

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

**November 10, 2014 at 7:00 PM  
City Council Chambers, City Hall  
1500 Warburton Avenue  
Santa Clara, California**

**Present:** Commissioners Brian Doyle, Andrew “Kim” Kristalyn, Fran Palacio, and Pat Staffelbach; Tina Murphy, Assistant Director of Human Resources

**Absent:** Commissioner Mario Bouza

**Recommendation for Council Action:**

**A) Approve the New Job Specification for Senior Electric Utility Engineer - Fiber**

**I. ROUTINE ITEMS**

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

Chairperson Doyle called the meeting to order at 7:01 p.m., and led the meeting in the Pledge of Allegiance.

**B. MINUTES OF SEPTEMBER 8, 2014 CIVIL SERVICE COMMISSION MEETING**

There being no comment or objection, the minutes of the September 8, 2014 Civil Service Commission meeting were approved as written.

**C. CHANGE OF STATUS REPORT for September and October, 2014**

**D. CURRENT RECRUITMENT ACTIVITY REPORT for September and October, 2014**

**E. EXAMINATION REPORT for September and October, 2014**

Ms. Tina Murphy, Assistant Director of Human Resources, stated that in September 2014, Commissioner Staffelbach reviewed the oral examination for the Librarian I position. In October 2014, Commissioner Palacio reviewed the oral examinations for Library Program Coordinator – Reference, Construction Project Engineer, Sewer Inspection Technician, and Senior Electrical Estimator. In

CSC Summary of Minutes – November 10, 2014 continued

addition, Commissioner Palacio reviewed the performance examinations for Plans Examiner, Combination Inspector, and Sewer Inspection Technician in October 2014. 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 Adopt the Job Specification, Establish Examination Weighting and Recruitment Type for Senior Electric Utility Engineer – Fiber.

**MOTION** by Commissioner Kristalyn, seconded by Commissioner Staffelbach, to **ADOPT the job specification for Senior Electric Utility Engineer - Fiber and establish the recruitment type as Open/Promotional with an examination weighting of 100% Oral Examination with a Qualifying Supplemental.**  
**MOTION carried, 4-0.**

- B. **CONSIDER REQUEST** to Waive Examination Process for Troubleshooter.

**MOTION** by Commissioner Palacio, seconded by Commissioner Kristalyn, to **WAIVE examination process for Troubleshooter.**  
**MOTION carried, 4-0.**

- C. **CONSIDER REQUEST** to Establish Date for Appeal of Disciplinary Action

**MOTION** by Commissioner Kristalyn, seconded by Commissioner Palacio, to **ESTABLISH Monday, December 8, 2014 and Tuesday, December 9, 2014 as dates for Appeal of Disciplinary Action**  
**MOTION carried, 4-0.**

**IV. INFORMATIONAL ITEMS - None**

**V. REPORTS OF COMMISSIONERS**

- A. **REPORTS** Regarding Meetings or Conferences Attended (if any)

**VI. ORAL COMMUNICATIONS** – The law does not permit Commission Action on, 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**

**MOTION** by Commissioner Staffelbach, seconded by Commissioner Kristalyn, to **ADJOURN the meeting at 7:15 p.m., until the next scheduled meeting of the Civil Service Commission at 7:00 p.m. on Monday, January 12, 2015**

**MOTION carried, 4-0.**