



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

March 13, 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 MARCH 13, 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.
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Hybrid Options are available for members of the public to participate. To participate remotely:

<https://ZoomRegular.CityofVallejo.net>

Option to join by phone:

Dial (669) 900-6833

Enter Meeting ID: 914 0075 0676#

Press *9 to digitally raise your hand from the phone

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

CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
March 13, 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 January 9, 2023 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 Housing Director – Additional information provided about this new role. Contact: Terrance Davis (707) 648-4301 terrance.davis@cityofvallejo.net

B. APPROVE TITLE AND SPECIFICATIONS OF NEW CLASSIFIED POSITION.

Recommendation: By motion, approve the title and specification of new classified position of Water Resources Manager – Additional information provided about this new role. Contact: Terrance Davis (707) 648-4301 terrance.davis@cityofvallejo.net

C. APPROVE SPECIFICATION REVISIONS OF SEVERAL JOB CLASSIFICATIONS

Recommendation: By motion, approve the job classification specification revisions for Assistant Civil Engineer, Associate Civil Engineer, Senior Civil Engineer, and Communications Operator II. Contact: Terrance Davis (707) 648-4301 terrance.davis@cityofvallejo.net

10. ADJOURNMENT

CERTIFICATE

I, Terrance Davis, Executive Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Civil Service Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., Friday, March 10, 2023.

Dated: March 10, 2023

Terrance Davis, Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
JANUARY 9, 2023**

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

1. CALL TO ORDER

The meeting was called to order at 5:20 p.m.

2. FLAG SALUTE

3. ROLL CALL

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

Absent: Chair Nisperos

Staff present: Executive Secretary Ferguson, Chief Assistant City Attorney Risner 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 – Councilmember Matulac

8. 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 (Absent Chair Nisperos).*

A. APPROVAL OF AGENDA

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

9. ACTION CALENDAR

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 new role.

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 Commissioner Carter and second by Commissioner Wright and carried unanimously by all Commissioners present to approve title and specifications of new classified position (Absent – Chair Nisperos).

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

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 Commissioner Wright, second by Commissioner Carter and unanimously approved by all Commissioners present to approve specification revisions of several job classifications with revised changes recommended by the Commission (Absent - Chair Nisperos).

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

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 Commissioner Janik, second by Commissioner Carter and unanimously approved by all Commissioners present to approve revision of Civil

Service Rule Section 7.2 – Pre-employment physical requirement (Absent – Chair Nisperos).

10. ADJOURNMENT

Moved by Commissioner Wright, second by Commissioner Carter and unanimously approved by all Commissioners present (Absent – Chair Nisperos).

The meeting adjourned at 5:42 p.m.

MIKE NISPEROS, CHAIRPERSON

ATTEST:

RACHEL FERGUSON, EXECUTIVE SECRETARY



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

To: Civil Service Commission

From: Carmen Valdez, HR Advisor

For: Terrance Davis, Secretary

Date: March 10, 2023

Subject: Approve Title and Specification of new Non-Classified Position of Housing Director

RECOMMENDATION

Approve the title and specification for the new classification of Housing Director; 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 Housing Director is being created as the official department head to plan direct, manage and oversee the activities and operations of the Housing Department including the Vallejo Housing Authority. This position is involved in grant writing initiatives and provides oversight and administration of the Housing Authority, First time Homebuyer Loans, HOME grants, Family Self Sufficiency program, and Community Development Block Grant (CDBG) programs, among others. The Housing Director will also have a coordinating role in representing the City of Vallejo in the community's homeless housing and services system design.

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 have 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 – Housing Director

CONTACT

Terrance Davis (707) 648-4301 terrance.davis@cityofvallejo.net

**CITY OF VALLEJO
CLASSIFICATION SPECIFICATION**

HOUSING DIRECTOR

DEFINITION

To plan direct, manage and oversee to oversee the activities and operations of the Housing Department including the Vallejo Housing Authority. This position is involved in grant writing initiatives and provides oversight and administration of the Housing Authority, First time Homebuyer Loans, HOME grants, Family Self Sufficiency program, and Community Development Block Grant (CDBG) programs, among others. The Housing Director will also have a coordinating role in representing the City of Vallejo in the community's homeless housing and services system design.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Assistant City Manager. Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

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

Assumes full management responsibility for all Housing activities and operations including the Vallejo Housing Authority. Responsible for the day-to-day direction and administration of the City's Housing Department and Affordable Housing programs, including planning, managing and coordinating activities.

Oversees and performs a variety of complex, specialized and professional work in housing operations, and ensures program compliance with federal and state laws and regulations.

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

Manages and participates in the development and administration of the Housing Department budget; directs and forecasts additional funds needed for staffing, equipment, material, and supplies; directs the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Selects, trains, motivates, and evaluates Housing staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Represents the Housing Department to other City departments, elected officials and outside agencies; explains, justifies, and defends Housing programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

Continuously monitors and evaluates 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.

Prepares or directs the preparation of reports and special studies for City Council, City Manager, HUD and other governmental agencies.

Plans, organizes, directs, supervises, reviews, coordinates, establishes priorities for, and manages housing activities; participates in the development and implementation of goals, priorities, policies and procedures.

Supervises, directs and coordinates the work of professional and technical support staff in the administration of the Housing Department, including Section 8 rental subsidy program, Affordable Housing project management activities, CDBG and HOME grant implementation, and other housing assistance programs; administers and directs improvements to existing projects and programs; insures that Department programs comply with federal and state laws and regulations, and that all reporting requirements are met; conducts or oversees a variety of special studies and surveys to determine the effectiveness of housing programs and services.

Oversees the development and implementation of affordable housing projects; recommends development projects and financing options for redevelopment set-aside funds to increase and improve the supply of affordable housing; recommends acquisition or rehabilitation of real property within policy and budget limitations; assists in planning, implementing and coordinating projects to address housing needs set forth in the Housing Element of the City's General Plan.

Assists in the development of Housing Department's financial and programmatic plans; prepares and monitors budgets, making recommendations on final expenditure levels; coordinates the development and administration of capital improvement budgets and plans; recommend changes which increase the efficiency and economy of Department operations and services.

Prepares and/or oversees the preparation of reports and coordinates preparation of agendas, including those for Housing Authority and Housing Commission meetings; prepares leases and agreements with other agencies; insures proper development and administration of grant funding; oversees financial record maintenance and reporting; monitors contracts and purchases of materials and supplies.

Attends Housing Authority Board meetings, Housing Commission meetings and other Housing-related meetings and acts as advisor in developing and recommending local policies and official programmatic actions; represents the Department at public meetings and presents housing matters to the City Council as required; prepares or directs the preparation of reports, studies and recommendations for boards or committees.

