

AGENDA



CIVIL SERVICE COMMISSION REGULAR MEETING CITY OF VALLEJO September 14, 2020 5:15 P.M.

COMMISSIONERS
Mike Nisperos, Chair
Brenda Plechaty, Vice Chair
Gregory Carter
Leslie Janik
Patricia Wright

IMPORTANT NOTICE REGARDING SEPTEMBER 14, 2020 CIVIL SERVICE COMMISSION MEETING

This meeting is being conducted using teleconference and electronic means consistent with the State of California Executive Order N-29-30 regarding the COVID-19 pandemic. The live stream of the meeting may be viewed on television or online. Details may be found at www.cityofvallejo.net. In accordance with Executive Order N-29-30, the public may only view the meetings on television and/or online and not in the Council Chamber.

PUBLIC COMMENT: Members of the Public may provide comments during the Civil Service Commission Meeting via ZOOM (<https://zoom.us/j/91400750676>), or via phone, by dialing (669) 900-6833.

For additional instructions on how to speak during public comment, please visit www.cityofvallejo.net/publiccomment

VIEW THE MEETING:

There are three different ways you can view this public meeting:

- Watch Vallejo local channel 28
- Stream from the City website: www.cityofvallejo.net/Streaming
- Join the Zoom webinar: <https://zoom.us/j/91400750676>

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Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the City Clerk. 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.

**CALL AND NOTICE OF
REGULAR MEETING
AT 5:15 PM
OF THE CIVIL SERVICE COMMISSION
VIA TELECONFERENCE**

PUBLIC COMMENT: Members of the Public may provide public comments during the Civil Service Commission Meeting via ZOOM (<https://zoom.us/j/91400750676>), or via phone, by dialing (669) 900-6833.

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

SEPTEMBER 14, 2020

- 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**

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold the Civil Service Commission meeting via teleconference. Any interested members of the public desiring to communicate with the Civil Service Commission as part of the Community Forum may do so via ZOOM (<https://zoom.us/j/91400750676>) or via phone, by dialing (669)900-6833.

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to three minutes.

- 8. CONSENT CALENDAR AND APPROVAL OF THE AGENDA**

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold the Civil Service Commission meeting via teleconference. Any interested members of the public desiring to communicate with the Civil Service Commission as part of the Public Comment Regarding Consent Calendar Items may do so via ZOOM (<https://zoom.us/j/91400750676>) or via phone, by dialing (669)900-6833.

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

Each speaker is limited to three minutes.

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the July 13, 2020 meeting.

B. APPROVAL OF AGENDA

9. ACTION CALENDAR

NOTICE: Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold the Civil Service Commission meeting via teleconference. Any interested members of the public desiring to communicate with the Civil Service Commission as part of the Action Calendar may do so via ZOOM (<https://zoom.us/j/91400750676>) or via phone, by dialing (669)900-6833.

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

Each speaker is limited to three minutes.

A. APPROVE REQUEST FOR RESTORATION TO REGISTER OF ELIGIBLES FOR POSITION OF WATER DISTRIBUTION TECHNICIAN

Recommendation: By motion, approve the request from Frank Emryan to be reinstated to the Register of Eligibles for the position of Water Distribution Technician for a period of two (2) years from date of restoration.

Contact: Stephanie Sifuentes, Human Resources Program Manager
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

B. APPROVE TITLE AND SPECIFICATION OF NEW NON-CLASSIFIED POSITION OF HOUSING PROJECT DEVELOPER

Recommendation: By motion, approve the title and specification for the new non-classified position of Housing Project Developer, and allocate the position to the Non-Classified service of the City's Classification Plan.

Contact: Stephanie Sifuentes, Human Resources Program Manager
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

10. ADJOURNMENT

CERTIFICATE

I, Stephanie Sifuentes, 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., Thursday, September 10, 2020.

