



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

September 11, 2023

COMMISSIONERS
Vacant, 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 SEPTEMBER 11, 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.

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.
September 11, 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. REPORT OF THE CITY COUNCIL LIAISON**
- 8. 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 into 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.*

9. SELECTION OF CHAIR & VICE CHAIR

10. 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 into 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 THE MINUTES – Regular meeting minutes of the July 10, 2023 meeting.

B. APPROVAL OF AGENDA

11. 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 into 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 CLASSIFICATION SPECIFICATION REVISIONS FOR ACCOUNTING TECHNICIAN.

Recommendation: By motion, approve the classification specification revisions for Accounting Technician.

Contact: Pleshetta Dauzart, Human Resources Assistant Director, (707) 648-8606
Pleshetta.Dauzart@cityofvallejo.net

12. ADJOURNMENT

CERTIFICATE

I, Pleshetta Dauzart, 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, September 8, 2023.

Dated: September 8, 2023



Pleshetta Dauzart, Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
July 10, 2023**

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

1. CALL TO ORDER

The meeting was called to order at 5:15 p.m.

2. FLAG SALUTE

3. ROLL CALL

Present: Vice Chair Plechaty, Commissioners Carter and Janik

Absent: Commissioner Wright

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

4. WRITTEN COMMUNICATIONS – None

5. EXECUTIVE SECRETARY'S REPORT

Action: *Executive Secretary Dauzart introduced new Human Resource Director Sifuentes.*

- a. Introduction of New HR Director

6. REPORT OF CHAIRPERSON AND COMMISSIONERS – None

7. REPORT OF THE CITY COUNCIL LIAISON – City Council Liaison Matulac reported on a selection to be made during the City Council meeting to fill a Civil Service Commission vacancy

8. COMMUNITY FORUM – None

9. SELECTION OF CHAIR & VICE CHAIR

Action: *Moved by Commissioner Janik, second by Commissioner Carter and unanimously by all Commissioners present to delay the selection of Chair and Vice Chair to the next meeting. (Absent – Commissioner Wright)*

10. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

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

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the April 10, 2023 meeting.

B. APPROVAL OF AGENDA

11. ACTION CALENDAR

A. APPROVE CLASSIFICATION SPECIFICATION REVISIONS FOR POLICE OFFICER (ENTRY) AND POLICE OFFICER (LATERAL) CLASSIFICATIONS.

Recommendation: By motion, approve the classification specification revisions for Police Officer (Entry) and Police Officer (Lateral).

Contact: Pleshetta Dauzart, Human Resources Assistant Director, (707) 648-8606
Pleshetta.Dauzart@cityofvallejo.net

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

Staff responded to question from Commissioners. Commissioners provided comment.

Speakers: None

Action: *Moved by Commissioner Janik, and second by Commissioner Carter and carried unanimously by all Commissioners present to approve the classification specification revisions for Police Officer (Entry) and Police Officer (Lateral). (Absent – Wright)*

12. ADJOURNMENT

The meeting adjourned at 5:36 p.m.

BRENDA PLECHATY, VICE CHAIR

ATTEST:

PLESHETTA DAUZART, EXECUTIVE SECRETARY



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

To: Civil Service Commission

From: Pleshetta Dauzart, Assistant Human Resources Director

Date: September 11, 2023

Subject: Approve Classification Specification Revisions for Accounting Technician.

RECOMMENDATION

Approve the classification specification revisions for the Accounting Technician Classification.

REASON FOR RECOMMENDATION

The Finance Department staff and Human Resources reviewed the Accounting Technician classification in preparation for an upcoming recruitment process. In doing so, we determined that since the current Accounting Technician classification contains a broad scope of duties that not all incumbents in this classification perform, it would be beneficial to revise the job duties of our current class specification. The rationale for these revisions is to flesh out the details of the duties that would be required for each functional assignment area. The city is hoping the revisions will help clearly define the duties in each of the assignment areas and will assist with matching the highest qualified candidate with relative knowledge, skills, and abilities to each of the assignment areas.

BACKGROUND AND DISCUSSION

Civil Service Rule 4.6 states that 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. Significant revisions as used in this Rule 4.6 means revisions that alter the substantive meaning of any job duty detailed in existing classification plan. This expression does not include editorial, stylistic or other revisions that have minimal or have 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 meeting at which a classification recommendation is being made. All minor revisions to a classification plan may be approved by the Executive Secretary.