Maintains effective relations with a variety of community organizations, groups and individuals; works closely with management staff within the city organization and in other public, private and non-profit agencies in the community to provide comprehensive services to residents and to solve a broad range of service delivery, community and administrative problems.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods used in affordable housing program administration,
- Federal, State, and local laws, rules and regulations governing housing program administration, including Section 8, CDBG, HOME, and other federal and state housing grant programs,
- Principles and practices and methods of supervision, training techniques, personnel management, leadership, organizational and operational control,
- California real estate law as it relates to housing,
- Sources of funding for housing programs,
- Local government organization and its interrelations with federal and state offices of HUD (US Department of Housing and Urban Development), HDC (California Department of Housing and Community Development, among others,
- Trends, approaches, and practices in sound housing authority service delivery.

Ability to:

- Plan, organize and direct the activities of the programs and activities of the Housing Department,
- Interpret, explain and apply applicable laws, rules and regulations,
- Plan, direct, coordinate and supervise the work of professional and technical staff,
- Prepare, administer and monitor budgets and anticipate future budgetary needs,
- Assist in the negotiations for development of housing projects with private and non-profit developers,
- Prepare and maintain accurate and complete records and reports,
- Communicate clearly and concisely, both orally and in writing,
- Research and analyze information and present findings in written reports,

- Establish and maintain cooperative relationships with various private and public agencies, program participants, businesses, landlords, governmental agencies and deal effectively with the public and other interested groups.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Education:

Bachelor's Degree or Equivalent to graduation from an accredited college or university with a major in Business Administration, Social Services, Community Development and Urban Planning, Studies, Public Administration or related field. Master's degree is highly desirable.

Experience:

Seven (7) years of increasingly responsible experience with federally funded housing assistance programs with experience in housing development, affordable housing program and project management, grant management, and three (3) years in a supervisory capacity. Grant writing preferred.

LICENSE OR CERTIFICATE

This classification may require the use of a personal or City vehicle while conducting City business. In order to drive, individuals must be physically capable of operating a vehicle safely and must possess a valid, Class C, California driver's license OR be able to demonstrate the ability to travel on scheduled or unscheduled visits to various locations in the City which may or may not be reachable by public transportation.

PHYSICAL REQUIREMENTS

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.

CSC Executive Secretary

Date

Date Adopted by CSC _____

Revised _____ **New** _____

Date Adopted by City Council _____

Council Agenda Item_____

Class Code _____

Pay Grade _____

Bargaining Unit _____

EEOC Category _____



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

To: Civil Service Commission

From: Carmen Valdez, HR Advisor

For: Terrance Davis, Secretary

Date: March 10, 2023

Subject: Approve Title and Specification of new Classified Position of Water Resources Manager

RECOMMENDATION

Approve the title and specification for the new classification of the Water Resources Manager; 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 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 Water Resources Manager is being created to assist the Water Department to plan, organizes, and coordinates the City's water resources activities, including coordinating development of water supply plans, alternative water supplies, regional partnerships, dry-year water supplies, conservation programs, interagency coordination on water resources matters, drought response, interagency water sales, managing legislative impacts on water supply, and providing background expertise for water resources legal matters.

BACKGROUND AND DISCUSSIONS

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 have 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 – Water Resources Manager

CONTACT

Terrance Davis (707) 648-4301 terrance.davis@cityofvallejo.net

CITY OF VALLEJO
CLASSIFICATION SPECIFICATION
WATER RESOURCES MANAGER

DEFINITION

Under general direction, plans, organizes, and coordinates the City's water resources activities, including coordinating development of water supply plans, alternative water supplies, regional partnerships, dry-year water supplies, conservation programs, interagency coordination on water resources matters, drought response, interagency water sales, managing legislative impacts on water supply, and providing background expertise for water resources legal matters.

DISTINGUISHING CHARACTERISTICS

The Water Resources Manager is a Division Manager and is responsible for the program and policy goals and objectives for the City's water resources development and management, including the City's surface water supply management, planning, recycled water programs, water rights, environmental, entitlements, water conservation activities, grant management, and water-related resiliency and sustainability goals.

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

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Water Director or his/her designee. Exercises direct supervision 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.

Manages, directs, and implements water resources related activities, including water supply forecasting, implementing management strategies for dry year supplies, surface water resource management, watershed protection, dam safety, water conservation, groundwater, water transfers and sales.

Consults with and advises the Water Department Director and senior Water staff on issues relating to water resources.

Represents the Director at Solano County Water Agency, and other interagency meetings and negotiations.

Develops, plans, and implements goals and objectives for Water Resources; recommends and administers policies and procedures; interprets management policies and procedures and ensures compliance.

Manages, assigns, and develops Water Resources work plans, priorities, activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.

Manages, develops, and participates in studies and reports related to current and long-term water resources planning, water demand/supply forecasting, and environmental compliance, permitting, and mitigation as related to water supply.

Manages and reviews preparation of such long-term planning efforts as Urban Water Management Plans, Water Supply Master Plans, Capital Improvement Plans, Distribution System Master Plans, Groundwater Management Plans, Watershed Management Plans, Stream Management Master Plans and related programs, modeling, outreach, and coordination with outside agencies.

Prepare technical analysis related to water resources, including development of water demand projections and water supply allocations during droughts.

Directs and reviews preparation of complex technical and administrative reports and recommendations on water resources planning issues and provides presentations to senior management and City Council.

Identifies and implements needed capital improvement projects related to water resources supply and management, coordinating with Water Engineering as needed.

Directs and reviews preparation of operating and capital improvement budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements budget adjustments and is responsible for expenditures of funds within approved limitations.

Develops, plans, and implements the City's water conservation and water use efficiency programs, including development and implementation of innovative programs for residential and non-residential customers.

Works cooperatively with federal, state, and regional entities regarding a variety of water resource issues to achieve common goals and represents the City's interests in negotiation and development of joint projects and multi-agency agreements.

Evaluates legislation and regulations as they pertain to water supply and prepare comments to protect the City's interests.

Directs, assigns, and develops Water Supply Assessments in compliance with California Water Code and any subsequent laws and regulations which are enacted to integrate land use and water supply planning.

Directs and reviews preparation of technical analyses related to water resources, including development of water demand projections, long term water supply forecasting, and implement water supply allocations during droughts.

Applies for, obtains, and manages loans and grants for water supply projects and programs.

Prepares and issues requests for proposal and professional services agreements.

Participates in the selection and provides direct and close supervision of private consultants and professional engineers and other professional and technical staff for the development of water resources projects, plans and specifications, studies, and reports.

Compiles and develops information for special studies and reports from a variety of resources; collects, compiles, and reports findings and recommendations.

Assists the director in preparing Department goals, objectives, and budget requirements related to water resources programs.

Evaluates, recommends, and assists in implementation of advanced technologies in water resources.

Coordinates, compiles, and drafts reports for City Council and Council committees, and boards and commissions communications, as assigned, including reports, presentation materials, agendas, and meeting minutes.

Make presentations to various elected and appointed councils, boards, commissions, committees, and community groups.

Champions the implementation of sustainable initiatives in the City's water resources activities.

Builds and maintains positive working relationships with internal and external stakeholders.

