

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

**September 14, 2015 at 7:00 PM  
Santa Clara City Council Chambers  
1500 Warburton Avenue  
Santa Clara, California**

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

**Absent:** Commissioner Carolyn McAllister

**Recommendation for Council Action:**

- A) APPROVE the modification of the job specification for Accounting Technician I
- B) APPROVE the new job specification for Assistant Engineer (Civil)
- C) APPROVE the modification of the job specification for Associate Engineer (Civil)
- D) APPROVE the modification of the job specification for Senior Civil Engineer
- E) APPROVE the modification of the job specification for Senior Engineering Aide
- F) APPROVE the modification of the job specification for Assistant Planner I
- G) APPROVE the modification of the job specification for Plans Examiner
- H) APPROVE the modification of the job specification for Senior Plans Examiner
- I) APPROVE the modification of the job specification for Code Enforcement Technician

**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 JULY 13, 2015 CIVIL SERVICE COMMISSION MEETING**

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

**C. CHANGE OF STATUS REPORT for July and August, 2015**

**D. CURRENT RECRUITMENT ACTIVITY REPORT for July and August, 2015**

**E. EXAMINATION REPORT for July and August, 2015**

Ms. Tina Murphy, Assistant Director of Human Resources, stated that there were no exams reviewed in July. However, in August, Commissioner Doyle reviewed the Oral and Performance Examination for Energy Conservation Specialist, as well as the Oral Examination for Senior Inspector. In all cases, the examinations were found to be job-related and appropriate.

**MOTION** by Commissioner Bouza, 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. ELECTION OF OFFICERS**

As Commissioner McAllister was absent from the meeting, Chairperson Doyle suggested that the Election of Officers be deferred to the November meeting, when the entire Commission should be present to all have input into the matter.

**MOTION** by Commissioner Bouza, seconded by Commissioner Brown to defer Election of Officers to November meeting.

**MOTION carried, 4-0.**

### **B. CONSIDER REQUEST to Extend Probationary Period for Water and Sewer Maintenance Worker I**

**MOTION** by Commissioner Bouza, seconded by Commissioner Staffelbach, to **APPROVE a six month extension of the probationary period for Water and Sewer Maintenance Worker I Christopher Orr from September 15, 2015 to March 15, 2016, in order for him to obtain the required certificate for Water and Sewer Maintenance Worker I.**

**MOTION carried, 4-0.**

### **C. CONSIDER REQUEST to Abolish the Eligible List for Police Sergeant**

**MOTION** by Commissioner Bouza, seconded by Commissioner Brown, to **ABOLISH the eligible list for Police Sergeant.**

**MOTION carried, 4-0.**

### **D. CONSIDER REQUEST to Revise the Examination Weighting and Recruitment Type for Police Records Supervisor**

**MOTION** by Commissioner Bouza, seconded by Commissioner Brown, to **APPROVE the modification of the Examination Weighting and Recruitment Type for Police Records Supervisor from qualifying written examination and 100% oral examination to 100% oral examination, and recruitment type from Open/Promotional to Closed/Promotional.**  
**MOTION carried, 4-0.**

- E. **CONSIDER REQUEST** to Approve the Modification of the Job Specification for Accounting Technician I  
**MOTION** by Commissioner Bouza, seconded by Commissioner Staffelbach, to **APPROVE the modified job specification for Accounting Technician I.**  
**MOTION carried, 4-0.**
- F. **CONSIDER REQUEST** to Adopt the Job Specification, Establish Recruitment Type and Examination Weighting for Assistant Engineer (Civil), and Revise Job Specifications for Associate Engineer (Civil) and Senior Civil Engineer  
**MOTION** by Commissioner Brown, seconded by Commissioner Staffelbach, to **ADOPT the job specification for Assistant Engineer (Civil), establish recruitment type for same as Open/Competitive, and the examination weighting as 50% written examination and 50% oral examination, and APPROVE the revisions to the job specifications for Associate Engineer (Civil) and Senior Civil Engineer.**  
**MOTION carried, 4-0.**
- G. **CONSIDER REQUEST** to Modify the Job Specification for Senior Engineering Aide  
**MOTION** by Commissioner Staffelbach, seconded by Commissioner Brown, to **APPROVE the modified job specification for Senior Engineering Aide.**  
**MOTION carried, 4-0.**
- H. **CONSIDER REQUEST** to Modify Job Specification for Assistant Planner I  
**MOTION** by Commissioner Brown, seconded by Commissioner Staffelbach, to **APPROVE the modified job specification for Assistant Planner I.**  
**MOTION carried, 4-0.**

- I. **CONSIDER REQUEST** to Modify the Job Specification for Plans Examiner  
**MOTION** by Commissioner Bouza, seconded by Commissioner Brown, to **APPROVE the modified job specification for Plans Examiner.**  
**MOTION carried, 4-0.**
- J. **CONSIDER REQUEST** to Modify the Job Specification and Examination Weighting for Senior Plans Examiner  
**MOTION** by Commissioner Brown, seconded by Commissioner Staffelbach, to **APPROVE the modified job specification for Senior Plans Examiner, and approve the Examination Weighting change from qualifying performance and 100% oral examination to 100% oral examination.**  
**MOTION carried, 3-1, with Commissioner Bouza abstaining.**
- K. **CONSIDER REQUEST** to Modify the Job Specification for Code Enforcement Technician  
**MOTION** by Commissioner Staffelbach, seconded by Commissioner Bouza, to **APPROVE the modified job specification for Code Enforcement Technician.**  
**MOTION carried, 4-0.**
- L. **CONSIDER REQUEST** to Establish Dates for the Appeal of a Disciplinary Action  
**This item was withdrawn from the agenda.**

IV. **INFORMATIONAL ITEMS – None**

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 Bouza, seconded by Commissioner Staffelbach, to **ADJOURN the meeting at 7:51 p.m. until the next scheduled meeting of the Civil Service Commission at 7:00 p.m. on Monday, November 9, 2015.**  
**MOTION carried, 4-0.**