DOCUMENTS ATTACHED

Attachment A - Classification Specification Revision (Redline) – Accounting Technician

Attachment B - Classification Specification Revision (Clean) – Accounting Technician

CONTACT

Pleshetta Dauzart

Assistant Human Resources Director

Contact Information: (707) 648-8606

Pleshetta.Dauzart@cityofvallejo.net

ACCOUNTING TECHNICIAN**Style Definition:** E&T Sub-heading: Indent: Left: 0",
Space After: 6 pt**SUMMARY DESCRIPTION**

To perform technical accounting duties involved in maintaining fiscal records; and to assist in the preparation, analysis, and review of budgets, payrolls and other related financial transactions.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the accounting clerical series. Employees within this class are distinguished from the Accounting Clerk II by the performance of the full range of duties as assigned including maintaining fiscal records; and to assist in the other related financial transaction. 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 general supervision from the ~~Accounting~~ Managers and ~~Senior~~ Accountant.

Exercises functional and technical supervision over accounting 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.

Maintain and reconcile a variety of ledgers, reports and account records; ~~examine and correct accounting transactions to ensure accuracy; prepare and post journal entries.~~

~~Receive payroll records ensuring compliance with City policies, procedures and regulations; prepare and balance payroll reports.~~

~~Process and calculate a variety of payroll actions including wage garnishments, benefits withholding, overtime hours and workers compensation claims.~~

~~Maintain a variety of files and records related to the City's payroll system and general accounting functions.~~

Verify, correct and balance accounts payable system; generate checks and approval listing for City Council.

Reconcile various bank accounts making adjustments due to cancellations and corrections.

J:\HUMANRESOURCES\Commissions-Committees\Civil Service Commission\2023\2023.09.11\04 - Attachment A Agenda Item A Accounting Technician NON-MANAGEMENT CLASS
SPECS_Redline.doc[https://cityofvallejo-my.sharepoint.com/personal/martha_galo-cityofvallejo-net/Documents/Desktop/Accounting Technician Job Spec's \(Finance\)/Accounting Technician NON-MANAGEMENT CLASS SPECS.doc](https://cityofvallejo-my.sharepoint.com/personal/martha_galo-cityofvallejo-net/Documents/Desktop/Accounting Technician Job Spec's (Finance)/Accounting Technician NON-MANAGEMENT CLASS SPECS.doc)
J:\HUMANRESOURCES\Future Classification\Classification Specifications\Templates\TEMPLATE - NEW NON-MANAGEMENT CLASS SPECS.doc

Balance and prepare payroll taxes for State and Federal quarterly and annual returns.

Participate in the training of various Departments in the use of computer accounting programs to generate payroll, accounts payable, accounts receivable and budget information.

Provide technical information and instruction regarding applicable procedures and methods to other City staff.

~~Set up payroll controls and master files; supervise entries to accomplish bi-weekly payroll for the City; merge files to post to the finance system.~~

Input and retrieve a variety of fiscal and statistical information using a computer terminal.

Perform a variety of general clerical accounting duties.

~~Maintain various ledgers, registers and journals according to established account classifications.~~

Research background information: compile and prepare a variety of statistical and financial reports.

Perform related duties and responsibilities as required.

In addition to the above, the following duties are performed:

When Assigned to Accounting:

Examine and correct accounting transactions to ensure accuracy; prepare and post journals entries.

Reconcile various bank accounts making adjustments due to cancellations and corrections.

Maintain various ledgers, registers, and journals according to established account classifications.

When Assigned to Payroll:

Receive payroll records ensuring compliance with City policies, procedures and regulations; prepare and balance payroll reports.

Process and calculate a variety of payroll actions including wage garnishments, benefits withholding, overtime hours and workers compensation claims.

Maintain a variety of files and records related to the City's payroll system.

Balance and prepare payroll taxes for State and Federal quarterly and annual returns.

Set up payroll controls and master files; supervise entries to accomplish bi-weekly payroll for the City; merge files to post to the finance system.

When Assigned to Accounts Payable:

Verify and ensure the accuracy of all invoices presented to Accounts Payable.

Enforce City policies regarding travel, reimbursements, and purchases.

Process invoices, generate reports and checks for payment.

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QUALIFICATIONS

KNOWLEDGE OF:

Principles and practices of ~~payroll administration~~, record keeping and reporting.

Generally accepted accounting and bookkeeping principles and procedures and their application to basic accounting transactions.

Modern office methods, procedures and equipment including computer programs and applications.

Automated financial management systems.

~~Federal and State payroll tax reporting requirements.~~

When Assigned to Payroll:

In addition to the above, the following knowledge are required:

Principles and practices of payroll administration

Federal and State payroll tax reporting requirements.

