

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

January 9, 2017 at 7:00 P.M.  
Santa Clara City Council Chambers  
1500 Warburton Avenue  
Santa Clara, California

**Present:** Chairperson Brian Doyle, Vice-Chairperson Mario Bouza, Commissioners Carolyn McAllister, Willie Brown, and Pat Staffelbach; Vanessa Guerra, Division Human Resources Manager, Diana Fazely, Deputy City Attorney, and Christine Heng, Recording Secretary

**Absent:** Julia Hill, Assistant Director of Human Resources

**Recommendations for Council Action**

- A. Approve modified job specifications for Mechanical Maintenance Foreperson.
- B. Approve modified job specification and examination weighting for Purchasing Clerk.

**I. ROUTINE ITEMS**

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

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

**II. CONSENT CALENDAR**

**A. MINUTES OF NOVEMBER 14, 2016 CIVIL SERVICE COMMISSION MEETING - There being no objections or changes.**

**B. CHANGE OF STATUS REPORT for November and December, 2016.**

**C. CURRENT RECRUITMENT ACTIVITY REPORT for November and December, 2016.**

**D. EXAMINATION REPORT for November and December, 2016.**

**MOTION** by Commissioner Bouza, seconded by Commissioner Brown, to **NOTE AND FILE** Items II-A, II-B, II-C, and II-D.  
**MOTION** carried, 5-0

**III. 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.

**IV. NEW BUSINESS**

**A. CONSIDER REQUEST** to Abolish the Eligible List for Staff Aide I.

**MOTION** by Commissioner McAllister, seconded by Commissioner Staffelbach, to **abolish the Eligible List for Staff Aide I.**  
**MOTION** carried, 5-0

**B. CONSIDER REQUEST** to Modify Job Specifications for Mechanical Maintenance Foreperson.

**MOTION** by Commissioner Staffelbach, seconded by Commissioner McAllister, to **modify job specifications for Mechanical Maintenance Foreperson.**  
**MOTION** carried, 5-0

**C. CONSIDER REQUEST** to Modify Job Specification and Examination Weighting for Purchasing Clerk.

**MOTION** by Commissioner McAllister, seconded by Commissioner Staffelbach, to **modify the job specification and examination weighting for Purchasing Clerk.**  
**MOTION** carried, 5-0

**D. CONSIDER REQUEST** for Continuance of Board of Review Hearing of January 30, 2017.

The Commission considered the request **for continuance of the Board of Review hearing of January 30, 2017** and no motion was made; therefore the hearing will remain as scheduled on January 30, 2017.

**V. UNFINISHED BUSINESS**

**VI. INFORMATIONAL REPORTS**

**A. REPORTS STAFF**

1. April 18, 2017 – Joint City Council/Civil Service Commission Dinner Meeting
2. Board of Review Date:  
February 23, 2017

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

**VII. ADJOURNMENT**

**MOTION** by Commissioner Staffelbach, seconded by Commissioner Brown, to **ADJOURN** the meeting at 7:29 p.m., until Monday, March 13, 2017, at 7:00 p.m., the next regularly scheduled meeting of the Civil Service Commission.

**MOTION** carried, 5-0