



AGENDA

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

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

January 9, 2023

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

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

IMPORTANT NOTICE REGARDING JANUARY 9, 2023 **CIVIL SERVICE COMMISSION MEETING**

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

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

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

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

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

VIEW THE MEETING:

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

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

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



Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the Civil Service Commission Staff Secretary. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
January 9, 2023

- 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 Council Chambers or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. When called upon, each speaker should step to the podium, state his/her name for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to a maximum of three minutes pursuant to Vallejo Municipal Code Section 2.02.300.*

8. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

*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 Council Chambers or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Commission. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.*

A. APPROVAL OF AGENDA

B. APPROVAL OF THE MINUTES – Regular meeting minutes of the December 12, 2022 meeting.

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 Council Chambers or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your*

hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420. In person speakers will be recognized first.

A. APPROVE TITLE AND SPECIFICATIONS OF NEW CLASSIFIED POSITION.

Recommendation: By motion, approve the title and specification of new classified position of Facilities Maintenance Supervisor – Additional information provided about this new role.

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

B. APPROVE SPECIFICATION REVISIONS OF SEVERAL JOB CLASSIFICATIONS

Recommendation: By motion, approve the job classification specification revisions for Sr Accountant, Accountant, and Customer Service Representative

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

C. APPROVE REVISION OF CIVIL SERVICE RULE SECTION 7.2 – PRE-EMPLOYMENT PHYSICAL REQUIREMENT

Recommendation: By motion, approve revision of Civil Service Rule Section 7.2 to exclude all administrative staff and/or non-labor roles.

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, January 6, 2023.

Dated: January 6, 2023

DocuSigned by:

BEFBE8DE231947F

Rachel Ferguson, Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
DECEMBER 12, 2022**

**Vallejo Room
John F. Kennedy Library
Lower Level
505 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 (arrived at 5:22 p.m.)

Absent: None

Staff present: Executive Secretary Ferguson, Assistant City Attorney Zagaroli and Deputy City Clerk Joya

4. WRITTEN COMMUNICATION – None

5. EXECUTIVE SECRETARY’S REPORT – None

6. REPORT OF CHAIRPERSON AND COMMISSIONERS – None

7. COMMUNITY FORUM – None

8. CONSENT CALENDAR AND APPROVAL OF AGENDA

Action: *Moved by Commissioner Carter, second by Vice Chair and unanimously approved by all Commissioners present, to approve all of the items on the Agenda and Consent Calendar (Absent Commissioner Wright).*

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the November 14, 2022 meeting

B. APPROVAL OF AGENDA

9. 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 Facilities Maintenance Supervisor.

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.

Commissioner Janik requested clarification from staff, and proposed a motion for the item to continue to the next meeting.

Speakers: None

Action: *Moved by Commissioner Janik and second by Commissioner Carter and carried unanimously by all Commissioners present to continue this item to the next Civil Service Commission meeting.*

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

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 Carter and unanimously approved by all Commissioners present to approve specification revisions of existing classified positions.*

10. ADJOURNMENT

The meeting adjourned at 5:33 p.m.

MIKE NISPEROS, CHAIRPERSON

ATTEST:

RACHEL FERGUSON, EXECUTIVE SECRETARY



To: Civil Service Commission

From: Rachel Ferguson, Human Resources Director

Date: January 9, 2023

Subject: Approve Title and Specification of new Classified Position of Facilities Maintenance Supervisor *REVISED*

RECOMMENDATION

Approve the title and specification for the new classification of Facilities Maintenance Supervisor; and place it in the Classified service of the City's Classification Plan.

REASON FOR RECOMMENDATION

City departments have an opportunity twice per year (midyear and fiscal year end) to reassess their employee positions. During this year's midyear cycle, the departments 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 required of the position. This class will provide another layer of leadership supervision for the Water Facilities Maintenance Team.

The Facilities Maintenance Supervisor will work closely with the department head or other manager as it pertains to any form of disciplinary action of a direct report and will not be responsible for administering any form of formal disciplinary action. A D Certification is necessary as the position will routinely require working with the distribution and water treatment staff. need to have the basic understanding of operational aspects of the locations they maintain/support. The D cert ensures a basic understanding of operational aspects of the locations the new position will maintain and support. The Vallejo Water Dept is a D5 water agency, so D2 is considered an easy and minimal cert to obtain for this position. The City pays for all required certifications.