ABILITY TO:

Understand, interpret and communicate ~~the payroll procedures, rules and regulations.~~ *city accounting policies and procedures.*

Examine and verify financial documents and reports.

Prepare a variety of routine financial statements, reports and analyses.

Remain current in emerging office methods, practices, procedures, and equipment.

Maintain a variety of financial records and files.

Train and direct accounting clerical personnel.

Operate a typewriter, calculator, computer terminal and other office equipment.

Effectively utilize personal computers and applications.

Type at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

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

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: Three years of increasingly responsible experience in the maintenance of financial and related statistical records.

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Education: Equivalent to an Associate degree from an accredited college or university with major course work in financial accounting and business practices.

License or Certificate:

*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:

[for office jobs] 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 ☒ X _____ New _____

Date Adopted by City Council _____

Council Agenda Item _____

Class Code _____

Pay Grade _____

Bargaining Unit _____

Exempt _____ Non-Exempt _____

EEOC Category _____

ACCOUNTING TECHNICIAN

DEFINITION

To perform technical accounting duties involved in maintaining fiscal records; and to assist in the preparation, analysis, and review of budgets, payrolls, and other related financial transactions.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the accounting clerical series. Employees within this class are distinguished from the Accounting Clerk II by the performance of the full range of duties as assigned including maintaining fiscal records; and to assist in the other related financial transaction. 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 general supervision from the Managers and Senior Accountant.

Exercises functional and technical supervision over accounting clerical staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND 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.

Maintain and reconcile a variety of ledgers, reports, and account records.

Verify, correct and balance accounts payable system; generate checks and approval listing for City Council.

Reconcile various bank accounts and make adjustments due to cancellations and corrections.

Balance and prepare payroll taxes for State and Federal quarterly and annual returns.

Participate in the training of various Departments in the use of computer accounting programs to generate payroll, accounts payable, accounts receivable and budget information.

Provide technical information and instruction regarding applicable procedures and methods to other City staff.

Input and retrieve a variety of fiscal and statistical information using a computer terminal.

Perform a variety of general clerical accounting duties.

In addition to the above, the following duties are performed:

When Assigned to Accounting:

Examine and correct accounting transactions to ensure accuracy; prepare and post journals entries.

Reconcile various bank accounts making adjustments due to cancellations and corrections.

Maintain various ledgers, registers, and journals according to established account classifications.

When Assigned to Payroll:

Receive payroll records ensuring compliance with City policies, procedures, and regulations; prepare and balance payroll reports.

Process and calculate a variety of payroll actions including wage garnishments, benefits withholding, overtime hours and workers compensation claims.

Maintain a variety of files and records related to the City's payroll system.

Balance and prepare payroll taxes for State and Federal quarterly and annual returns.

Set up payroll controls and master files; supervise entries to accomplish bi-weekly payroll for the City; merge files to post to the finance system.

When Assigned to Accounts Payable:

Verify and ensure the accuracy of all invoices presented to Accounts Payable.

Enforce City policies regarding travel, reimbursements, and purchases.

Process invoices, generate reports and checks for payment.

MINIMUM QUALIFICATIONS

Knowledge:

Principles and practices of record keeping and reporting.

Generally accepted accounting and bookkeeping principles and procedures and their application to basic accounting transactions.

Modern office methods, procedures and equipment including computer programs and applications.

Automated financial management systems.

When Assigned to Payroll:

In addition to the above, the following knowledge are required:

Principles and practices of payroll administration

Federal and State payroll tax reporting requirements.

Ability to:

Understand, interpret, and communicate city accounting policies and procedures.

Examine and verify financial documents and reports.

Prepare a variety of routine financial statements, reports, and analyses.

Remain current in emerging office methods, practices, procedures, and equipment.

Maintain a variety of financial records and files.

Train and direct accounting clerical personnel.

Operate a typewriter, calculator, computer terminal and other office equipment.

Effectively utilize personal computers and applications.

Type at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

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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: Three years of increasingly responsible experience in the maintenance of financial and related statistical records.

Education: Equivalent to an associate degree from an accredited college or university with major course work in financial accounting and business practices.

License or Certificate:

***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

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.*

Accounting Technician
Class Specification

Department Head Signature: _____ Date: _____

HR Director Signature: _____ Date: _____

Date CSC Adopted As New Class: _____

Date(s) CSC Adopted Revisions: _____

Class Code: 2370

Pay Grade: 254

Bargaining Unit: IBEW

EEOC Category: 03