



AGENDA

CIVIL SERVICE COMMISSION REGULAR MEETING – 5:15 P.M.

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

Vallejo City Hall
Council Chambers, 2nd Floor
555 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

May 13, 2024

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 May 13, 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.
May 13, 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 February 12, 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 TITLE AND SPECIFICATION OF NEW NON-CLASSIFIED POSITION OF ENTERPRISE SYSTEMS APPLICATION OFFICER

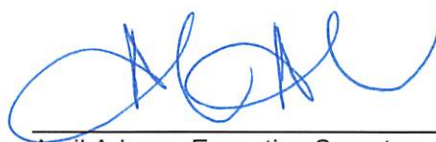
Recommendation: By motion, approve the title and specification of the non-classified position of Enterprise Systems Application Officer
Contact: April Adams, Human Resources Program Manager, (707) 648-4378
april.adams@cityofvallejo.net.

11. ADJOURNMENT

CERTIFICATE

I, April Adams, 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, May 10, 2024.

Dated: May 10, 2024



April Adams, Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
February 12, 2024**

**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: Chair Wright, Vice Chair Plechaty, Commissioners Carter and Janik (arrived at 5:18 p.m.)

Absent: Commissioner Sostarich

Staff present: Executive Secretary Dauzart and Chief Assistant City Attorney Risner

4. WRITTEN COMMUNICATIONS – None

5. EXECUTIVE SECRETARY'S REPORT – Executive Secretary Dauzart noted a correction, the Civil Service Commission meeting date referenced should be corrected to March 13, 2023 instead of March 10, 2023 as reflected on the Action Item 10A staff report.

6. REPORT OF CHAIRPERSON AND COMMISSIONERS – None

7. REPORT OF THE CITY COUNCIL LIAISON – City Councilmember Matulac reported on the recent City Council approved Boards, Commissions and Committees budget and expenditure policy; and recommended the Civil Service Commissioners put a work plan together for expenditure of their budget.

8. COMMUNITY FORUM - None

9. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Action: *Moved by Commissioner Janik, second by Chair Wright, and carried unanimously by all Commissioners present to approve the Agenda and Consent Calendar. (Absent – Sostarich)*

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the January 8, 2024, meeting.

B. APPROVAL OF AGENDA

10. ACTION CALENDAR

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

Staff responded to questions from Commissioners. Commissioners provided comment.

Action: *Moved by Commissioner Janik, second by Vice Chair Plechaty, and carried unanimously by all Commissioner present to approve a correction to designation of the Water Resource Manager classification. (Absent – Sostarich)*

11. ADJOURNMENT

The meeting adjourned at 5:26 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: April Adams, Human Resources Program Manager

Date: May 13, 2024

Subject: Approve Title and Specification of New Unclassified Position – Enterprise Systems Application Officer

RECOMMENDATION

Approve the title and specification for the new classification of Enterprise Systems Application Officer and place it in the unclassified service of the City's Classification Plan.

REASON FOR RECOMMENDATION

The addition of the Enterprise Systems Application Officer classification will assist the City in maintaining enterprise electronic business systems/solutions and/or communication networks that affect Citywide operations.

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 of Enterprise Systems Application Officer. This classification was presented to CAMP prior to this meeting. It is a new classification, any positions of which are allocated will report to the Chief Innovation Officer and IT Director. The Commission's role is to review and approve the titles and

specifications of new classifications. Upon approval, staff will seek City Council authorization to amend the Positions and Salaries Resolution to add necessary positions and set salary ranges for the new classifications.

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 position,” as well as prescribe the number of regular positions authorized for each department.

The City of Vallejo is in the process of implementing a new Citywide Enterprise Resources Planning system (ERP). An ERP is a suite of fully integrated software applications that are used to perform administrative business functions such as financial accounting, procurement, and personnel administration. The City of Vallejo also utilizes systems/applications such as the Legacy Water Billing System, the Community Development and Land Management Permitting System, and the City’s Finance Portal, which is a homegrown system. These systems and applications play a vital role in supporting various functions across the City as well as the ability to provide services to the public.

The Enterprise Systems Application Officer will be key in managing both the implementation of the ERP and the continuous, post-implementation of the ERP, in addition to all of the other systems and applications in use by the City. This will allow for refining, streamlining, and optimizing all of the systems within the City to make us more efficient and effective. Additionally, this classification will help to ensure data integrity and reduce the risk of errors and discrepancies that could have adverse fiscal, operational, and decision-making impacts. The Enterprise Systems Application Officer will also be responsible for ensuring compliance with regulatory requirements and standards, providing post-implementation training to users, and ensuring they are equipped with the knowledge and resources to effectively utilize the City’s systems.

The Enterprise Systems Application Officer will perform critical systems oversight and technological work that has a Citywide impact. This role will ensure our applications and systems remain efficient and secure, which ultimately enhances our ability to serve the public effectively.