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 all new classifications. Staff has already received City Council authorization to amend the Positions and Salaries Resolution to add this position, and to 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 begin 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; assist in conducting performance evaluations; work with employees to correct deficiencies; assist to 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: January 9, 2023

Subject: Approve Specification Revision of Existing Classified Positions

RECOMMENDATION

Approve the specification revisions of the existing classified positions of Sr Accountant, Accountant, and Customer Service Representative. These positions 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. The phrase "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. The phrase does not include

editorial, stylistic or other revisions that have minimal or no impact on the basic meaning of the job duties detailed in the existing classification plan, which shall be considered “minor revisions.” If significant revisions to a classification plan are being proposed for approval by the Commission with or without agreement from the affected collective bargaining units, the Executive Secretary shall provide notice to the affected collective bargaining units representing the class at least three (3) calendar days prior to the meeting at which a classification recommendation is being made. All minor revisions to a classification plan may be approved by the Executive Secretary.

Since the proposed revisions include the removal of 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 of the Civil Service Commission. Such review shall ensure the revisions do not change the placement of the affected position in the classified service of the City’s classification plan. The proposed revisions do not change the substantive function of this classification.

DOCUMENTS ATTACHED

Attachment A – Revised Classification Specifications:

Sr. Accountant, Accountant, and Customer Service Representative

CONTACT

Rachel Ferguson

Human Resources Director

Contact Information: (707) 648 4363

Rachel.Ferguson@cityofvallejo.net

CITY OF VALLEJO

ESTABLISHED
REVISED JUNE 2007

SENIOR ACCOUNTANT

DEFINITION:

DEFINITIONSUMMARY DESCRIPTION

To supervise and/or participate in the work of staff responsible for providing financial record keeping, reporting and cost accounting functions within the Finance Department; and to perform a variety of professional accounting tasks relative to assigned area of responsibility.

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SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant/Finance Director and/or Accounting Manager. May exercise direct supervision over professional, technical and clerical staff.

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EXAMPLES OF DUTIES:

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

Supervise and/or participate in the work of staff involved in a variety of financial, managerial, and accounting activities within the Finance Department.

Prepare various reports on operations and activities, including staff reports for the Finance Director for City Council Meetings.

Assist in the preparation of and monitor the city-wide budget; prepare periodic reports and recommendations for budget adjustments as necessary.

Lead and participate in a wide variety of professional accounting duties; monitor preparation of year-end adjusting and closing entries and annual financial report; review City employee travel expenses for compliance with City travel policy; audit subsidiary journals, registers and staff entries to ensure proper account coding, monthly bank reconciliations, documentation and account balancing.

Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accurate recording, balancing and classification of all income and expenditures to proper accounts in accordance with City procedures.

Assist State auditors with financial audit of City; provide financial statements and information as necessary.

Analyze various funds, financial summaries and statements; initiate improvements or revisions in the accounting system or its procedures.

Prepare a variety of complex financial statements and reports including monthly, quarterly and annual financial reports and make oral presentations.

Assist and interact with various departments and divisions on the interpretation and analysis of financial reports, schedules and statements.

CITY OF VALLEJO

ESTABLISHED REVISED JUNE 2007

Determine trends and analysis of revenues and expenditures for various funds and departments; recommend effective courses of action, solutions, and/or alternatives.

Administer, monitor, analyze, and account for Federal and State grants, contracts and agreements to ensure that funds are received and payments are made, and compliance is maintained.

Perform a variety of research on special projects within the Department as assigned.

Respond to a variety of inquiries from the public, various agencies, and contractors regarding budget procedures and information and other fiscal matters.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

Principles and procedures of financial record keeping and reporting.

Principles and practices of budget preparation, administration, and monitoring. Principles and practices of program analysis and revenue forecasting.

Accounting theory, principles and procedures and their application to a variety of accounts, transactions, and problems in a municipal government.

