

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

**January 12, 2015 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: None

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

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

B. MINUTES OF NOVEMBER 10, 2014 CIVIL SERVICE COMMISSION MEETING

There being no objections or changes, **the minutes stand approved as written.**

C. CHANGE OF STATUS REPORT for November and December, 2014

D. CURRENT RECRUITMENT ACTIVITY REPORT for November and December, 2014

E. EXAMINATION REPORT for November and December, 2014

Ms. Tina Murphy, Assistant Director of Human Resources, stated that in November 2014, Commissioner Staffelbach reviewed the oral examinations for Staff Aide II and Health and Wellness Coordinator. In December, Commissioner Kristalyn reviewed the oral and written examinations for Code Enforcement Technician, and the oral examination for Grounds Maintenance Worker II. 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. **CONSIDER REQUEST** to Extend Eligible List for Senior Energy Systems Analyst
MOTION by Commissioner Kristalyn, seconded by Commissioner Staffelbach, **to EXTEND the eligible list for Senior Energy Systems Analyst by one year to January 29, 2016.**

MOTION carried, 5-0.

- B. **CONSIDER REQUEST** to Reverse Disqualification of Firefighter I Candidate Jeremy Grundmann on the Firefighter I Physical Ability Examination
MOTION by Commissioner Palacio, seconded by Commissioner Staffelbach, **to REVERSE the disqualification of Firefighter I Candidate Jeremy Grundmann on the Firefighter I Physical Ability Examination, and allow the candidate to re-take the Physical Ability examination.**

MOTION carried, 5-0.

IV. INFORMATIONAL ITEMS

- A. **EXAM REVIEW SCHEDULE** for 2015
Ms. Murphy explained the matrix schedule of examination reviews for the year 2015.

- B. **TRAVEL GUIDELINES** for 2015
Ms. Murphy stated that the rules and limits for travel as City representatives are released by the City Clerk's Office each year, and, should the Commissioners find themselves in that situation, they should adhere to these parameters.

V. REPORTS OF COMMISSIONERS - None

- VI. **ORAL COMMUNICATIONS** – The law does not permit Commission action, or extended discussion of, any item not on the Agenda except under special circumstances. Note the instructions in the Agenda regarding Oral Communications.

VII. ADJOURNMENT

CSC Summary of Minutes – January 12, 2015 continued

MOTION by Commissioner Kristalyn, seconded by Commissioner Bouza, to **ADJOURN the meeting at 7:36 p.m., until the next scheduled meeting of the Civil Service Commission at 7:00 p.m. on Monday, March 9, 2015.**
MOTION carried, 5-0.