Dated: September 10, 2020

Stephanie Sifuentes, Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
VIA TELECONFERENCE**

JULY 13, 2020

1. CALL TO ORDER

The meeting was called to order at 5:24 p.m.

2. FLAG SALUTE

3. ROLL CALL

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

Absent: None

Staff present: Executive Secretary Sifuentes, Deputy City Attorney Brady, and Deputy City Clerk Joya

4. WRITTEN COMMUNICATIONS – None

5. EXECUTIVE SECRETARY’S REPORT - None

6. PRESENTATION

Presentation were made by HR Program Manager Bennett, Assistant HR Director Love, and Deputy City Attorney Brady

A. Unconscious Bias Training

B. Progressive Discipline

C. Disciplinary Hearings

7. REPORT OF CHAIRPERSON AND COMMISSIONERS – None

8. COMMUNITY FORUM – None

9. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the December 9, 2019 meeting and special meeting minutes of the June 29, 2020 meeting.

Action: Moved by Commissioner Carter, second by Vice Chair Plechaty and carried unanimously to approve the regular meeting minutes of the December 9, 2019 meeting and special meeting minutes of the June 29, 2020 meeting.

B. APPROVAL OF AGENDA

Action: Moved by Vice Chair Plechaty, second by Commissioner Wright and carried unanimously to approve the agenda.

10. ACTION CALENDAR

A. APPROVE TITLE AND SPECIFICATION OF NEW NON-CLASSIFIED POSITION OF ASSISTANT POLICE CHIEF

Recommendation: Approve the title and specification for the new non-classified position of Assistant Police Chief, and allocate the position to the Non-Classified service of the City's Classification Plan.

Contact: Stephanie Sifuentes, Human Resources Program Manager
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

Public Comment for Action item 11A may be submitted by accessing the following link:

<https://www.opentownhall.com/9248>

Executive Secretary Sifuentes, Police Chief Williams, and Human Resources Director Ruiz outlined the staff report and recommendation.

Speakers – Public comment was received from the following: Donald Osborne, Kerstin Svendsen, and a number of unidentified members of the public.

Staff responded to questions from Commissioners. Commissioners provided comment.

Action: Moved by Vice Chair Plechaty, second by Commissioner Wright and carried unanimously to approve the title and specification for the new non-classified position of Assistant Police Chief, and allocate the position to the Non-Classified service of the City's Classification Plan.

11. ADJOURNMENT

The meeting adjourned at 8:08 p.m.

MIKE NISPEROS, CHAIRPERSON

ATTEST:

STEPHANIE SIFUENTES, EXECUTIVE SECRETARY



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

To: Civil Service Commission

From: Stephanie Sifuentes, Human Resources Program Manager

Date: September 14, 2020

Subject: Approve Request for Restoration to Register of Eligibles for Water Distribution Technician

RECOMMENDATION

Approve a request from Frank Emryan for restoration to a Register of Eligibles for the position of Water Distribution Technician – a classification within the classified service of the City’s classification plan.

REASON FOR RECOMMENDATION

The City Charter at section 800 requires that all hiring in the competitive civil service be based on ability and experience. Pursuant to Charter section 801, the competitive civil service includes all positions within the City with specified exceptions. Civil Service Rule 14.1 states the name of a person who has held a position by appointment under Civil Service Rules and Regulation, who has served his/her probationary period, and who has resigned from the service without any delinquency on his/her part, may, in the discretion of the Commission, be restored to the Register of Eligibles upon the reinstatement list for the class and grade of employment in which he/she has served and upon requisition shall be certified in accordance with Rule 16. Civil Service Rule 14.2 states that the name of an eligible restore to the reinstatement list in the Register of Eligibles under provisions of these Rules and Regulations shall remain thereon for a period of two (2) years from date of restoration. Civil Service Rule 14.2 further states that the name of any person who has been separated from City service for more than three (3) years shall not be restored to the Register of Eligibles, provided this separation does not include time spent serving in the Armed Forces of the United States of America in time of war. (See Attachment A for Rule 14 – Restoration to Eligible Rules.) The Civil Service Commission is tasked with considering Mr. Emryan’s request and approving or denying his request for reinstatement to a Register of Eligibles for the position of Water Distribution Technician.

