

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

**November 9, 2015 at 7:00 P.M.
Santa Clara City Council Chambers
1500 Warburton Avenue
Santa Clara, California**

Present: Commissioners Mario Bouza, Willie Brown, Brian Doyle, Carolyn McAllister and Pat Staffelbach; Vanessa Guerra, Human Resources Division Manager, and Sheila Ivers, Recording Secretary

Recommendation for Council Action:

- A) **APPROVE the new job specification for Water and Sewer System Operator**
- B) **APPROVE the modification of the job specification for Assistant Engineer (Civil)**

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 SEPTEMBER 14, 2015 CIVIL SERVICE COMMISSION MEETING

There being no objections or changes,
MOTION by Commissioner Staffelbach, seconded by Commissioner Brown, **to approve the minutes of the September 14, 2015 Civil Service Commission meeting, as written.**
MOTION carried, 5-0.

C. CHANGE OF STATUS REPORT for September and October, 2015

D. CURRENT RECRUITMENT ACTIVITY REPORT for September and October, 2015

E. EXAMINATION REPORT for September and October, 2015
Ms. Vanessa Guerra, HR Division Manager, stated that in the month of September, Commissioner Brian Doyle reviewed the oral examination for Permit Technician. Commissioner Bouza reviewed the oral examination for Sr. Accounting Technician and the supplemental application for Sr. Electric Utility Engineer (Fiber).

CSC Summary of Minutes – November 9, 2015 continued

In November, Commissioner Bouza reviewed the supplemental application and oral examination for Engineering Aide (Fiber), as well as the oral examinations for Combination Inspector and Sr. Electric Utility Engineer (Fiber). He also reviewed the written examination for Assistant Planner, the performance examination for Fire Captain, and the supplemental application for Water Utility Engineer.

In all cases, the examinations were found to be job-related and appropriate.

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

MOTION carried, 5-0.

II. UNFINISHED BUSINESS - None

III. NEW BUSINESS

A. ELECTION OF OFFICERS

MOTION by Commissioner Staffelbach, seconded by Commissioner McAllister, to **nominate Commissioner Doyle as Chairperson of the Civil Service Commission for the 2015-16 term.**

MOTION carried, 4-0, with Chairperson Doyle not voting.

MOTION by Commissioner Staffelbach, seconded by Commissioner Brown, to **nominate Commissioner Bouza as Vice-Chairperson of the Civil Service Commission for the 2015-16 term.**

MOTION carried, 4-0, with Commissioner Bouza not voting.

B. CONSIDER REQUEST to Extend the Eligible List for Firefighter I

MOTION by Commissioner McAllister, seconded by Commissioner Bouza, to **approve the extension of the eligible list for Firefighter I by twelve months to December 11, 2016.**

MOTION carried, 5-0.

C. CONSIDER REQUEST to Adopt the New Job Specification, Establish Recruitment Type and Examination Weighting for Water and Sewer System Operator

MOTION by Commissioner Brown, seconded by Commissioner Bouza, to **approve the proposed job specification for Water and Sewer System Operator, and establish the recruitment type as Open/Promotional and the examination weighting as 100% oral examination.**

MOTION carried, 5-0.

- D. **CONSIDER REQUEST** to Approve Modified Job Specification for Assistant Engineer (Civil)
MOTION by Commissioner Bouza, seconded by Commissioner McAllister, **to approve the modified job specification for Assistant Engineer (Civil).**
MOTION carried, 5-0.

IV. **INFORMATIONAL ITEMS**

- A. **2016 CSC MEETING DATES**
The dates for the established Civil Service Commission meetings of 2016 were given to the Commissioners for their convenience.

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 Brown, seconded by Commissioner Staffelbach, **to ADJOURN the meeting at 7:20 p.m., until the next scheduled meeting of the Civil Service Commission at 7:00 p.m. on Monday, January 11, 2016.**
MOTION carried, 5-0.