Principles of supervision, training, and performance evaluation.

Modern and complex principles and practices of governmental accounting. Pertinent

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

Ability to:

Manage and coordinate the work of professional, technical, and clerical personnel. Interpret and apply pertinent federal, State, and local laws, rules and regulations.

Analyze and interpret fiscal accounting records and prepare accurate and complete financial reports.

Develop and implement accounting system modifications. Analyze and interpret financial and accounting records.

Prepare a variety of complex financial statements, reports and analyses. Examine and verify a wide variety of financial documents and reports.

Conduct sound audits of financial records.

Remain current in emerging office methods, practices, procedures, and equipment. Communicate clearly and concisely, both orally and in writing.

CITY OF VALLEJO

**ESTABLISHED
REVISED JUNE 2007**

Prepare staff reports for the Finance Director for City Council meetings.

Assist technical, clerical and professional staff in the more complex aspects of accounting procedures.

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

MINIMUM QUALIFICATIONS:

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:

Three years of professional accounting experience, preferably in municipal and public agency. Preferred experience in governmental public agency in the State of California.
~~Three years of professional governmental accounting experience in a public agency in the State of California.~~

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Education:

Possession of a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.
~~Possession of a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.~~

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Internal Candidates Only:

Accountants with two years of experience with the City of Vallejo. Bachelor's degree preferred.

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ACCOUNTANT

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DEFINITION SUMMARY OF DESCRIPTION:

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To lead and participate in the work of staff responsible for providing financial record keeping, reporting and cost accounting functions within the Finance Department; and to perform a variety of professional accounting tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

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Receives direction from the Accounting Manager and/or Senior Accountant.

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Exercises functional and technical supervision over technical and clerical staff.

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

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Lead and participate in the work of staff involved in a variety of financial, managerial, and accounting activities within the Finance Department.

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Prepare various reports on operations and activities.

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Lead and participate in a wide variety of professional accounting duties; monitor preparation of year-end adjusting and closing entries and annual financial report; review City employee travel expenses for compliance with City travel policy; audit subsidiary journals, registers and staff entries to ensure proper account coding, monthly bank reconciliations, documentation and account balancing.

Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accurate recording, balancing and classification of all income and expenditures to proper accounts in accordance with City procedures.

Assist State auditors with financial audit of City; provide financial statements and information

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as necessary.

Analyze various funds, financial summaries and statements; initiate improvements or revisions in the accounting system or its procedures.

Prepare a variety of complex financial statements and reports including monthly, quarterly and annual financial reports.

Assist and interact with various departments and divisions on the interpretation and analysis of financial reports, schedules and statements.

Administer, monitor, and account for Federal and State grants to ensure that funds are received and payments are made.

Perform a variety of research on special projects within the Department as assigned. Answer inquiries from the public, various agencies, and contractors on fiscal matters. Perform related duties and responsibilities as required.

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KNOWLEDGE AND ABILITIES:

Knowledge of:

Principles and procedures of financial record keeping and reporting in government accounting.

Accounting theory, principles and procedures and their application to a variety of accounts, transactions, and problems in a municipal government.

Basic principles of supervision and training.

Modern and complex principles and practices of governmental accounting. Pertinent

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

Ability to:

Lead and participate in the work of technical and clerical personnel.

Interpret and apply pertinent federal, State, and local laws, rules and regulations.

Analyze and interpret fiscal accounting records and prepare accurate and complete financial reports.

Develop and implement accounting system modifications.

Analyze and interpret financial and accounting records.

Prepare a variety of complex financial statements, reports and analyses. Examine and verify a wide variety of financial documents and reports.

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Conduct sound audits of financial records.

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Remain current in emerging office methods, practices, procedures, and equipment. Communicate clearly and concisely, both orally and in writing.

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

MINIMUM QUALIFICATIONS:

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Education and Experience Guidelines **Experience and Training Guidelines**

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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:

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Experience:

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Two years of professional accounting experience, preferably in municipal or public agency.

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Two years of professional governmental accounting experience in a public agency in the State of California.