Prepares and administers performance evaluations for subordinates.

Performs other related work as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Current methods, techniques, principles, and practices of water resource planning, including supply, storage, groundwater, recycled water, and water transfers and sales.

Hydrologic concepts.

Engineering economics.

Computer applications relating to water resources planning and modeling, including basic knowledge of GIS tools, to prepare materials related to water resources management.

Principles and practices of public policy development and implementation.

Principles and practices of responding to legislation impacting water resources.

Typical water project funding sources, including grants and loans, development of applications and administration.

Requirements of environmental impact assessments, CEQA, and NEPA where applicable, and related regulatory processes.

Pertinent federal and state laws and regulation related to California Water resources, as well as local ordinances and policies.

Principles and practices of analytical research, project administration, and consultant management.

Principles of budget development and administration.

Techniques and principles of effective interpersonal communication.

Principles and methods of report writing and presentations.

General functions and objectives of municipal government.

Principles of supervision, training, and staff resources management.

Ability to:

Implement principles, practices and methods associated with water resource management, including hydrology, hydraulics, groundwater management, recycled water, and water transfers.

Apply knowledge of water rights, laws, and economics to water resource management, including development of water supplies and water transfers.

Prepare cost/benefit and alternative analyses.

Analyze and interpret complex technical materials, financial reports, and legal documents and make sound recommendations.

Identify, apply for, procure, and manage funding grants and loans.

Prepare, or oversee preparation of, environmental assessments in compliance with CEQA.

Track, understand, interpret and implement responses to legislation impacting water resources.

Operate a personal computer, including sophisticated models for water demand projections and GIS applications.

Prepare clear and concise written reports.

Develop and manage budgets.

Interpret, apply, and explain laws, rules, code, and City policies and procedures.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem-solving methods.

Supervise, train, and evaluate assigned management, technical, and administrative staff.

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

Communicate clearly and concisely, both orally and in writing.

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 progressively responsible experience in water resources planning and analysis or management of water supplies, including two (2) years of responsible supervisory or management experience.

Education:

Possession of a Bachelor's degree from an accredited college or university with major coursework in natural or physical sciences or engineering.

License or Certificate:

Registration as a Professional Engineer (PE) in the State of California.

Possession of, or ability to obtain, a valid California driver's 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.

WORKING CONDITIONS

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

DISTASTER 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 effect. 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.*

CSC Executive Secretary

Date

Date Adopted by CSC _____

New _____

Date Adopted by City Council _____

Council Agenda Item _____

Class Code _____

Pay Grade _____

Bargaining Unit _____

EEOC Category _____



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

To: Civil Service Commission

From: Carmen Valdez, HR Advisor

For: Terrance Davis, Secretary

Date: March 10, 2023

Subject: Approve Specification Revision of Existing Classified Positions

RECOMMENDATION

Approve the specification revisions of the existing classified positions of Sr Civil Engineer, Associate Civil Engineer, Assistant Civil Engineer, Communication Operations II. These positions will remain in the Classified service of the City's classification plan.

REASON FOR RECOMMENDATION

Three primary factors drove the proposed update of the Engineering series:

- The job descriptions primarily reflected content related to Public Works engineering functions but not to Water engineering functions.
- The minimum qualification for the Senior Civil Engineer position required an impractical decade of Vallejo experience.
- Some regulatory aspects were no longer applicable.

One of the most significant changes to the proposed specs was to add duties, knowledge, skills, and abilities specifically related to Water engineering. The breadth and depth of Water engineering's expertise and areas of concentration are now included. Also significant is, for the Senior Civil Engineer, to reduce the required minimum of 10 years as an Associate Civil Engineer and to eliminate the requirement that the experience be solely at the City of Vallejo. Requiring ten years as an Associate far exceeds the industry standard. This requirement works against retention goals as staff at the Associate Civil level often leave the City of Vallejo to promote to Senior Civil Engineer positions elsewhere. The Vallejo-only requirement precludes recruiting qualified staff from other agencies and engineering firms. The proposed requirement now is 4 years as an Associate Civil Engineer, eliminating the requirement that the experience be at Vallejo.

The Water and Public Works managers worked collaboratively to edit these specs to ensure cross-functional issues were addressed and also to ensure that both Water and Public Works functions were thoroughly and accurately reflected in the duties. Staff sought input from Engineering staff in all three classifications from both the Public Works and Water departments.

The Communications Operator II class specification requires that applicants take the POST entry level dispatcher selection test battery. This is the journey level classification so the applicant must also possess a POST Basic Dispatcher Certificate. Requiring applicants who have the POST Dispatcher Certificate and are experienced dispatchers to retake the entry level test is redundant and unnecessary.

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:

Assistant Civil Engineer, Associate Civil Engineer, Sr. Civil Engineer, and Communications Operator II

CONTACT

Terrance Davis, (707) 648-4301 terrance.davis@cityofvallejo.net

CITY OF VALLEJO

Established
REVISED SEPTEMBER 2022

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CITY OF VALLEJO

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CLASSIFICATION SPECIFICATION

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ASSISTANT ENGINEER

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SUMMARY DESCRIPTION DEFINITION

Under general supervision, to perform professional engineering work involving the design, investigation, and construction of public works projects, including streets, traffic controls, water and utility systems; and to prepare plans and specifications.

DISTINGUISHING CHARACTERISTICS

This is the entry level class within the (Civil) Engineering series. Employees within this class are distinguished from Associate Civil Engineer in that the Assistant Engineer does not require registration as a Civil Engineer in the State of California. This position is flexibly staffed where incumbents advance from Assistant Engineer to the Associate Engineer when they have obtained the required experience, training or certifications and are performing the full range of duties at the higher level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory or management -Engineering staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

General Duties (for all assignments):

Perform professional civil engineering calculations for various projects.

Prepare special engineering studies and reports; perform special assignments on engineering problems as necessary; prepare specific studies for other City staff.

Provide public counter support to developers, builders, contractors, and the general public pertaining to City engineering and related requirements; process a variety of permits including encroachment, excavation, quit claim, and block party.

Attend public meetings as needed..

Respond to public or other inquiries relative to engineering policies and procedures on specific projects and other divisional information.

Exercise professional engineering judgment in accordance with current accepted practice of civil engineering and appropriate laws and codes.

Participate on project teams, in Engineering and on multi-disciplinary teams, and take actions in support of team success.

Perform related duties and responsibilities as assigned.

When assigned to Public Works Engineering:

Provide technical and professional engineering support services relative to capital improvements and current development.

Prepare engineering designs, specifications, costs, and quantity estimates of public work projects; obtain required easements or permits for streets, water and sewer system construction, utility structures, and other public works projects.

Prepare requests for proposals; reviews and analyzes information submitted by consulting professionals; makes recommendations regarding the awarding of contracts.

• Prepare bid advertisements; reviews and analyzes information submitted by contractors in connection with bids; makes recommendations regarding the awarding of bids.

