

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

**September 8, 2014 at 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California**

Present: Commissioners Mario Bouza, Brian Doyle, Andrew “Kim” Kristalyn, and Pat Staffelbach; Liz Brown, Director of Human Resources; Tina Murphy, Assistant Director of Human Resources; and Sheila Ivers, Recording Secretary.

Recommendation for Council Action:

- A) Approve the New Job Specification for Sewer Inspection Technician**
- B) Approve the New Job Specification for Health and Wellness Coordinator**
- C) Approve the Modified Job Specification for Combination Inspector**
- D) Approve the Modified Job Specification for Electric Utility Equipment Operator**
- E) Approve the New Job Specification for Engineering Aide - Fiber**
- F) Approve the New Job Specification for Fiber Splicing Technician**
- G) Approve the New Job Specification for Service Coordinator Inspector - Fiber**
- H) Approve the New Job Specification for Utility Locator**

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Doyle called the meeting to order at 7:02 p.m., and led the meeting in the Pledge of Allegiance.

B. MINUTES OF JULY 14, 2014 CIVIL SERVICE COMMISSION MEETING

There being no comment or objection, the minutes of the July 14, 2014 Civil Service Commission meeting were approved as written.

C. CHANGE OF STATUS REPORT for July and August, 2014

D. CURRENT RECRUITMENT ACTIVITY REPORT for July and August, 2014

E. EXAMINATION REPORT for July and August, 2014

Ms. Tina Murphy, Assistant Director of Human Resources, stated that in July, Commissioner Mario Bouza reviewed the oral examination for

CSC Summary of Minutes – September 8, 2014 continued

Resource Analyst. The examination was found to be job-related and appropriate. There were no exams reviewed in August.

MOTION by Commissioner Kristalyn, seconded by Commissioner Bouza, 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 Approve the New Job Specification, Establish Recruitment Type and Examination Weighting for Sewer Inspection Technician.

MOTION by Commissioner Kristalyn, seconded by Commissioner Staffelbach, to **APPROVE** the new the job specification for Sewer Inspection Technician and establish the recruitment type as Open/Promotional with an examination weighting of 50% written and 50% oral examination.

MOTION carried, 4-0.

- B. **CONSIDER REQUEST** to approve the new Job Specification, Establish Recruitment Type and Examination Weighting for Health and Wellness Coordinator.

MOTION by Commissioner Kristalyn, seconded by Commissioner Staffelbach, to **APPROVE** the new job specification for Health and Wellness Coordinator with the modification to strike the paragraph allowing substitution of a GED and 5 additional years of experience for the bachelor's degree requirement, and establish the recruitment type as Open/Competitive with an exam weighting of 100% oral examination.

MOTION carried, 4-0.

- C. **CONSIDER REQUEST** to Modify the Job Specification for Combination Inspector.

MOTION by Commissioner Kristalyn, seconded by Commissioner Bouza, to **APPROVE** the modification of the job specification for Combination Inspector.

MOTION carried, 4-0.

- D. **CONSIDER REQUEST** to Modify the Job Specification for Electric Utility Equipment Operator.
MOTION by Commissioner Kristalyn, seconded by Commissioner Staffelbach, **to APPROVE the modification of the job specification for Electric Utility Equipment Operator.**
MOTION carried, 4-0.
- E. **CONSIDER REQUEST** to Approve the New Job Specification, Establish Recruitment Type and Examination Weighting for Engineering Aide – Fiber.
MOTION by Commissioner Kristalyn, seconded by Commissioner Bouza, **to APPROVE the new the job specification for Engineering Aide – Fiber and establish the recruitment type as Open/Competitive with an examination weighting of 100% oral examination with a qualifying supplemental examination.**
MOTION carried, 4-0.
- F. **CONSIDER REQUEST** to Approve the New Job Specification, Establish Recruitment Type and Examination Weighting for Fiber Splicing Technician.
MOTION by Commissioner Kristalyn, seconded by Commissioner Staffelbach, **to APPROVE the new the job specification for Fiber Splicing Technician and establish the recruitment type as Open/Promotional with an examination weighting of 100% oral examination.**
MOTION carried, 4-0.
- G. **CONSIDER REQUEST** to Approve the New Job Specification, Establish Recruitment Type and Examination Weighting for Service Coordinator Inspector – Fiber.
MOTION by Commissioner Kristalyn, seconded by Commissioner Bouza, **to APPROVE the new the job specification for Service Coordinator Inspector – Fiber and establish the recruitment type as Open/Promotional with an examination weighting of 100% oral examination.**
MOTION carried, 4-0.

CSC Summary of Minutes – September 8, 2014 continued

- H. **CONSIDER REQUEST** to Approve the New Job Specification, Establish Recruitment Type and Examination Weighting for Utility Locator.

MOTION by Commissioner Kristalyn, seconded by Commissioner Staffelbach, **to APPROVE the new the job specification for Utility Locator and establish the recruitment type as Open/Promotional with an examination weighting of 100% oral examination.**

MOTION carried, 4-0.

- I. **CONSIDER REQUEST** to Reverse Disqualification of Automotive Services Utility Worker Candidate on the Performance Examination. **MOTION** by Commissioner Kristalyn, seconded by Commissioner Bouza, **to deny the request to reverse the disqualification of Gabriel Moreira and deny his request to be added to the Automotive Services Utility Worker eligible list.**

MOTION carried, 4-0

IV. INFORMATIONAL ITEMS

- A. **OVERVIEW OF THE APPEALS PROCESS** and the Civil Service Commission's function as a Board of Review

- B. **AB 1234: MANDATORY ETHICS TRAINING** Requirements; Ms. Murphy reminded the commissioners of the mandatory ethics training class that will be offered on September 10, 2014 at City Hall.

V. REPORTS OF COMMISSIONERS - None

VI. ORAL COMMUNICATIONS – None

VII. ADJOURNMENT

MOTION by Commissioner Kristalyn, seconded by Commissioner Bouza, **to ADJOURN the meeting at 8:26 p.m., until the next scheduled meeting of the Civil Service Commission at 5:30 p.m. on Monday, October 20, 2014.**

MOTION carried, 4-0.