

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

**January 13, 2014 at 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California**

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

Absent: Commissioner Brian Doyle

Recommendation for Council Action:

A) Approve the Modified Job Specification for Resource Analyst I, Resource Analyst II and Sr. Resource Analyst

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Beverly Silva called the meeting to order at 7:01 p.m. She then led the group in the Pledge of Allegiance, and noted afterward that Commissioner Doyle was absent from the meeting.

**B. MINUTES of November 18, 2013 Civil Service Commission meeting
There being no comment or objection, the minutes of the November 18, 2013 meeting of the Civil Service Commission were adopted.**

C. CHANGE OF STATUS REPORT for November and December, 2013

**D. CURRENT RECRUITMENT ACTIVITY REPORT for
November and December, 2013**

E. EXAMINATION REPORT for November and December, 2013

Ms. Tina Murphy, Assistant Director of Human Resources, stated that in November, Commissioner Kristalyn reviewed the oral examinations for Senior Water Utility Engineer and Senior Permit Technician, as well as the written examination for Police Sergeant. In December, Commissioner Palacio reviewed the oral examination for Police Lieutenant, and Commissioner Doyle reviewed the oral and

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performance examinations for Police Sergeant, and the oral examination for Electric Utility Engineer – Distribution Planning. In all cases, the examinations were found to be job-related and appropriate.

MOTION by Commissioner Palacio, seconded by Commissioner Kristalyn, **to NOTE AND FILE Items I-C, I-D, and I-E.**

MOTION carried, 4-0.

II. UNFINISHED BUSINESS - None

III. NEW BUSINESS

- A. **CONSIDER REQUEST** to Modify the Recruitment Type for Sr. Library Assistant – Public Service

MOTION by Commissioner Kristalyn, seconded by Commissioner Bouza, **to modify the recruitment type for Senior Library Assistant – Public Service from Open/Promotional to Closed/Promotional.**

MOTION carried, 4-0.

- B. **CONSIDER REQUEST** Extend Eligible List for Fire Captain

MOTION by Commissioner Bouza, seconded by Commissioner Kristalyn, **to EXTEND the eligible list for Fire Captain by six months to September 5, 2014.**

MOTION carried, 4-0.

- C. **CONSIDER REQUEST** to Extend Eligible List for Water and Sewer Maintenance Worker I

MOTION by Commissioner Palacio, seconded by Commissioner Kristalyn, **to EXTEND the eligible list for Water and Sewer Maintenance Worker I by twelve months to January 18, 2015.**

MOTION carried, 4-0.

- D. **CONSIDER REQUEST** to Approve the New Job Specification and Establish Recruitment Type and Examination Weighting for Resource Analyst I, Resource Analyst II and Senior Resource Analyst
- MOTION** by Commissioner Kristalyn, seconded by Commissioner Bouza, **to APPROVE the new job specifications for Resource Analyst I, Resource Analyst II and the Senior Resource Analyst, and establish the recruitment type as Open/Competitive for Resource Analyst I and Open/Promotional for Resource Analyst II and Senior Resource Analyst, with an examination weighting of 100% oral examination for all three classifications in the series.**
- MOTION carried, 4-0.**

IV. INFORMATIONAL ITEMS - None

V. REPORTS OF COMMISSIONERS - None

VI. ORAL COMMUNICATIONS - None

VII. ADJOURNMENT

MOTION by Commissioner Palacio, seconded by Commissioner Kristalyn, 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, March 10, 2014.**

MOTION carried, 4-0.