Prepare and/or review the adequacy and accuracy of computations, preliminary layout and design work from field and survey data.

Review and approve changes to approved plans and specifications.

Design the necessary modifications and/or new construction of public works streets, traffic, ~~water~~, and related projects within City, County, State and Federal guidelines.

Attending pre-construction conferences, assisting in contract administration and resolving problems arising between design and construction.

Provide assistance to construction inspectors in the interpretation of plans and resolution of problems during construction; review as-built plans to ensure compliance with original plans and specifications.

Maintain constant awareness of progress on assigned projects to assure compliance with designated time and cost schedules for project completion.

• Confers and coordinates with those within or outside the City staff and provides written and oral responses to a variety of inquiries and problems regarding matters such as municipal engineering policies, procedures, standards, and other communications necessary in the coordination of project activities.

Review development plans submitted to the City for compliance with Municipal Code Ordinances and established standards by analyzing calculations pertaining to matters such as grades, horizontal and vertical curves, cross-sections, material quantities and costs, alignments, hydraulics and drainage; checking subdivision and parcel maps for conformance with state and local standards and code.

Providing engineering information, including City requirements related to property improvements, to the public and other City departments; participating in conferences with other engineers, developers and the general public on engineering problems.

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Preparing written recommendations, correspondence, and reports on assigned projects.

Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

When assigned to Water:

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Participate in the planning, design, construction, and inspection of water projects; prepare drawings for the construction of pipelines, lake outlet structures, and retaining walls; obtain required easements or permits for water system construction and utility structures.

Review pipeline plans for new projects including subdivisions, additions, commercial centers, and various other projects.

Perform water/hydraulic engineering calculations, pipe network analyses, and recommended pipe sizing.

Provide technical and professional engineering support services relative to water engineering.

Prepare water service agreements to provide service to the public; issue permanent water meters; issue temporary construction meters;

Coordinate service agreements under the direction of senior engineering staff with State and County Agencies.

Conducts field, in plant, and office engineering studies related to the planning, design, construction, and operation of facilities used for water collection, treatment, and distribution.

Performs or assists with a variety of studies and analyses related to potential computer-based information management and control systems applications; water resources planning, wastewater treatment and hydroelectric facilities studies; the investigation and preparation of reports regarding soils, geologic, seismic, and other site conditions; field surveys, tests and inspections of electrical, electronic, corrosion control or control systems engineering projects, and electrical or electronic installations; and efficiencies of pumps and other machinery, hydraulic and general operating characteristics of pumps, HVAC, instrumentation, and other similar data. Formulates instructions for drafting and reviews the finished drawing for accuracy and conformance with design requirements; reviews final drawings for accuracy and conformance with design requirements for contractor conformance with specifications and standard drawings.

May serve as resident engineer of contract construction projects, directing the work of one or more subordinates; inspects the construction of engineered facilities and materials for conformity with plans and specifications, keeping records from which essential data is compiled.

May serve as a project engineer coordinating projects such as pipeline relocations with other agencies.

May assist in the preparation of estimates of the hydraulic capacity of water treatment and distribution facilities; may inspect existing water storage and transmission facilities and report on conditions requiring maintenance or repair.

May conduct preliminary studies and may review maps and plans and recommend methods to provide water service; may review environmental impact reports prepared by others for completeness and ramifications; may prepare forecasts of future water resources needs, including water rights engineering, hydrologic and hydraulic calculations for reservoirs, river systems and floodplains

When assigned to Traffic:

Participate in the design and coordinate major traffic interchanges including the installation of traffic signals, traffic control devices, and street lights.

Provide technical and professional engineering support services relative to traffic engineering.

Conduct comprehensive studies for system master planning of future expansions, including traffic control systems and other public works projects; determine need and justifications for future expansions and improvements; design and review traffic control plans for both City and private projects.

Participate in the preparation of plans and specifications for traffic signal installation and maintenance; participate in the selection of consultants and contractors; participate in contract negotiation, preparation, and administration.

QUALIFICATIONS

KNOWLEDGE OF:

Principles and practices of civil and structural engineering.

Terminology, methods, practices, and techniques used in technical civil engineering report preparation.

Materials, tools, and equipment used in civil engineering.

Principles of mathematics as applied to engineering work.

Modern office procedures, methods, and computer equipment.

Basic principles and practices of street, traffic control, and water and sewer system design.

Basic principles and practices of water distribution and supply systems.

Recent developments, current literature, and sources of information regarding civil engineering.

ABILITY TO:

Learn to develop, review, and modify civil engineering plans, designs, and specifications.

Learn pertinent Federal, State, and local laws, codes, and regulations including civil engineering laws and regulations.

Prepare and maintain technical civil engineering records and prepare reports.

Communicate clearly and concisely, both orally and in writing.

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

Learn principles and practices of project and construction management.

Develop, review, and modify civil engineering plans, designs, and specifications.

Understand and apply pertinent Federal, state, and local laws, codes, and regulations including civil engineering laws and regulations.

Conduct basic engineering studies and develop appropriate recommendations.

Perform technical research and solve engineering problems.

Compile rough technical data and prepare statistical and narrative reports from field studies.

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:

One year of experience working on civil engineering projects, including the design and/or construction of public works and/or water utilities systems and facilities.

Education:

Possession of a Bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

Alternative Qualifications:

A combination of postsecondary (college-level) engineering education and engineering-related work experience totaling four years or more may be considered.

License or Certificate:

Possession of a current and valid California Engineer-in-Training (EIT) Certificate or a bachelor's degree in an engineering curriculum accredited by ABET;

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

Working Conditions/Physical Characteristics:

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

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

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

CSC Executive Secretary

Date**Date Adopted by CSC** _____**Revised** _____ **New** _____**Date Adopted by City Council** _____ **Council Agenda Item** _____**Class Code** _____**Pay Grade** _____**Bargaining Unit** _____**Exempt** _____ **Non-Exempt** _____**EEOC Category** _____

CITY OF VALLEJO

CLASSIFICATION SPECIFICATION

ASSOCIATE CIVIL ENGINEER

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SUMMARY DESCRIPTION DEFINITION

Under direction, to perform professional complex engineering work involving the design, investigation and construction public works projects including streets, traffic controls, water and utility systems; to prepare plans and specifications; and to act as a project manager on assigned projects.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the (Civil) Engineer series. Employees within this class are distinguished from the Assistant Engineer by the performance of the full range of duties as assigned including independent development of engineering designs and managing complex construction projects. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from supervisory or management Engineering staff.

May exercise lead direction over functional, and technical engineering staff.

May exercise direct supervision over technical engineering staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

General Duties (for all assignments):

Perform professional civil engineering calculations for various projects.

Prepare special engineering studies and reports; perform special assignments on engineering problems as necessary; prepare specific studies for other City staff.

Provide public counter support to developers, builders, contractors and the general public pertaining to City engineering and related requirements; process a variety of permits including encroachment, excavation, quit claim and block party.

