

**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 Dauzart 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.

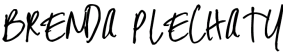
Staff responded to questions from Commissioners.

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.

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MIKE NISPEROS, CHAIRPERSON

ATTEST:

DocuSigned by:

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TERRANCE DAVIS, EXECUTIVE SECRETARY