct staff training.

Analyze complex situations and adopt effective courses of action.

Make department promotional recommendations.

Coordinate the duties of the Captains.

Conduct research and prepare reports and correspondence.

Deal courteously with the public, and establish and maintain effective public relations.

Exercise judgment in decisions that affect the entire department.

Realize departmental significance of events.

*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.*

MINIMUM QUALIFICATIONS:

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: At least four (4) years of experience at the Police Lieutenant level or above, and at least two (2) years of experience at the Police Captain level or above.

Education: Successful completion of a Bachelor's Degree from an accredited college or university with major coursework in police administration, public administration or a closely related and/ or the required equivalent work related experience. A candidate without a Bachelor's Degree may be appointed provided that the Bachelor's Degree is earned within one (1) year of appointment as a condition of continued employment in the classification of Deputy Police Chief. If this condition is not met, the employee will not be eligible to remain in the classification of Deputy Police Chief with no right to appeal.

License or Certificate:

Possession of valid driver's license.

Possession of an Advanced Peace Officer's Standards and Training 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.



Employee and Labor Relations Officer

6060

Class Code:

CITY OF VALLEJO

Established Date: Mar 14, 2022

Revision Date: ~~Mar 21~~Dec 8, 2022

SALARY RANGE

\$64.30 - \$78.16 Hourly
 \$5,144.00 - \$6,252.57 Biweekly
 \$11,145.33 - \$13,547.23 Monthly
 \$133,744.00 - \$162,566.77 Annually

DEFINITION:

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 ~~employeremployeeemployee~~ 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.

KNOWLEDGE AND ABILITIES:

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.

MINIMUM QUALIFICATIONS:

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 and/or the required equivalent work related experience.

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.

WORKING CONDITIONS:

*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.*



Information & Technology Director

Class Code:
00090

CITY OF VALLEJO
Established Date: Sep 11, 2018
Revision Date: Sep 13, 2018

SALARY RANGE

\$71.30 - \$86.67 Hourly
\$5,704.00 - \$6,933.25 Biweekly
\$12,358.67 - \$15,022.04 Monthly
\$148,304.00 - \$180,264.45 Annually

DEFINITION:

DEFINITION

To plan, organize, and direct all of the operations within the City's Information Technology (IT) Department including customer support, systems planning, analysis, design, and development, geographic information systems, and operations; to coordinate assigned activities; to provide highly responsible and complex technological support to other City departments.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over assigned staff.

EXAMPLES OF DUTIES:

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

Directs the development and implementation of City-wide and departmental goals with regard to technology acquisition, implementation, and maintenance.

Develops specific short- and long-range plans, strategies, goals, and objectives for information technology, which involves facilitating discussions with City management regarding current and anticipated information services requirements, application development, acquisition, and enhancement requests.

Oversees the technical support "Help Desk" services, web server support, and computer purchase/support for all systems supporting City departments; provides and oversees computer training to City staff.

Provides system planning analysis, design, and development of computer systems and reports, and supports both internally developed and purchased products for the City of Vallejo.

Administers the geographic data, development of tools to view the geographic data, and presentation of data in a geographic format.

Provides network and computing infrastructure necessary to electronically transmit information quickly and reliably; provides connectivity and support to all City departments.

Establishes standards and practices for standardization of hardware and software products to insure system integrity and minimize maintenance and operation costs; coordinates the acquisition of personal computers, hand-held devices such as smart phones and tablets, and software.

Maintains liaison with equipment and/or software manufacturer's representatives to ensure satisfactory support and to develop timely information regarding new technology, techniques, and developments affecting City operations.

Develops and implements plans and recommendations for major operational changes within the department to meet technological changes in the field of information technology.

Supervises, trains, and evaluates IT staff; sustains a culture of personal and collective accountability within the department; monitors performance and provides feedback and coaching to employees; encourages teamwork and collaboration.

Enhances service levels and responsiveness to users through effective communications, collaborative work relationships, and a stable and reliable technology environment.

Contributes to the optimal management of vendor, financial, and capital resources to achieve its strategies and objectives by helping to develop and administer the Information Technology budget, contracts, and vendors; develops projections and fiscal impacts of new technology and applications.

Resolves service complaints received from user departments and implements corrective action with staff; receives and prioritizes requests for computer applications development and oversees the development and implementation processes.

Designs and administers the City's local area and wide area networks.

Conducts or directs the conduct of analytical studies; develops and reviews reports of findings, alternatives, and recommendations.

Prepares a variety of periodic and special reports regarding department activities; participates on various City committees; represents the City in meetings with representatives of manufacturers, vendors, professional and business organizations; prepares and presents staff reports and other necessary correspondence.

Monitors developments and legislation related to information systems matters; evaluates their impact upon City operations and recommends and implements equipment, policy, and procedural improvements.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of information systems management, including applications design and hardware and software options for major administrative and business-oriented applications including local area and wide area networks.

Principles and practices of process re-engineering, systems analysis and design, strategic planning, project management, and organizational change management.

Principles and practices of leadership, management, supervision, performance management, team building, conflict resolution, and training.

Current industry standards and best practices, product availability in hardware and software, and current information technology trends and innovations.

Most aspects of information technology operations including but not limited to networks, security, personal computers, hand-held devices, communications, applications, field technical services, service level administration, metrics, sourcing, hosting, and business continuity.

Vendor management, contract negotiations, and on-premise as well as subscription service architectures.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;

Administrative principles and methods, including goal setting and program and budget development, implementation, and monitoring.

Ability to:

Manage complex projects that include the analysis, design, development, and implementation of applications, security, and hardware infrastructure.

Evaluate options, develop alternatives, and justify recommendations, with special emphasis on an enterprise, city-wide level.

Maintain awareness of current technology, trends, and practices of the trade.

Develop and make effective presentations using visual aids and other communication tools.

Apply executive level organizational leadership and management skills including those related to communication, collaboration, strategic planning, problem-solving and decision-making, planning and prioritizing, and workforce development and succession planning.

Communicate effectively, both orally and in writing.

Ensure safe work practices.

Select, train, motivate, and evaluate assigned staff;

Analyze complex problems, evaluating alternatives and make creative recommendations.

Establish and maintain effective working relationships with those contacted in the course of work, represent the City effectively in meetings with other agencies and the public.

Prepare clear, concise, and competent reports, correspondence, and other written materials.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of progressively responsible experience in planning, developing, implementing and maintaining information technology programs and projects, which includes strategic planning, systems analysis, process re-engineering and/or the installation, maintenance, and repair of network infrastructure, computer systems, equipment, and applications; at least three years in a management and supervisory capacity. Experience in a public jurisdiction is preferred.

Training:

Bachelor's degree from an accredited college or university in computer science, electrical engineering, information systems management, public administration, business administration, or a related field and/or the equivalent work related experience. Master's degree in one of the above disciplines is desirable.

License or Certificate:

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

time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

WORKING CONDITIONS:

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 performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (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 SPEC TITLE 6:

Date Adopted by CSC

Revised X New

Date Salary Adopted by City Council

Class Code 00090

Pay Grade D73

Bargaining Unit Unrepresented____

EEOC Code: 01____