



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

April 10, 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 April 10, 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.
April 10, 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 March 13, 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

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, April 7, 2023.

Dated: April 7, 2023

Terrance Davis, Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
MARCH 13, 2023**

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

1. CALL TO ORDER

The meeting was called to order at 5:16 p.m.

2. FLAG SALUTE

3. ROLL CALL

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

Absent: Chair Nisperos

Staff present: Executive Secretary Davis, Chief Assistant City Attorney Risner, Assistant Human Resource and Deputy City Clerk Joya

4. WRITTEN COMMUNICATION – None

5. EXECUTIVE SECRETARY’S REPORT – None

6. REPORT OF CHAIRPERSON AND COMMISSIONERS – None

7. COMMUNITY FORUM – None

8. CONSENT CALENDAR AND APPROVAL OF AGENDA

Action: *Moved by Commissioner Carter, second by Commissioner Wright 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 January 9, 2023 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 Housing Director – Additional information provided about this new role.

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

Staff responded to questions from Commissioners. Commissioners provided comment.

Executive Secretary Davis provided an overview of the staff report and outlined the recommendation; and introduced Human Resources Advisor Valdez.

Another question and answer period followed. Commissioners provided comment.

Speakers: None

Action: *Moved by Commissioner Janik, and second by Commissioner Carter and carried unanimously by all Commissioners present to delay the decision of this item to a future meeting. (Absent – Chair Nisperos)*

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

Executive Secretary Davis provided an overview of the staff report and outlined the recommendation; and introduced Water Director Schoenberger and Water Engineer Manager Carothers. Water Director Schoenberger provided introduction of the new classified Water Resource Manager position.

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 the title and specification of new classified position of Water Resources with requested changes by the Commission to include disciplinary responsibility standard language. (Absent – Chair Nisperos)*

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

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

Staff responded to questions from Commissioners.

Speakers: None

Action: Moved by Vice Chair Plechaty, second by Commissioner Janik and unanimously approved by all Commissioners present to approve the job classification specification revisions for Assistant Civil Engineer, Associate Civil Engineer, Senior Civil Engineer, and Communications Operator II. (Absent – Chair Nisperos)

10. ADJOURNMENT

The meeting adjourned at 6:07 p.m.

MIKE NISPEROS, CHAIRPERSON

ATTEST:

TERRANCE DAVIS, 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: April 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 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.

DISTINGUISHING CHARACTERISTICS

The Housing Director 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.

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

SUPERVISION RECEIVED AND EXERCISED

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

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.

KNOWLEDGE AND ABILITIES

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

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

Education:

Bachelor's Degree 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 and/or the equivalent work-related experience. 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, with five (5) of the years to include direct management of a Housing Authority and three (3) years of responsible supervisory or management experience. 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.

WORKING CONDITIONS

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

DISASTER SERVICE WORKERS

All City of Vallejo employees are designated Disaster Services Workers through State and Local law (California Government Code Section 3100-3109). Employment within the City requires the affirmation of a loyalty oath to this affect. Employees are required to complete all Disaster Services Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

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

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 _____