Participate on project teams, in Engineering and on multi-disciplinary teams, as lead or as contributing member, and take actions in support of team success.

Attend City council meetings, planning commission meetings and other sessions as directed by management staff.

Respond to public or other inquiries relative to engineering policies and procedures on specific projects and other divisional information.

Exercise professional engineering judgment in accordance with current accepted practice of civil engineering and appropriate laws and codes.

Monitor new developments, proposed/new legislation, local ordinances, etc., related to civil engineering, construction methods, water systems, water resources, water infrastructure, contract administration, and economic analysis techniques. Recommend modifications to contracts, operations, and procedures to utilize new data/technologies and comply with new regulations.

Manage, monitor and control performance of consultants, contractors, and staff in conformance with assigned objectives, plans, schedules and budgets; account for variances and implement necessary corrective action.

Plan, prepare, coordinate, and administer consulting, construction and other contracts and agreements, including RFQ/RFPs, costs reports, change orders, determination of payment for work accomplished, etc.

Participate in the selection of professional and technical staff; manage consultants/contractors effectively;

Perform related duties and responsibilities as assigned.

When assigned to Current Development:

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Provide technical and professional engineering support services relative to current development.

~~Prepare engineering designs, specifications, costs and quantity estimates of public work projects; obtain required easements or permits for streets, water and sewer system construction, utility structures and other public works projects.~~

~~Prepare requests for proposals and bids; review contract bids and proposals; assist in the coordination and review of consultants' design work.~~

~~Prepare-Review~~ maps, deeds, legal descriptions, and other contract documents.

~~Prepare and/or review the adequacy and accuracy of computations, preliminary layout and design work from field and survey data.~~

~~Review development projects for Flood Zone Compliance with local ordinances and FEMA requirements.~~

~~Review development projects storm water control plan for C.3 compliance with Regional Water Quality Control Board (RWQCB) and local ordinance.~~

~~Assist in dissemination of information to various departments/districts and public including providing services to general public at the counter.~~

Prepare requests for qualifications/proposals.

~~Participate in the initial planning of projects to be proposed and make recommendations to assist assigned management staff in establishing schedules and budgets.~~

Review developer plans, specifications, and other planning applications within scope of knowledge for the appropriate design of public works projects including extensions for water, sewer, and street systems; prepare conditions of approval for a multitude of planning applications.

~~Assist in reviewing development projects subdivision maps, agreement requirements, dedications, lot line adjustment, and development rights in relation to Subdivision Map Act (SMA). Review and approve changes to approved plans and specifications.~~

~~Review development projects for Flood Zone Compliance with local ordinances and interpret flood zone FEMA requirements.~~

~~Review development projects storm water control plan for C.3 compliance with Regional Water Quality Control Board (RWQCB) and local ordinance.~~

~~Assist in dissemination of information to various departments/districts and public including providing services to general public at the counter.~~

~~Identify and plan required capital improvement projects for system expansion.~~

~~Design the necessary modifications and/or new construction of public works streets, traffic, water, and related projects within City, County, State and Federal guidelines.~~

When assigned to Water:

Act as project engineer/manager for the design, construction and inspection of water projects; prepare/review drawings for the construction of pipelines, lake outlet structures, and retaining walls. ; obtain required easements or permits for water system construction and utility structures.

Perform development review under direction of Senior Civil Engineer or Engineering Manager.

Review pipeline plans for new projects including subdivisions, additions, commercial center and various other projects.

Perform water/hydraulic engineering calculations, pipe network analyses, and recommended pipe sizing.

Provide technical and professional engineering support services relative to water engineering.

Administer contracts for various water projects.

Prepare water service agreements to provide service to the public; issue permanent water meters; issue temporary construction meters.

Plans for water sources; planning for facilities; estimate future water yields; provide engineering data

Performs detailed and complex geotechnical analyses, evaluate safety and stability of dams/hydraulic structures including seismic; conducts site investigations; collect and review technical data

Prepares engineering economic feasibility and environmental assessment

Conducts varied engineering analyses - hydraulics, seismic risks, water reclamation and geotechnical evaluations

Assemble/Analyze water use, land use, population - water supply and demand analysis

Acts as project manager on major civil engineering projects; directs work of lower-level engineers; assembles project team; may direct and review work and training of a small, specialized staff

Coordinate service agreements with State and County Agencies

When assigned to Traffic:

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Design and coordinate major traffic interchanges including the installation of traffic signals, traffic control devices, and streetlights.

Provide technical and professional engineering support services relative to traffic engineering.

Conduct comprehensive studies for system master planning of future expansions including traffic control systems and other public works projects; determine need and justifications for future expansions and improvements; design and review traffic control plans for both City and private projects.

Participate in the preparation of plans and specifications for traffic signal installation and maintenance; participate in the selection of consultants and contractors; participate in contract negotiation, preparation, and administration.

Plan and coordinate various traffic and transportation projects including city-wide traffic circulation, traffic safety studies, city-wide traffic signal coordination program, and the city-wide bikeway planning.

Prepare applications for State and Federal funding of traffic and transportation related projects; participate various grant presentations as required.

Participate in the development of traffic in-service training programs.

When assigned to Capital Improvement Program Section in Public Works and Water Department:

Provide technical and professional engineering support services relative to capital improvements projects

May act as project manager on assigned projects; oversee, direct and review the work of assigned professional and technical project staff; establish design criteria to be used by project staff and/or outside consultants.

Prepare engineering designs, specifications, costs and quantity estimates of public work projects; obtain required easements or permits for streets, water and sewer system construction, utility structures and other Public Works and Water projects.

Prepare requests for proposals and bids; review contract bids and proposals; assist in the coordination and review of consultants' design work.

Prepare and/or review the adequacy and accuracy of computations, preliminary layout and design work from field and survey data.

Participate in the initial planning of projects to be proposed and make recommendations to assist assigned management staff in establishing schedules and budgets

Act as a project engineer; research applicable codes, regulations, and requirements for assigned project; develop engineering plans and compile preliminary layout of plans; write specifications for plans; coordinate required advertising for bids; advise contractor(s) and construction inspectors during actual construction.

~~Direct the activities of survey parties involved in the conduct of location surveys for roads and utilities; calculate and plot the results of field surveys; locate, set or reset survey points.~~

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Identify and plan required capital improvement projects for system expansion.

Manage the design or design the necessary modifications and/or new construction of public works streets, traffic, water, and related projects within City, County, State and Federal guidelines.

Maintain constant awareness of progress on assigned projects to assure compliance with designated time and cost schedules for project completion.

Provide assistance to construction inspectors in the interpretation of plans and resolution of problems during construction; review as-built plans to ensure compliance with original plans and specifications.

QUALIFICATIONS

KNOWLEDGE OF:

Principles and practices of civil and structural engineering.

Principles and practices of street, traffic control and water and sewer system design.

Principles and practices of water distribution and supply systems.

Principles and practices of pavement management and design.

Principles and practices of project and construction management.