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Training**Education:**

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Possession of a bachelor's degree from an accredited college or university with major course work in accounting, finance, or a related field or the required equivalent work-related experience. Equivalent to a Bachelors degree from an accredited college or university with major course work in accounting, finance or a related field.

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Internal Candidates Only:

Accounting Technician with two years of experience with the City of Vallejo. Bachelor's degree preferred.

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CUSTOMER SERVICE REPRESENTATIVE

DEFINITION SUMMARY DESCRIPTION

To perform customer service duties in support of utility service or public works activities involving requests for service, handling customer complaints, providing information and maintaining related financial and/or daily work orders and work report records.

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CLASS DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility for providing customer service and assistance to the public and City staff when assigned to the Commercial Services Section of the Finance Department or the Operations Section of the Public Works Department. This is the full working level and incumbents within this classification are expected to work with limited supervision within their respective assignment area.

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SUPERVISION RECEIVED AND EXERCISED

Depending upon assignment receives general supervision from the Commercial Services or Public Works section manager.

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EXAMPLES OF DUTIES:

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

WHEN ASSIGNED TO COMMERCIAL SERVICES

~~Prepare and process service orders for various City services including water turn on's and shut offs, water meter installations, new utility billing accounts, notices for delinquent customers accounts and no customer on service notices.~~ Prepare and process service orders for various City services including water turn-ons and turn-offs, water meter installations, sewer taps, new utility billing accounts, and discontinuance of accounts.

~~Request verification of meter reads; process and review paperwork/reports for changes to incorrect bills or meter reads; authorize credit extensions for customers with past due bills; verify payment of bills and current service status; perform credit and collection duties.~~

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~~Request verification of meter reads; process paperwork for changes to incorrect bills; authorize credit extensions for customers with past due bills; verify payment of bills and current service status; perform credit and collection duties.~~

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Receive and process City payments through the mail and in person; balance daily receipts.

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Provide assistance to citizens with inquiries and complaints; answer customer complaints regarding charges, delinquencies and refunds; identify customer service problems and conduct research; prepare work orders for field maintenance staff; communicate results to customer.

Mail delinquent bills; issue final 48-hour notices; shut off delinquent accounts; keep accurate records of accounts.

Act as a receptionist; answer the telephone and wait on the general public, providing general information on departmental and City policies and procedures as required; refer calls to appropriate

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department personnel.

Perform a variety of general clerical duties including typing and proofreading a variety of documents, maintaining files and records, inventory and maintaining office supplies, receive, process, and sort incoming mail.

Collect, research, and refund water deposits.

~~Prepare and process Business License applications; generate and prepare all business licenses; receive and process Business License payments through the mail and in person; balance daily receipts; prepare and send Administrative Citations to unlicensed or delinquent businesses.~~

~~Print lists of delinquent licenses and call to verify if they are still in business.~~

~~Print weekly list of new businesses for customers; check the newspaper for new businesses. Set up court dates for parking tickets.~~

Operate a variety of office machines including a computer terminal; input and retrieve data and text.

Perform related duties and responsibilities as required.

WHEN ASSIGNED TO PUBLIC WORKS OPERATIONS SECTION

Provide assistance to citizens with inquiries and complaints (via phone, email, service request program, and in-person); identify customer service problems and conduct research; communicate results to customer.

Act as a receptionist; answer the telephone and wait on the general public, providing information on departmental and City policies and procedures as required; refer calls to appropriate department personnel; initiate opening of automatic security gate at Corporation Yard for deliveries

Prepare and process service work orders for various City services including but not limited to water main breaks, water meter installations, pothole repair, illegal dumping clean up, and street light repairs.

Work with Risk Department to prepare damage claim reimbursement requests

Keep asset management program updated; generate reports

Process and sell parking permits; collect revenue and make deposits

Keep parking meters updated and serviced; ensure parking garage safety and security systems remain operational; coordinate repairs, when needed; work with vendors to resolve operation, accounting and/or contract issues

Support management: ~~P~~project manage small, non-complex efforts as assigned.

Perform a variety of general clerical duties including typing and proofreading a variety of documents, maintaining files and records, inventory and maintaining supplies.

Receive, process, and sort incoming mail.

Operate a variety of office machines including a computer terminal; input and retrieve data and text.