BACKGROUND AND DISCUSSION

Frank Emryan was originally hired by the City of Vallejo as a Public Works Maintenance Worker I on June 13, 2016 and passed his original probationary period of twelve months. Mr. Emryan's name appeared on a Register of Eligibles for the position of Water Distribution Technician on February 8, 2019. Mr. Emryan was subsequently promoted by the City of Vallejo to a Water Distribution Technician on March 2, 2019, passed his promotional probationary period of six months on September 2, 2019, and continued to serve the City in this position until December 7, 2019 when he resigned from city service. On August 5, 2020, Mr. Emryan sent an email to Stephanie Sifuentes, Executive Secretary to the Civil Service Commission, requesting restoration to the Register of Eligibles for the position of Water Distribution Technician. (See Attachment B.) Mr. Emryan resigned from City service in good standing and requested his name be placed on a reinstatement list for the position of Water Distribution Technician within the time period allowed under Civil Service Rules 14.2 – which is three years from date of separation.

Staff recommends the Civil Service Commission restore the name of Frank Emryan to the Register of Eligibles for the position of Water Distribution Technician for a period of two (2) years from date of restoration.

DOCUMENTS ATTACHED

Attachment A – Civil Service Rule 14 Restoration To Eligible Rules

Attachment B – Request for Reinstatement

CONTACT

Stephanie Sifuentes
Human Resources Program Manager
Contact Information: (707) 648-8606
stephanie.sifuentes@cityofvallejo.net

RULE 14**RESTORATION TO ELIGIBLE RULES****14.1 Resigned Employees**

The name of a person who has held a position by appointment under the Civil Service Rules and Regulations, who has served his/her probationary period, and who has resigned from the service without any delinquency on his/her part, may, in the discretion of the Commission, be restored to the Register of Eligibles upon the reinstatement list for the class and grade of employment in which he/she has served and upon requisition shall be certified in accordance with Rule 16.

14.2 Time Limitations

The name of an eligible restored to the reinstatement list in the Register of Eligibles under the provisions of these Rules and Regulations shall remain thereon for a period of two (2) years from date of restoration.

The name of any person who has been separated from the service of the City for more than three (3) years shall not be restored to the Register of Eligibles provided, however, that the time any person has served in the Armed Forces of the United States of America in time of war shall not be included in computing the period of separation from the service of the City, within meaning of this rule.

14.3 Loss of Seniority

Whenever any employee, classified under these rules, resigns, said employee shall lose all seniority rights and credits for service. If said employee is subsequently reinstated to the Register of Eligibles, he/she shall be reinstated without credits for past service, and, if appointed from the Register of Eligibles, shall be considered as a new employee and subject to the rules governing probationary appointment.

14.4 Medical Examination

All persons appointed under provisions of this rule shall be required to pass a medical-physical examination as outlined in Rule 7.2 prior to entering into service.

14.5 Reclassification of Position

An employee who has served in a position, the title of which has been reclassified or consolidated to a new title, may request reinstatement to both the reclassified title and the new title, in accordance with the average earned in original test title.

From: [frank_emryan](#)
To: [Stephanie Sifuentes](#)
Subject: Reinstatement
Date: Wednesday, August 5, 2020 9:50:34 AM

Goodmorning Stephanie, I've been trying to reach out to you about the possibility of getting reinstated for the city of Vallejo. I've spoke to a few employees regarding this matter and they have informed me that my position has yet to be back filled. Is there any way I can receive this form to attempt to be reinstated, please. Thank you for your time and I hope to hear back from you soon.