Terminology, methods, practices, and techniques used in technical civil engineering report preparation.

Principles of mathematics as applied to engineering work.

Recent developments, current literature, and sources of information regarding civil engineering.

Pertinent Federal, State, and local laws, codes, and regulations including civil engineering laws and regulations.

Modern office procedures, methods, and computer equipment.

ABILITY TO:

Develop, review, and modify complex civil engineering plans, designs, and specifications.

Resolve regulatory, public relations and system design questions.

Manage engineering projects.

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

Monitor phases of construction projects and prepare progress reports.

Perform technical research and solve multi-disciplinary engineering problems.

Exercise professional engineering judgment to achieve results consistent with objectives.

Prepare and maintain technical civil engineering records and prepare complex comprehensive reports.

Communicate clearly and concisely, both orally and in writing.

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

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.

Have specialized knowledge of the principles, practices and methods of hydraulics, hydrology, water supply, hydraulic structures, drainage and flood control. Be familiar with laws and regulations pertaining to these subjects, as well as to ground and surface waters and water distributing agencies.

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Experience and Education - Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of experience working on civil engineering projects, including the design and/or construction of public works and/or water utilities systems and facilities, at least one year of which was at a level equivalent to an Assistant Engineer.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in civil engineering or meet the qualifying experience requirements outlined in Business and Professions Code sections 6751(c) and 6753 and Title 16, California Code of Regulations section 424.

License or Certificate:

Possession of a current and valid Certificate of Registration as a professional engineer issued by the California Board of Registration of Professional Engineers, Land Surveyors and Geologist.

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Possession, or the ability to obtain within 3 months of hiring date, of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

Working Conditions/Physical Characteristics:

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

OR

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

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

CSC Executive Secretary

Date

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Revised _____ New _____

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CITY OF VALLEJO

CLASSIFICATION SPECIFICATION

SENIOR CIVIL ENGINEER

SUMMARY DESCRIPTION DEFINITION

Under general direction, to plan, organize, and supervise professional and technical engineering operations for an assigned section such as traffic, current development, capital improvement, and water resources; to oversee the preparation of complex engineering designs, plans, specifications, and reports; and to manage assigned construction projects.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the (Civil) Engineering series. Employees within this class are distinguished from the Associate Civil Engineer by the overall responsibility for major and/or complex engineering projects or assignments, by the level, breadth, depth, complexity, and consequence of error/impact of administrative and supervisory responsibilities, and/or by the level of professional specialization and expertise required. Senior Civil Engineer handles the most complex and sensitive work and has full supervisory authority over lower-level engineers. The Senior Civil Engineer class is responsible for planning, coordinating, managing, and evaluating an engineering section and/or engineering projects.

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SUPERVISION RECEIVED AND EXERCISED

Receives general direction from management staff.

Exercises direct supervision over professional and technical engineering staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

General Duties (for all assignments):

1. Plan, develop, prioritize, assign, supervise and review the plans, designs, standards, specifications, computations and other engineering or related documents included in providing engineering services in traffic, current development, capital improvement, and water resources management sections of the Public Works Department Engineering Division and the Water Department Engineering Division.
2. Participate in the selection of professional and technical engineering staff; provide or coordinate staff training; manage employees effectively; contribute to regular performance evaluations of

professional and technical ~~eng~~ staff implement discipline procedures in coordination with the Human Resources Department.

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3. Prepare various reports on operations, activities, funding opportunities, state, federal, and other policies impacting the section's function, and other relevant content. Example reports include staff reports and council updates.
4. Recommend and assist in the implementation of goals and objectives; establish schedules and methods to provide engineering services for traffic, ~~current~~ development, capital improvement, construction, and water resources management ; implement policies and procedures.
5. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures; and assist with bond proposals, and implementation and other funding opportunities such as grants.
6. Coordinate, manage, and perform work for design projects with department staff, other City departments, county and state highway departments, and other relevant agencies or parties.
7. Plan, prepare, coordinate, and administer consulting, construction and other contracts and agreements, including RFQ/RFPs, costs reports, change orders, determination of payment for work accomplished, etc.
8. Manage contracts in progress, including progress of the work, costs reports, change orders, determination of payment for work accomplished; accept or reject methods, performance or completed work
9. Oversee the maintenance of office records, including maps, construction project documents, related records, reports, data, etc.
- ~~8,10.~~ Supervises professional, technical and support staff on a day-to-day or project basis, including determining workloads and schedules, developing, implementing and interpreting policies and procedures, evaluating and training staff and making hiring termination recommendations.
- ~~9,11.~~ Attend City council meetings, planning commission meetings and other sessions as directed.
- ~~10,12.~~ Exercise professional engineering judgment in accordance with current accepted practices of civil engineering and appropriate laws and codes.
- ~~11,13.~~ Manage, monitor and control performance of consultants, contractors, and staff in conformance with assigned objectives, plans, schedules and budgets; account for variances and implement necessary corrective action.
- ~~12,14.~~ Resolve or defend controversial and complex ~~techni~~technical problems involving engineering and inspection staff and developers, builders, ~~stake holders~~, -and the general public.
15. Support public awareness and engagement by providing technical information in support of the Water Department's public engagement and public outreach such as providing project timelines, scope, photos, FAQs; answer questions and providing general information to the public or specific customers; attend neighborhood and community meetings; investigate complaints, help coordinate follow up, and recommend corrective actions as necessary to resolve complaints.

~~13.~~16. Monitor new developments, proposed/new legislation, activities of other agencies, etc., related to civil engineering, construction methods, water systems, water resources, water infrastructure, contract administration, and economic analysis techniques. Recommend modifications to contracts, operations, and procedures to utilize new data/technologies and comply with new regulations.

~~14.~~17. Participate on project teams, in Engineering and on multi-disciplinary teams, as lead or as contributing member, and take actions in support of team success.

~~15.~~18. Perform related duties and responsibilities as assigned.

When assigned to Current Development:

Consult with developers, builders and other contractors to coordinate the design and construction of public improvements in the City.

Review and prepare comments and conditions for public works aspects of planning permits including general plans, specific area plans, planned unit developments and other planning permits.

Review development projects (including Maps, agreement requirements, dedications, and development rights,) in relation to Subdivision Map Act (SMA).

Review development projects for Flood zone compliance with National Flood Insurance Program (NFIP) and local ordinances as a floodplain administrator to interpret flood zone requirements to project proponent.

Review development projects storm water control plan for C.3 compliance with Regional Water Quality Control Board (RWQCB) and local ordinance.

Prepare and execute development agreements.

Assist in providing information to various departments/ districts.

Oversee construction inspection of current development projects.

When assigned to Water Department:

~~16.~~19. Direct, plan and coordinate various water system infrastructure Capital Improvements and replacements of water systems projects including the planning, design, cost analysis, and construction of infrastructure, including but not limited to pipelines, pump stations, tanks, reservoirs, pressure ~~reducing-regulating~~ stations, bridges, dams, spillways, and reservoir/dam appurtenances (such as lake outlet structures, retaining walls, piezometers, etc).