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Enterprise Systems Application Officer

CONTACT

April Adams
Human Resources Program Manager
Contact Information: (707) 648-4378
April.adams@cityofvallejo.net

ENTERPRISE SYSTEMS APPLICATION OFFICER

SUMMARY DESCRIPTION

Under general direction, the Enterprise Systems Application Officer assumes primary responsibility for project management planning, selecting, installing, implementing, enhancing, and maintaining enterprise electronic business systems/solutions and/or communication networks that affect Citywide operations. Coordinates across the organization to ensure enterprise systems and needs are addressed Citywide.

The Enterprise Systems Application Officer will perform critical technological work that has a Citywide impact and serves as a foundation for all City departments. Tasks and projects are performed at the highest complexity, risk, knowledge, and breadth of expertise affecting core operations and programs Citywide, including life/safety systems, staff coordination, communication, and implementation across multiple departments.

This classification is designated as “at will”.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Information Systems Manager in that the latter manages distinct operational service functions or program areas whose goals, objectives, and policies have impact on organizational priorities.

This position is distinguished from the Cybersecurity Information System Officer in that it is responsible for managing all enterprise level software packages in use by the City and to develop and support home grown applications and legacy data and systems.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Innovation Officer & IT Director.

Exercises technical and functional supervision over assigned professional staff, and direct supervision over technical 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.

Manages enterprise technology services and/or functional work groups and/or projects across multiple departments; establishes goals, guidelines, and timelines; applies and enforces technology best practices and security compliances.

Plans, implements, develops, and evaluates enterprise computer/data/communications/network systems; coordinates contact with user departments regarding performance and functional issues; ensures the effective and efficient operation of a major City system or program.

Oversee operations of the Finance Enterprise System (FE), Finance Enterprise Payroll System (HRIS), City of Vallejo’s Legacy Water Billing System, Community Development and Land Management Permitting System, and the homegrown City of Vallejo’s Finance Portal.

Provides technical leadership and systems implementation to maximize the City's technology investments. Executes technical and business analysis to assess requirements and risks across multiple departments.

Manages relationships with stakeholders to ensure support and services are provided as needed. Ensures effective handling and change of control processes across multiple departments, including reviewing implementation of technical changes, planning for issues, and communicating to stakeholders.

Researches and recommends system or program policy; ensures enterprise compliance with federal and state laws, rules, and regulations and local codes and standards; understands and incorporates the needs of multiple City departments in system and policy designs.

Designs and develops control and performance reporting metrics and reports that ensure accurate data availability.

Performs all phases of project management and application life cycle management for enterprise Information Technology solutions and services; oversees planning, selecting, installing, testing, implementing, enhancing, and maintaining major computer systems that affect Citywide operations.

Audits/enforces system configuration best practices to ensure that systems meet security requirements; coordinates verification and documentation of application, system, network, and physical security with the Cybersecurity Information Systems Officer; monitors the security of assigned major computer systems and/or communication networks.

Analyzes end user needs and makes recommendations of software applications to meet those needs, ensuring the technology solution is consistent with current industry trends and best practices.

Develops and executes project plans, schedules, and status reports; works across departments to ensure projects and services levels meet requirements; coordinates cross-departmental impacts.

Serves as an advisor for departmental technology initiatives.

Researches, proposes, and implements new technology including the use of AI as it becomes available to public sector.

Supports the design and implementation of infrastructure and services to support the enterprise disaster recovery strategy.

Oversees and manages SQL Server management and centralized databases.

Participate on committees; answer questions and provide expertise related to area of assignment. These areas may include assistance with finance year-end processes, assist finance with year-end audit, and assist in providing necessary data for budget and mid-year cycles.

Performs related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Applicable professional/technical principles and practices including Enterprise Architecture, technical project management, application lifecycle management, and applicable industry applications/systems platform tools.

System analysis, business analysis; expertise with all enterprise level software packages.

Advanced level database functions.

Principle and practice, methods, and standards of computer systems applicable to a large government organization.

Current trends, developments and issues relating to Information Technology work in public agencies.

Principle, practices, and techniques of information systems management.

SKILL TO:

Organization and time management.

Provide leadership to professional level and subordinate staff.

Apply training techniques to an audience with a broad range of technical acumen.

Demonstrate attention to detail.

ABILITY TO:

Plan, organize, administer, review, and evaluate systems development, programming, and computer operations activities and enterprise resources planning (ERP) systems.

Analyze complex computer related problems, evaluate alternatives, and make creative recommendations.

Prepare clear, concise, and competent reports, correspondence, and other written materials.

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

Manage complex projects and assignments.

Diagnose problems of a more complex nature.

Communicate effectively orally and in writing.

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:

Five (5) years of increasing responsible professional level experience in computer applications, systems, networks, or telecommunications work, of which at least three (3) years include responsibility in the development, implementation, and maintenance of electronic business systems/solutions, or application development and/or support.

Education:

Bachelor's degree in Information Systems, Information Technology, Computer Science, Business Management, or a related field.

License or Certificate:

Certification equivalent to: CompTIA A+ and Microsoft 365 certified: Modern Desktop Administrator Associates, (or similar) is highly desirable.

*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.

*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** _____**Exempt** _____ **Non-Exempt** _____**EEOC Category** _____