Perform related duties and responsibilities as required. Enter Daily Work Reports into the automated work order time and record keeping system. Write, distribute and track work orders.

Receive and respond to complaints and emergency calls, as well as requests for information.

Dispatch Public Works workers using a two-way radio, telephone and pager system. Monitor the street light recorder.

Monitor communications on the two-way radio.

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~~Compile and prepare bills and a variety of reports for work completed by City Public Works employees.~~

~~Receive, track, and authorize payment for garbage company transfer station tickets. Maintain a database for Public Works assets maintained by the City Maintenance Division.~~

~~Provide individual software training and assistance to those employees using the automated work order system. Provide training to new staff.~~

~~May be assigned the responsibility of data base administrator for the automated work order system.~~

~~Retrieve, sort and distribute Underground Service Alert (USA) requests.~~

~~Notify outside agencies and departments of work being performed by City staff as required. Set up, retrieve and distribute preventative maintenance schedules.~~

~~Monitor and process delinquent bill meter removals and new meter installations.~~

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

Basic customer relations techniques.

Modern office practices, procedures and equipment including a computer.

Equipment used by employees assigned to the Commercial Services Section or Public Works Operations Section.

Terminology associated with the work performed within the assigned section, Operational practices of assigned section.

Principles and procedures of record keeping. Mathematical principles.

English usage, spelling, grammar and punctuation.

Ability to:

Learn the operations, services and activities of a customer service program. Learn, interpret, and explain utility policies and procedures.

Respond tactfully and courteously with the public in answering customer inquiries and complaints.

Operate a variety of office equipment including a typewriter, calculator, and computer terminal. Maintain a variety of records and files.

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Perform varied clerical work.

Perform mathematical calculations quickly and accurately.

Work in situations with hostile customers.

Understand and carry out oral and written instructions. Communicate
clearly and concisely, both orally and in writing.

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

Prioritize work assignments and activities.

MINIMUM QUALIFICATIONS:

Experience:

Two years of customer service experience. Computerized record keeping and data base systems, bookkeeping and cash handling experience is desirable.

~~Training~~Education:

A High School Diploma or G.E.D. and ~~s~~Some training or coursework in accounting and record keeping is desirable.

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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: January 9, 2023

Subject: Approve Modification of Civil Service Rule Section 7.2

RECOMMENDATION

Approve the modification of Civil Service Rule Section 7.2 to exclude all administrative staff and/or non-labor roles. As with many other local agencies, this rule has been modified or relaxed to only include safety, hazardous, and labor-intensive roles.

REASON FOR RECOMMENDATION

In an ongoing effort to stay competitive in this delicate job market, the City polled several local agencies to determine if they still had a pre-employment physical requirement for all represented City employees or if this had been modified to exclude administrative, non-labor, non-safety, or non-hazard roles. We received responses from City of Healdsburg, City of Suisun, City of Napa, City of Sacramento, & City of Salinas that they have modified this Civil Service rule to reflect our recommendation. All represented City of Vallejo unions that fall under civil service rules, VPOA, IAFF, and IBEW have agreed to this proposed revision to rule 7.2. The City asks Rule 7.2 be modified by resolution of the Commission.

BACKGROUND AND DISCUSSION

Recommend revising Civil Service Rule 7.2 All persons entering the employ of the City shall be required to satisfactorily pass a medical examination prior to appointment. It is intended that such preplacement medical examinations apply to newly hired employees entering classifications for which the Commission has established medical standards.

If significant revisions to a civil service rule 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 civil service rule modification recommendation is being made.

Since the proposed revisions includes modifying a specific civil service rule, these revisions are considered significant and require the review and approval by the Civil Service Commission.

DOCUMENTS ATTACHED

Attachment A – Proposed Revision to Civil Service Rule Section 7.2

CONTACT

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

Civil Service Rule 7.2 – Proposed Modification

All persons entering the employ of the City in a safety, hazard, or labor-intensive role shall be required to satisfactorily pass a medical examination prior to appointment. It is intended that such preplacement medical examinations apply to newly hired employees entering classifications for which the Commission has established medical standards.