

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

**May 12, 2014 at 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California**

Present: Commissioners Mario Bouza, Brian Doyle, Kim Kristalyn, Fran Palacio and Beverly Silva; Tina Murphy, Assistant Director of Human Resources; and Sheila Ivers, Recording Secretary.

Recommendation for Council Action:

A) Approve the Modified Job Specification for Staff Analyst II

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Silva called the meeting to order at 7:00 p.m., and led the meeting in the Pledge of Allegiance.

**B. MINUTES of March 10, 2014 Civil Service Commission meeting
There being no comment or objection, the minutes of the March 10, 2014 Civil Service Commission meeting were adopted.**

C. CHANGE OF STATUS REPORT for March and April, 2014

**D. CURRENT RECRUITMENT ACTIVITY REPORT for
March and April, 2014**

E. EXAMINATION REPORT for March and April, 2014

Ms. Tina Murphy, Assistant Director of Human Resources, stated that in April, Commissioner Doyle reviewed the oral examination for Permit Technician. Commissioner Silva reviewed the oral examination for Librarian II, as well as the oral and performance examinations for Equipment Operator. In all cases, the examinations were found to be job-related and appropriate.

MOTION by Commissioner Kristalyn, 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. CONSIDER REQUEST to Extend Eligible List for Office Specialist II
MOTION by Commissioner Kristalyn, seconded by Commissioner Bouza, to **APPROVE the extension of the eligible list for Office Specialist II by six months to December 6, 2014.**
MOTION carried, 5-0.
- B. CONSIDER REQUEST to Approve Modified Job Specification for Staff Analyst II
MOTION by Commissioner Bouza, seconded by Commissioner Kristalyn, to **APPROVE the modified job specification for Staff Analyst II.**
MOTION carried 5-0.
- C. CONSIDER REQUEST to Establish Dates for the Appeal of Disciplinary Action
MOTION by Commissioner Doyle, seconded by Commissioner Kristalyn, to **ESTABLISH October 20th and 21st, 2014 as dates for a Board of Review to be held regarding a disciplinary action.**
MOTION carried, 5-0.

IV. INFORMATIONAL ITEMS

- A. Ms. Murphy spoke briefly regarding the opening on the Civil Service Commission, and went over the dates that the paperwork is due. She encouraged the Commission to recommend the open position to any qualified residents of Santa Clara. She also informed the Commission that a new Boards and Commissions website for the City of Santa Clara has been launched.
- B. Budget Memo 2014-15: Ms. Murphy explained the City Manager's budget memo and the constraints the City may be under in the next fiscal year.

V. REPORTS OF COMMISSIONERS - None

VI. ORAL COMMUNICATIONS –

Ms. Murphy noted that this was Chairperson Silva's last Commission meeting, and she thanked her for her service to the City of Santa Clara.

VII. ADJOURNMENT

MOTION by Commissioner Kristalyn, seconded by Commissioner Bouza, **to ADJOURN the meeting at 7:15 p.m., until the next regularly scheduled meeting of the Civil Service Commission at 7:00 p.m. on Monday, July 14, 2014.**

MOTION carried, 5-0.