



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

February 12, 2024

COMMISSIONERS
Patricia Wright, Chair
Brenda Plechaty, Vice Chair
Gregory Carter
Leslie Janik
David Sostarich

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 FEBRUARY 12, 2024 **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.
February 12, 2024

- 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. 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 January 8, 2024, meeting.

B. APPROVAL OF AGENDA

10. 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 A CORRECTION TO DESIGNATION OF THE WATER RESOURCE MANAGER CLASSIFICATION

Recommendation: By motion, approve a correction to the designation of the Water Resources Manager classification from the classified service to the unclassified service of the City's Classification Plan.
Contact: Pleshetta Dauzart, Assistant Human Resources Director, (707) 648-860
Pleshetta.Dauzart@cityofvallejo.net

11. 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, February 9, 2024.

Dated: February 9, 2024


Pleshetta Dauzart, Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING - 5:15 P.M.
January 08, 2024**

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

1. CALL TO ORDER

The meeting was called to order at 5:17 p.m.

2. FLAG SALUTE

3. ROLL CALL

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

Absent: Commissioner Carter

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

4. SWEARING IN NEW COMMISSIONER

City Councilmember Matulac issued the Oath of Office to Commissioner Sostarich

5. WRITTEN COMMUNICATIONS – None

6. EXECUTIVE SECRETARY’S REPORT – None

7. REPORT OF CHAIRPERSON AND COMMISSIONERS – None

8. REPORT OF THE CITY COUNCIL LIAISON – City Councilmember Matulac reported on the continuous Commission and Board recruitments.

9. COMMUNITY FORUM – None

10. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Action: *Move by Chair Wright, second by Vice Chair Plechaty, and carried unanimously by all Commissioners present to approve the Agenda and Consent Calendar. (Absent – Carter)*

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the September 11, 2023, meeting.

B. APPROVAL OF AGENDA

11. ACTION CALENDAR

A. APPROVE TITLES AND SPECIFICATIONS OF NEW CLASSIFIED POSITIONS OF CRIME SCENE INVESTIGATOR I/II AND SENIOR CRIME SCENE INVESTIGATOR.

Recommendation: By motion, approve the titles and specifications of new classified positions of Crime Scene Investigator I/II and Senior Crime Scene Investigator.

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 questions from Commissioners. Commissioners provided comment.

Speakers: None

Action: *Moved by Chair Wright, second by Vice Chair Plechaty, and carried unanimously by all Commissioners present to approve the titles and specifications of new classified positions of Crime Scene Investigator I/II and Senior Crime Scene Investigator. (Absent – Carter)*

B. APPROVE TITLE AND SPECIFICATION OF NEW NON-CLASSIFIED POSITION OF CYBERSECURITY INFORMATION SYSTEMS OFFICER

Recommendation: By motion, approve the title and specification of new non-classified position of Cybersecurity Information Systems Officer.

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 questions from Commissioners. Commissioners provided comment.

Speakers: None

Action: *Moved by Chair Wright, second by Commissioner Janik, and carried unanimously by all Commissioners present to approve the title and specification of new non-classified position of Cybersecurity Information Systems Officer Investigator. (Absent – Carter)*

12. ADJOURNMENT

The meeting adjourned at 6:07 p.m.

PATRICIA WRIGHT, 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: February 12, 2024

Subject: Approve a Correction to the Designation of the Water Resources Manager Classification from the Classified Service to the Unclassified Service of the City's Classification Plan

RECOMMENDATION

By motion, approve a correction to the designation of the Water Resources Manager classification from the classified service to the unclassified service of the City's Classification Plan.

REASON FOR RECOMMENDATION

During the regular Civil Service Commission meeting held on March 10, 2023, staff formally requested approval for the title and specification of the newly proposed classification of Water Resources Manager. There was an error in the staff report which requested that it be designated to the Classified Service of the City's Classification Plan. This is an exempt, at-will, management classification which has been designated to the Confidential, Administrative, Managerial, and Professional Association (CAMP) bargaining unit, and as such should be designated to the Unclassified Service of the City's Classification Plan.

Staff recommends the approval of the correction to the designation of the Water Resources Manager classification from the Classified Service to the Unclassified Service of the City's Classification Plan.

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.”

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

CONTACT

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