

**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](mailto: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](mailto: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](mailto: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.

DocuSigned by:  
*Mike Nisperos*  
A22AAB8C04314AC...  
MIKE NISPEROS, CHAIRPERSON

ATTEST:

DocuSigned by:  
*Terrance Davis*  
637AD0D81416407...  
TERRANCE DAVIS, EXECUTIVE SECRETARY