

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

**November 18, 2013 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; Lindsay Beavers, Deputy City Attorney II; Tina Murphy, Assistant Director of Human Resources; and Sheila Ivers, Recording Secretary.

Recommendation for Council Action:

- A) Approve the Modified Job Specification for Chief Storekeeper/Buyer**
- B) Approve the Modified Job Specification for Sr. Library Assistant – Public Service**
- C) Approve the Modified Job Specification for Library Program Coordinator - Reference**
- D) Approve the Modification of the Job Specification for Sr. Energy Systems Analyst**
- E) Approve the Modification of the Job Specification for Electric Utility Programmer 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 all Commissioners were in attendance.

- B. MINUTES of September 16, 2013, Civil Service Commission meeting
There being no comment or objection, the minutes of the September 16, 2013 meeting of the Civil Service Commission were adopted.**

- C. CHANGE OF STATUS REPORT for September and October, 2013**

- D. CURRENT RECRUITMENT ACTIVITY REPORT for September and October, 2013**

- E. EXAMINATION REPORT for September and October, 2013**
Ms. Tina Murphy, Assistant Director of Human Resources, stated that in September, Commissioner Bouza reviewed the written examination for Staff Aide I, while Commissioner Silva reviewed the oral

examination for Customer Service Representative. In October, Commissioner Bouza reviewed the oral and performance examinations for Street Maintenance Worker II, as well as the oral examination for Customer Service Representative – Permit Center. 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, 5-0.

II. UNFINISHED BUSINESS - None

III. NEW BUSINESS

A. ELECTION OF OFFICERS

MOTION by Commissioner Palacio, seconded by Commissioner Doyle, **to ELECT Commissioner Beverly Silva as Chairperson of the Civil Service Commission for the 2013-2014 term.**

MOTION carried, 5-0.

MOTION by Commissioner Palacio, seconded by Commissioner Bouza, **to ELECT Commissioner Andrew “Kim” Kristalyn as Vice-Chairperson of the Civil Service Commission for the 2013-2014 term.**

MOTION carried, 5-0.

B. CONSIDER REQUEST Modify Job Specification and Recruitment Type for Chief Storekeeper/Buyer

MOTION by Commissioner Doyle, seconded by Commissioner Bouza, **to APPROVE the modification of the job specification for Chief Storekeeper/Buyer, with a slight change to the job specification to include knowledge of Conflict of Interest principles, and change the recruitment type from Closed/Promotional to Open/Promotional.**

MOTION carried, 5-0.

C. CONSIDER REQUEST to Extend Probationary Period for Journey Lineworker

MOTION by Commissioner Palacio, seconded by Commissioner Bouza, **to EXTEND the probationary period for Journey Lineworker Richard Veloz, equivalent to the amount of time that he will be absent from work, not to exceed six months.**

MOTION carried, 5-0.

- D. CONSIDER REQUEST to Extend Eligible List for Public Works Inspector

MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, to **APPROVE the extension of the eligible list for Public Works Inspector by one year to January 31, 2015.**

MOTION carried, 5-0.

- E. CONSIDER REQUEST to Extend Eligible List for Chief of Party

MOTION by Commissioner Bouza, seconded by Commissioner Kristalyn, to **APPROVE the extension of the eligible list for Chief of Party by one year to January 22, 2015.**

MOTION carried, 5-0.

- F. CONSIDER REQUEST to Waive Examination Process for Library Circulation Supervisor

MOTION by Commissioner Palacio, seconded by Commissioner Kristalyn, to **WAIVE the current examination process for Library Circulation Supervisor.**

MOTION carried, 5-0.

- G. CONSIDER REQUEST to Modify Recruitment Type for Library Assistant II

MOTION by Commissioner Kristalyn, seconded by Commissioner Bouza, to **APPROVE the modification of the recruitment type for Library Assistant II from Closed/Promotional to Open/Promotional.**

MOTION carried, 5-0.

- H. CONSIDER REQUEST to Modify Recruitment Type for Librarian II

MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, to **APPROVE the modification of the recruitment type for Librarian II from Closed/Promotional to Open/Promotional.**

MOTION carried, 5-0.

- I. CONSIDER REQUEST to Modify the Job Specification for Sr. Library Assistant – Public Service

MOTION by Commissioner Palacio, seconded by Commissioner Kristalyn, to **APPROVE the modification of the job specification for Sr. Library Assistant – Public Service.**

MOTION carried, 5-0.

- J. **CONSIDER REQUEST** to Modify the Job Specification and Recruitment Type for Library Program Coordinator - Reference MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, to **APPROVE the modification of the job specification for Library Program Coordinator – Reference, and change the recruitment type from Closed/Promotional to Open/Promotional.** MOTION carried, 5-0.

- K. **CONSIDER REQUEST** to Modify Job Specification for Senior Energy Systems Analyst MOTION by Commissioner Bouza, seconded by Commissioner Kristalyn, to **APPROVE the modification of the job specification for Senior Energy Systems Analyst.** MOTION carried, 5-0.

- L. **CONSIDER REQUEST** to Modify Job Specification and Examination Weighting for Electric Utility Programmer Analyst MOTION by Commissioner Bouza, seconded by Commissioner Kristalyn, to **APPROVE the modification of the job specification for Electric Utility Programmer Analyst, and change the examination weighting from 100% written with qualifying performance to 100% oral examination.** MOTION carried, 5-0.

IV. **INFORMATIONAL ITEMS**

A. **REVISED CIVIL SERVICE ELIGIBLE LISTS**

Ms. Murphy explained that the Civil Service Eligible Lists are being revised to respect the privacy of the candidates by removing names, and listing only a ranking and a candidate number. In this way, the candidate's performance on an examination will be kept private.

B. **COMMUNICATIONS DISPATCHER EXAMS**

Ms. Murphy stated that there has been a change in vendor for the Peace Officer Standards and Training (POST) Entry-Level Public Safety Dispatcher Selection Test Battery, the test used by the City of Santa Clara to measure the abilities of entry-level Communications Dispatchers. As a result, the City will begin to require either a California POST Public Safety Dispatcher Basic Certificate, or proof of completion of a POST Public Safety Dispatcher Course (80 hours) in

lieu of this examination. City of Santa Clara Communications Dispatcher candidates would still be required to meet the other phases of the examination, which includes a qualifying performance examination (typing test) and 100% oral examination.

C. **LEADERSHIP SANTA CLARA**

Ms. Murphy told the Commission about Leadership Santa Clara 2014. The six-month course presents skill-building workshops and topical presentations on the many issues influencing life in Santa Clara and the region, in addition to providing a behind-the-scenes view of several organizations within the City. The Civil Service Commissioners in the past who have taken the class have deemed it well worth the effort, and a great experience.

VII. **ADJOURNMENT**

MOTION by Commissioner Bouza, seconded by Commissioner Kristalyn, **to ADJOURN the meeting at 8:10 p.m., until the next regularly scheduled meeting of the Civil Service Commission at 7:00 p.m. on Monday, January 13, 2014.**

MOTION carried, 5-0.