~~17.~~20. Perform, manage, and review complex analyses relating to hydraulics, seismic, geotechnical, water quality, cost estimating, water rates, and other fields required to manage the water system as directed by management.

~~18.~~21. Direct and supervise Water Department staff in the operation of water system facilities in emergency situations. Plan, schedule and coordinate the operation of the water system to meet demands, reduce likelihood of pipe breaks, decrease pumping costs, and other activities that improve the operational efficiency of the water system.

~~19.~~22. Assist the Department Engineering Manager and Department Director and other senior Water managers in building and maintaining relationships with state and federal water resources

management agencies, and other water system regulatory agencies such as Department of Safety of Dams, Bureau of Reclamation, State Water Resources Control Board, Department of Water Resources, and the National Atmospheric and Oceanic Association, and the Department of Fish and Wildlife.

~~20,23.~~ Oversee and review water system capital improvement projects to include among others, pump stations, reservoirs and pipeline plans for new projects including subdivisions, additions, commercial centers, and various other projects.

~~21,24.~~ Prepare or direct the preparation of water supply and water demand forecasts.

~~22,25.~~ File, manage, and/or review permits, right-of-way agreements, water rights, Environmental Impact Reports, Environmental Assessments, and other legal documents.

~~23,26.~~ Perform and/or oversee development reviews including plan checks, water fixture counts, customer calls, permitting, and other activities required to approve permits for new developments in the water service area.

~~24,27.~~

When assigned to Traffic:

Oversee the review of traffic studies to evaluate the impact of new development on existing traffic flows; recommend appropriate mitigation to reduce traffic impacts.

Direct, plan and coordinate various projects such as traffic circulation and traffic safety studies, traffic signal coordination program and bikeway planning.

Review and approve construction traffic control plan. Assist in permit process for items such as encroachment permits, fencing, driveways, etc. Coordinate with maintenance department to establish upgrades to traffic signal system.

When assigned to Capital Improvement Projects:

Oversee and participate in the preparation of plans, specifications, cost and quantity estimates, and bid documents for public works construction projects or water system construction projects; oversee the planning, design, construction and inspection of capital improvement projects, including but not limited to traffic, building and structure related improvements, and water system infrastructure projects

Participate in the initial planning of projects to be proposed and assist in establishing schedules and budgets.

Assign and schedule projects such as street and traffic improvements, water system infrastructure improvements and replacements, parks projects and other systems of similar complexity; coordinate with other departments, districts and/or agencies to establish such specifications as pipe sizes, alignments, and street widths.

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QUALIFICATIONS

KNOWLEDGE OF:

Principles and practices of supervision, training, and performance evaluation.

Principles and practices of civil, traffic, and water engineering and administration.

Pertinent Federal, State, and local laws, codes, and regulations including civil engineering laws and regulations.

Principles and practices of street, water and sewer system design and construction.

Terminology, methods, practices, and techniques used in technical civil engineering report preparation.

Principles and practices of budget preparation and control.

Principles of mathematics as applied to engineering work.

Recent developments, current literature, and sources of information regarding civil, traffic and water engineering.

Principles and practices of project and construction management.

Modern office procedures, methods, and computer equipment.

ABILITY TO:

Plan, organize, and supervise the work of professional and technical staff.

Train and evaluate subordinate staff.

Manage multiple large and complex engineering projects.

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

Coordinate phases of construction projects and prepare progress reports.

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

Conduct comprehensive engineering studies and develop appropriate recommendations.

Perform technical research and solve difficult engineering problems.

Prepare and maintain technical civil engineering records and prepare comprehensive reports.

Compile rough technical data and prepare statistical and narrative reports from field studies.

Develop, review and modify civil engineering plans, designs, and specifications.

Manage multiple projects and priorities.

Exercise professional engineering judgment to achieve results consistent with objectives.

Communicate clearly and concisely, both orally and in writing.

Have specialized knowledge of the principles, practices and methods of hydraulics, hydrology, water supply, hydraulic structures, drainage and flood control. Be familiar with laws and regulations pertaining to these subjects, as well as to ground and surface waters and water distributing agencies

Experience and Education - Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of increasingly responsible experience working on civil engineering projects, including the design and/or construction of public works and/or water utilities systems and facilities, at least two years of which were at a level equivalent to an Associate Civil Engineer and some lead or supervisory experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field or meet the qualifying experience requirements outlined in Business and Professions Code sections 6751(c) and 6753 and Title 16, California Code of Regulations section 424.

License or Certificate:

Possession of a current and valid Certificate of Registration as a professional engineer issued by the California Board of Registration for Professional Engineers, Land Surveyors and Geologist.

In addition, the Traffic Section Senior Civil Engineer position shall possess a current and valid Certificate of Registration as a Traffic Engineer issued by the California Board of Registration for Professional Engineers.

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

Working Conditions/Physical Characteristics:

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

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OR

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

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

CSC Executive Secretary

Date**Date Adopted by CSC** _____**Revised** ____11/2/22____**Date Adopted by City Council** _____**Council Agenda Item** _____**Class Code** ____**Pay Grade** _____**Bargaining Unit** ____IBEW____**Exempt** _____ **Non-Exempt** _____**EEOC Category** _____

CITY OF VALLEJO

ESTABLISHED

REVISED MONTH YEAR

CITY OF VALLEJO

CLASSIFICATION SPECIFICATION

COMMUNICATION OPERATORS II

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SUMMARY DESCRIPTION DEFINITION

To perform a variety of complex duties in direct support of public safety personnel including receipt, interpretation, and dispatching of calls for law enforcement, fire, ambulance and other emergency assistance; direct fire and medical emergencies to the proper agency for response; accurately utilize a computer-aided dispatch system to initiate a response to effectively handle emergencies; utilize a two-way radio system to communicate with field units; accurately maintain the status of all field units; and provide information and assistance to the public.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Communications Operator series. Employees within this class are distinguished from the Communications Operator I by the performance of the full range of duties as assigned in the Communications Section and/or the Patrol Division. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Communications Operator I level, or when filled from the outside, have prior public safety dispatch or police officer experience. Newly hired employees are expected to satisfactorily complete an eighteen month probationary period. Incumbents from within the Vallejo Police Department who were formerly classified as Communications Operator I employees must satisfactorily complete a six month probationary period following promotion to Communications Operator II.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Communications Supervisor in the Communications Center and Patrol Supervisors, to include the On-Duty Watch Commander.

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.

When Functioning in the Communications Center:

Receives, interprets, classifies, prioritizes and responds to calls of a routine and emergency nature, including those calls involving life-threatening situations. Enters relevant information by computer

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keyboard and accurately transmits messages for dispatching as necessary and in accordance with established procedures operating a computer aided dispatch system.

Assigns calls to police units for necessary action, determining the appropriate units required for response. Coordinates when necessary with patrol supervisors regarding deployment of personnel. Visually monitors video display terminals and actively listens to police radio frequencies to ensure correct status of officers and emergency personnel. Maintains contact with all units on assignment; maintains daily log of all field calls and units dispatched.