-Frank Emryan

Sent from my iPhone

***** This is an EXTERNAL EMAIL. Stop and think before clicking links or opening attachments. *****



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

To: Civil Service Commission

From: Stephanie Sifuentes, Human Resources Program Manager

Date: September 14, 2020

Subject: Approve Title and Specification of new Non-Classified Position – Housing Project Developer

RECOMMENDATION

Approve the title and specification for the new classification of Housing Project Developer and place it in the Non-Classified service of the City's Classification Plan.

REASON FOR RECOMMENDATION

The addition of the Housing Project Developer will assist the Housing Division in focusing on key City of Vallejo housing policies and plans, secure Federal and State financing to assist the City in meeting its housing production goals and future housing goals. This position will also be responsible for coordinating and overseeing affordable housing construction, rehabilitation, and capital projects.

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 Housing Project Developer. The Commission's role is to review and approve the titles and specifications

of the new classifications. Upon approval, staff will seek City Council authorization to amend the Positions and Salaries Resolution to add these 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 positions,” as well as prescribe the number of regular positions authorized for each department.

Last year, as part of Council goal setting, the Council identified the development of Housing Policies, or more commonly referred to as a “Housing Strategy,” as one of its top priorities for last fiscal year. This priority has become even more relevant in the current fiscal year. The proposed Housing Project Developer position will be integral to the implementation of many actions identified as part of the Housing Strategy, which will be presented to the City Council on September 15, 2020. Housing, or lack thereof, is felt across the state, but quite acutely in Vallejo. Vallejo has approximately 600 homeless individuals, and many more who are at risk of being unsheltered. Affordable and sustainable housing options, such as workforce housing for teachers, are key to the continued growth and development of Vallejo. This position will be vital to the City pursuing and achieving the goals outlined in the Housing Strategy.

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Housing Project Developer

CONTACT

Stephanie Sifuentes
Human Resources Program Manager
Contact Information: (707) 648-8606
stephanie.sifuentes@cityofvallejo.net

CITY OF VALLEJO

ESTABLISHED SEPTEMBER 2020

HOUSING PROJECT DEVELOPER**SUMMARY DESCRIPTION**

Under general direction, performs work related to the oversight, implementation, and inspection of housing development, rehabilitation and capital projects; ensures effective program administration and compliance with all applicable Federal, State, local, and program regulations, policies, procedures, and requirements; development of the project scope of work, acquire funding necessary for assigned projects; represents the program externally within the City, community, regulatory agencies, and the public; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This position is responsible for coordinating and overseeing affordable housing construction, rehabilitation, and capital projects. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent is responsible for providing professional-level support to the Housing & Community Development Program Manager in a variety of areas. This class is distinguished from the Housing & Community Development Program Manager in that the latter has overall responsibility and oversight of all Housing Division programs and services.

This classification is designated as an “at will” classification.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Housing and Community Development Program Manager. Will oversee contractors in the course of assigned projects. May exercise functional or technical supervision over program or project 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.

Plans, organizes, assigns, supervises, and reviews the work of professional consultants and assigned staff; mentors and provides feedback to correct deficiencies.

Plans, organizes, controls, directs and evaluates all work and activities involved in the Division’s complex housing affordability project(s); serves in a project manager role as a developer to funding sources, lenders or refinancers; directs and oversees projects through their entire lifecycle, which includes pre-development, site acquisition, design development, financing, contracting, tracking of budgets, reporting, construction and transfer of completed projects to asset management.

Manages, oversees, and personally performs development project activities including creating the financing pro forma, soliciting for and managing consultants, managing the design development, managing the public outreach process, bidding for and overseeing the general contractor, overseeing construction, securing necessary permits, ownership transfer and initial tenant occupancy; ensures construction activities and results comply with the construction contract and applicable funding source requirements; takes an advocacy position for each project.

Seeks new construction development opportunities from outside sources such as brokers/lenders and developers; negotiates project details with developers, consultants, lenders, attorneys, and other nonprofit and governmental entities; identifies and recommends existing multi-family housing units for Division acquisition and ownership; performs financial feasibility and environmental review analyses on identified properties, as directed by Division Head.

