

**CITY OF SANTA CLARA  
CIVIL SERVICE COMMISSION  
SUMMARY OF MINUTES**

**July 14, 2014 at 7:00 PM  
City Council Chambers, City Hall  
1500 Warburton Avenue  
Santa Clara, California**

**Present:** Commissioners Mario Bouza, Brian Doyle, Andrew “Kim” Kristalyn, Fran Palacio and Pat Staffelbach; Tina Murphy, Assistant Director of Human Resources; and Sheila Ivers, Recording Secretary.

**Recommendation for Council Action:**

- A) Approve the Modified Job Specification for Construction Project Engineer**
- B) Approve the Modified Job Specification for Senior Engineer (Civil)**
- C) Approve the Modified Job Specification for Automotive Services Utility Worker**

**I. ROUTINE ITEMS**

**A. CALL TO ORDER - PLEDGE OF ALLEGIANCE**

Vice-Chair Kristalyn called the meeting to order at 7:01 p.m., and led the meeting in the Pledge of Allegiance.

- B. MINUTES of May 12, 2014 Civil Service Commission meeting  
**There being no comment or objection, the minutes of the May 12, 2014 Civil Service Commission meeting were adopted.****

- C. CHANGE OF STATUS REPORT for May and June, 2014**

- D. CURRENT RECRUITMENT ACTIVITY REPORT for  
May and June, 2014**

- E. EXAMINATION REPORT for May and June, 2014**

Ms. Tina Murphy, Assistant Director of Human Resources, stated that in May, Commissioner Mario Bouza reviewed the oral examinations for Library Program Coordinator - Branch Manager and Library Assistant I/II. Also in May, Commissioner Palacio reviewed the performance examination for Equipment Operator. In June, Commissioner Kristalyn reviewed the oral examinations for the Building Maintenance Foreperson and Senior Resource Analyst. In all cases, the examinations were found to be job-related and appropriate.

**MOTION** by Commissioner Palacio, seconded by Commissioner Bouza, to **NOTE AND FILE Items I-C, I-D, and I-E.**  
**MOTION carried, 5-0.**

**II. UNFINISHED BUSINESS - None**

**III. NEW BUSINESS**

**A. ELECTION OF OFFICERS**

**MOTION** by Commissioner Palacio, seconded by Commissioner Staffelbach, to **ELECT Commissioner Brian Doyle as Chairperson of the Civil Service Commission for the 2014-2015 term.**  
**MOTION carried, 5-0.**

**MOTION** by Commissioner Kristalyn, seconded by Commissioner Staffelbach, to **ELECT Commissioner Mario Bouza as Vice-Chairperson of the Civil Service Commission for the 2014-2015 term.**

**MOTION carried, 5-0.**

Chairperson Brian Doyle welcomed Pat Staffelbach to the Civil Service Commission as the newest Commissioner.

**B. CONSIDER REQUEST to Waive Examination Process for Staff Analyst II**

**MOTION** by Commissioner Palacio, seconded by Commissioner Kristalyn, to **WAIVE the examination process for Staff Analyst II.**  
**MOTION carried 5-0.**

**C. CONSIDER REQUEST to Extend the Eligible List for Deputy Fire Marshal-Hazardous Materials**

**MOTION** by Commissioner Bouza, seconded by Commissioner Kristalyn, to **EXTEND the eligible list for Deputy Fire Marshal-Hazardous Materials by six months to January 22, 2015.**  
**MOTION carried, 5-0.**

**D. CONSIDER REQUEST to Modify Job Specification and Examination Weighting for Construction Project Engineer**

**MOTION** by Commissioner Palacio, seconded by Commissioner Kristalyn, to **APPROVE the modification of the job specification for Construction Project Engineer and the change in examination weighting from 50% written exam, 50% oral exam to 100% oral examination.**

**MOTION carried, 4-1, with Commissioner Bouza voting in opposition.**

- E. **CONSIDER REQUEST** to Modify the Job Specification for Senior Engineer (Civil)  
**MOTION** by Commissioner Kristalyn, seconded by Commissioner Bouza, **to APPROVE the modification of the job specification for Senior Engineer (Civil).**  
**MOTION carried, 5-0.**

- F. **CONSIDER REQUEST** to Modify the Job Specification for Automotive Services Utility Worker  
**MOTION** by Commissioner Bouza, seconded by Commissioner Palacio, **to APPROVE the modification of the job specification for Automotive Services Utility Worker.**  
**MOTION carried, 5-0.**

IV. **INFORMATIONAL ITEMS - None**

V. **REPORTS OF COMMISSIONERS - None**

VI. **ORAL COMMUNICATIONS – None**

VII. **ADJOURNMENT**

**MOTION** by Commissioner Kristalyn, seconded by Commissioner Bouza, **to ADJOURN the meeting at 7:40 p.m., until the next regularly scheduled meeting of the Civil Service Commission at 7:00 p.m. on Monday, September 8, 2014.**  
**MOTION carried, 5-0.**