Dispatches law enforcement or other emergency personnel and equipment. Operates a variety of communications equipment, including computer-aided dispatch terminals, radio transmitters and receivers, dispatch consoles, electronic data terminals, telephone and lease line teletype. Monitors multiple computer screens simultaneously. Enters, updates and retrieves information from computerized databases relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information.

Use telecommunications systems to coordinate emergency calls and relay information and assistance requests involving other law enforcement and public safety agencies. Determines appropriate communications or research channels selected from emergency telephone lines, radio room telephone lines, business telephone lines, police radio channels, other agency radio channels, and manual computerized information systems.

Provides information to officers and field personnel expeditiously, including but not limited to, warrants, vehicles, driver's licenses, parole, and criminal history information. Interprets or clarifies coded responses from various systems for law enforcement, public safety, or other relevant parties. Confirms warrants with responsible agencies, receives and files warrants and updates status of warrants. Receives, responds to and documents requests for Division of Motor Vehicle print-outs; documents vehicle impound information.

Accurately processes information received in the communications center and accurately disseminates that information to the appropriate concerned parties, including but not limited to, relatives of those involved; employers; hospitals; sworn and non-sworn public safety personnel at other agencies; other City departments; ambulance services; detoxification centers; tow companies; attorneys; state parole; county probation; animal control; commercial establishments; alarm companies and schools.

When appropriate, monitors other public safety and emergency preparedness radio traffic; security monitors; and takes necessary action.

Maintains a variety of automated and manual logs, records and files related to communications center activities.

Make court appearances as required related to assigned activities.

Perform a variety of record keeping, filing, indexing and other general clerical work; maintain a variety of logs relating to public safety activities.

Respond to public inquiries in a courteous manner; provide information; resolve complaints in an efficient and timely manner.

Perform other work as assigned.

When Functioning in the Field:

Operate a motor vehicle in the performance of assigned duties and responsibilities.

Perform communications center activities in a mobile vehicle or mobile setting.

Perform other work as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Customer service and professional telephone answering techniques.

Modern office procedures, methods and computer equipment.

Correct English usage, spelling, punctuation and grammar.

Procedures used in operating Computer Aided Dispatch and 9-1-1 systems for a large agency.

Policies and procedures of receiving and processing emergency calls and requests for service.

Basic communications rules and regulations governing the operation of radio transmitting and receiving systems.

Standard radio broadcasting and dispatch procedures and rules.

Geographic features and streets within the area served.

Principles and procedures of record keeping including the maintenance and security of fire and police communications reports.

Basic principles of report preparation.

Techniques for dealing with the public in a tactful but firm manner.

ABILITY TO:

Act appropriately and decisively under stressful and/or emergency situations.

Learn, apply and maintain knowledge of departmental rules, regulations, policies and procedures and information pertaining to law enforcement dispatch.

Learn policies and procedures of receiving and processing emergency calls.

Read, understand and apply a variety of call-taking information and materials.

Learn call interview and law enforcement dispatch techniques and procedures.

Learn basic communications rules and regulations governing the operation of radio transmitting and receiving systems.

Utilize a two-way radio system to communicate with field units; and accurately maintain the status of all field units.

Read and effectively interpret small-scale maps, have general knowledge of surrounding geographical area and information generated from a computer screen.

Learn general law enforcement codes, practices and methods.

Act promptly and appropriately in emergencies.

Speak clearly and concisely in a well-modulated voice pattern.

Effectively communicate with and elicit information from upset and irate citizens.

Maintain confidentiality of information.

Understand and follow both oral and written instructions promptly and accurately.

Communicate effectively in the English language in both oral and written forms.

Wear a telephone headset and be able to hear, distinguish and understand voices with background noises present.

Type accurately at a speed necessary for successful job performance. Must type a minimum of 35 words per minute.

Establish and maintain courteous and effective work relationships with subordinates, peers, supervisors and the general public.

Effectively multi-task.

Provide courteous and effective customer service.

Maintain professional composure and take responsible and effective action during stressful situations.

Operate radio transmitting equipment.

Maintain familiarity with City districts and boundaries, streets, landmarks, and police jurisdictions.

Maintain confidentiality of information.

Learn the organization and functions of a municipal law enforcement agency.

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

Apply the laws, codes, policies and procedures related to the gathering of legal evidence.

Apply Federal, State, City and departmental laws, policies and procedures.

Deal with the public firmly, courteously and tactfully.

May perform training duties for Communications Operator I level employees and other in-house training.

Operate various office equipment including computer terminals.

Work various shifts as assigned.

Work flexible hours.

Sit or stand for long periods of time.

Perform related duties as assigned.

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:

One year of public safety dispatching experience **or** three years of experience as a police officer

~~And the P.O. S. T. Entry-level Dispatcher Selection Test Battery as required under P. O. S. T. guidelines.~~

Commented [HS1]: This is redundant. If they have their Dispatch Certificate, this is unnecessary.

Training:

A High School Diploma or G.E.D. Specialized training in law enforcement practices, rules, procedures, codes and regulations is desirable.

License or Certificate

Possession of a valid, appropriate California driver's license at the time of employment.

P.O.S.T Basic Dispatcher Certificate – **Required.**

~~California Law Enforcement Telephone System (CLETS) Certificate with full access—
Required. Current certification preferred, but proof of past certificate acceptable.~~

Emergency Medical Dispatch (EMD) Certification – Current certification **Highly Desirable**.

***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/Physical Characteristics:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work emphasizes clear speech, visual and hearing acuity, and manual dexterity; prolonged periods of sitting and wearing a headset; occasionally performs moderate lifting, carrying, pushing, pulling, stooping. Must be able to work in an environment with randomly occurring periods that are dominated by crisis and stress-filled conditions. While performing the duties of this job, the employee may be required to sit or stand for long periods of time, talk and hear, and have intense attentiveness for prolonged periods. The noise level in the work environment is moderately quiet. The employee may be required to walk or move about. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee may occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include the ability to effectively monitor the computer-aided dispatch (CAD) screens and security monitors as well as the ability to adjust focus. Specific hearing abilities include constant monitoring of radio channels and the answering of telephone lines.

Tools and Equipment

Telephone console to receive 911 and non-emergency telephone calls; PC computer aided dispatch systems with mapping features and printer; Radio console controls and monitors; Headsets; Mobile Data computers; Microsoft Word and E-mail; Copy machine; Fax machine; California Law Enforcement Telephone System (CLETS); Telecommunications Device for the Deaf and Hard of Hearing (TDD).

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

CSC Executive Secretary

Date

Date Adopted by CSC _____

Revised _____ New _____

CLASS TITLE

PAGE 7 OF 7

Date Adopted by City Council _____

Council Agenda Item _____

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Exempt _____ **Non-Exempt** _____

EEOC Category _____