Identifies, analyzes, and recommends existing multi-family housing units for Division acquisition and ownership; performs financial feasibility analyses to demonstrate viability; completes all acquisition activities and transactions, including coordinating the preparation of environmental reports, reviewing and analyzing reports and negotiating land purchase documents and sale agreements.

Completes applications for funds; pursues new or alternate financing and other resources for project funding such as tax credits, multi-family bonds, grants, outside loans, property trades, etc.; ensures a viable financing plan is approved for each project.

Structures, negotiates and closes complex bond and tax credit financed transactions when the Division or its affiliates are the borrowers.

Develops and prepares a variety of applications for project developments including planning applications, permits, maps and documents on housing development operations and activities; submits documents to local jurisdictions for endorsement.

Assists in the process of requests for proposal for consultants, analyze proposals; participates in the selection of appropriate contractor for services. Works with other Division staff to review, analyze and administer contract, and negotiates contract terms for services to be rendered.

Solicits bids and proposals for equipment repairs, and maintenance and construction activities; works with owner and/or property and other Division staff in the review and selection of bids.

Monitors changes in laws, regulations, and technology that may affect Division or divisional operations; implements policy and procedural changes as required.

Prepares, reviews, and presents staff reports, various management and information updates, and reports on assigned programs and special projects to the Division Board.

Serves as a liaison for the division with other Division departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces; explains and interprets divisional programs, policies, and activities.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of affordable housing development projects and other types of public services as they relate to the area of assignment.

Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

Performs other duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Administrative regulations, policies, and procedures governing rehabilitation and new housing construction programs.

Principles and methods used in various building construction craft areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, zoning, and others.

Principles and practices of contract administration and evaluation; applicable Federal, State, and local laws, codes, regulations, and departmental policies regulating housing development projects, technical processes, and procedures.

Research, statistical, analytical, and reporting methods, techniques, and procedures.

Principles and practices of data collection and report preparation.

Modern office practices, methods, and computer equipment and applications.

Principles of business letter writing and record-keeping.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of acquiring funding sources, budget development, administration, and accountability.

Theory, principles, and practices of real estate and affordable housing development, construction, and ownership.

Financial analytical skills with an in-depth understanding of affordable housing finance, including the low-income housing tax credit and tax-exempt bonds.

Basic familiarity with the legal documents and accounting principles associated with real estate construction and real estate finance, including conventional loan documents, construction contracts, grants and concessionary loans.

Technical principles and practices of engineering design, specification, and cost estimate preparation.

Mathematical principles and theories.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

ABILITY TO:

Coordinate, implement, and evaluate rehabilitation and new housing construction programs and projects with emphasis on providing timely and efficient customer services.

Review plans and specifications for building and related construction and determine compliance of plans with codes and regulations.

Monitor building sites during construction, alteration, or repair.

Deal courteously and communicate effectively with a variety of individuals in the course of the work, including the resolution of disputes and job-related problems with property owners and contractors, architects, engineers, and utility companies.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.

Effectively represent the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

Compose correspondence and reports independently or from brief instructions.

Make accurate arithmetic, financial, and statistical computations.

Operate modern office equipment, including computer equipment and software application programs.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.

Organize workload, set priorities, and meet critical deadlines.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and harmonious 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:

Two (2) years of experience in housing development program or project management, rehabilitation, or construction management.

Education:

Equivalent to graduation from an accredited four-year college with major coursework in construction management, finance, business administration, public administration, or a closely related field.

License or Certificate:

Possession at time of hire and continued maintenance of a valid California Class C Driver's License is required. Possession of a California General Contractor's license is desired.

*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 5060 _____

Pay Grade 149

Bargaining Unit CAMP

Exempt _____ **Non-Exempt** _____

EEOC Category _____