

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

**July 13, 2015 at 7:00 PM
Santa Clara City Council Chambers
1500 Warburton Avenue
Santa Clara, California**

Present: Commissioners Willie Brown, Brian Doyle, Carolyn McAllister, and Pat Staffelbach; Tina Murphy, Assistant Director of Human Resources; and Sheila Ivers, Recording Secretary

Absent: Commissioner Mario Bouza

Recommendation for Council Action:

- A) **APPROVE the modification of the job specification for Utility Electrician Technician**
- B) **APPROVE the modification of the job specification for Energy Conservation Specialist**
- C) **APPROVE the modification of the job specification for Sr. Inspector**
- D) **APPROVE the modification of the job specification for Staff Analyst I**

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

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

B. MINUTES OF MAY 11, 2015 CIVIL SERVICE COMMISSION MEETING

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

C. CHANGE OF STATUS REPORT for May and June, 2015

D. CURRENT RECRUITMENT ACTIVITY REPORT for May and June, 2015

E. EXAMINATION REPORT for May and June, 2015

Ms. Tina Murphy, Assistant Director of Human Resources, stated that in May, Commissioner Doyle reviewed the Performance Examination and the Oral Examination for Senior Plans Examiner, as well as the Oral Examination for Combination Inspector. Also in May, Commissioner Bouza reviewed the Oral Examination for Sr. Key

Customer Representative. In June, Commissioner Kristalyn reviewed the Oral Examination for Water Resource Planner, and Commissioner Staffelbach reviewed the Oral Examination for Financial Analyst. In all cases, the examinations were found to be job-related and appropriate.

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

MOTION carried, 4-0.

II. UNFINISHED BUSINESS - None

III. NEW BUSINESS

A. INTRODUCTION OF NEW COMMISSIONERS

Ms. Murphy introduced the two new Commissioners, Carolyn McAllister and Willie Brown, to their fellow Commissioners, and welcomed them.

B. ELECTION OF OFFICERS

It was decided to carry this matter over to the September meeting, so that all the Commissioners could participate.

C. CONSIDER REQUEST to APPROVE the modification of the Job Specification for Utility Electrician Technician

MOTION by Commissioner Staffelbach, seconded by Commissioner McAllister, to **APPROVE the modification of the job specification for Utility Electrician Technician.**

MOTION carried, 4-0.

D. CONSIDER REQUEST to APPROVE the modification of the Job Specification and the Examination Weighting for Energy Conservation Specialist

MOTION by Commissioner Staffelbach, seconded by Commissioner Brown, to **APPROVE the modification of the job specification for Energy Conservation Specialist, and the modification of the examination weighting for this position from 100% written to 100% oral examination with a qualifying performance examination.**

MOTION carried, 4-0.

E. CONSIDER REQUEST to APPROVE the Modification of the Job Specification for Senior Inspector.

MOTION by Commissioner Staffelbach, seconded by Commissioner Brown, to **APPROVE the modification of the job specification for Senior Inspector.**

MOTION carried, 4-0.

- F. **CONSIDER REQUEST** to APPROVE the Modification of the Job Specification for Staff Analyst I

MOTION by Commissioner Brown, seconded by Commissioner McAllister, to **APPROVE the modification of the job specification for Staff Analyst I.**

MOTION carried, 4-0.

- G. **CONSIDER REQUEST** to Change Recruitment Type for Staff Analyst II

MOTION by Commissioner McAllister, seconded by Commissioner Brown, to **APPROVE the modification of the recruitment type for Staff Analyst II from Closed/Promotional to Open/Promotional.**

MOTION carried, 4-0.

- H. **CONSIDER REQUEST** to REVERSE Disqualification of Deputy Fire Marshal – Hazardous Materials Candidate on Minimum Qualifications

MOTION by Commissioner Staffelbach, seconded by Commissioner McAllister, to **DENY the reversal of the disqualification of Deputy Fire Marshal – Hazardous Materials candidate on Minimum Qualifications.**

MOTION carried, 3-1, Commissioner Brown voting against the motion.

- I. **CONSIDER REQUEST** to Establish Dates for the Appeal of a Disciplinary Action

None of the potential dates for the Board of Review were available for the Commissioners. Therefore, Staff will look for more amenable dates, and will bring this matter back to the Commission in September.

IV. INFORMATIONAL ITEMS

- A. **EXAM REVIEW SCHEDULE** 2015-2016

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Ms. Murphy informed the Commission that the new Exam Review Schedule is to be utilized for the year 2015-16. All of the Commissioners are now familiar with the exam review schedule.

B. COMMISSIONER ROSTER FOR 2015-16

Contact information was given to the Commissioners for the 2015-2016 term.

C. NEW RECRUITMENT VIDEO for City of Santa Clara

Ms. Murphy showed the Commission a new recruitment tool for the City: a video featuring the position of Water and Sewer Maintenance Worker I and explaining duties and responsibilities.

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

MOTION by Commissioner Staffelbach, seconded by Commissioner Brown, to **ADJOURN the meeting at 8:25 p.m., until the next scheduled meeting of the Civil Service Commission at 7:00 p.m. on Monday, September 14, 2015.**
MOTION carried, 4-0.