

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

**November 14, 2016 at 7:00 P.M.  
Santa Clara City Council Chambers  
1500 Warburton Avenue  
Santa Clara, California**

**Present:** Chairperson Brian Doyle, Commissioners Carolyn McAllister, Willie Brown, and Pat Staffelbach; Julia Hill, Assistant Director of Human Resources, Diana Fazely, Deputy City Attorney, and Christine Heng, Recording Secretary

**Absent:** Commissioner Mario Bouza

**Recommendations for Council Action**

- A. Approve modified job specifications for Fire Prevention Aide and Fire Prevention Specialist**
- B. Approve modified job specification for Recreation Coordinator**
- C. Approve job specification for Communications Coordinator**
- D. Approve to modified job specifications for Mechanical Maintenance Worker and Foreperson**
- E. Approve modified job specification for Staff Analyst I**
- F. Approve modified job specifications for Street Maintenance Worker I, II, III and IV**
- G. Approve modified job specification for Library Assistant I**
- H. Approve modified job specifications for Plans Examiner and Senior Plans Examiner.**
- I. Approve modified job specification for Journey Lineworker Apprentice**
- J. Approve job specification for Electric Utility Programmer Analyst**

**I. ROUTINE ITEMS**

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

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

**B. MINUTES OF SEPTEMBER 12, 2016 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 12, 2016 Civil Service Commission meeting, as written.

**MOTION** carried, 4-0

C. CHANGE OF STATUS REPORT for September and October, 2016

D. CURRENT RECRUITMENT ACTIVITY REPORT for September and October, 2016

E. EXAMINATION REPORT for September and October, 2016

In the month of September, Chairperson Brian Doyle reviewed the written examination for Assistant Planner I and performance examination for Driver/Engineer. In the month of October, Commissioner Mario Bouza reviewed the oral examinations for Assistant Planner I, Associate Planner, and Office Records Specialist. In the above cases, the examinations were found to be job-related and appropriate.

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

**MOTION** carried, 4-0

II. **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.

III. **NEW BUSINESS**

A. CONSIDER REQUEST to Extend Probationary Period Due to Absence.

**MOTION** by Commissioner McAllister, seconded by Commissioner Brown, to extend the probationary period due to absence.

**MOTION** carried, 4-0

B. CONSIDER REQUEST to Waive Examination Process for Jail Service Officer.

**MOTION** by Commissioner Brown, seconded by Commissioner Staffelbach, **to waive the examination process for Jail Service Officer.**  
**MOTION carried, 4-0**

- C. **CONSIDER REQUEST** to Modify Job Specifications for Fire Prevention Aide and Fire Prevention Specialist.

**MOTION** by Commissioner McAllister, seconded by Commissioner Staffelbach, **to modify the job specifications for Fire Prevention Aide and Fire Prevention Specialist.**  
**MOTION carried, 4-0**

- D. **CONSIDER REQUEST** to Modify Job Specification for Recreation Coordinator.

**MOTION** by Commissioner Brown, seconded by Commissioner McAllister, **to modify job specification for Recreation Coordinator.**  
**MOTION carried, 4-0**

- E. **CONSIDER REQUEST** to Modify Job Specification for Communications Coordinator.

**MOTION** by Commissioner Brown, seconded by Commissioner McAllister, **to modify the job specification for Communications Coordinator.**  
**MOTION carried, 4-0**

- F. **CONSIDER REQUEST** to Modify Job Specifications for Mechanical Maintenance Worker and Foreperson.

**MOTION** by Commissioner McAllister, seconded by Commissioner Staffelbach, **to modify the job specifications for Mechanical Maintenance Worker and Foreperson.**  
**MOTION carried, 4-0**

- G. **CONSIDER REQUEST** to Modify Job Specification for Staff Analyst I.

**MOTION** by Commissioner McAllister, seconded by Commissioner Staffelbach, **to modify the job specification for Staff Analyst I.**  
**MOTION carried, 4-0**

- H. **CONSIDER REQUEST** to Modify Job Specifications for Street Maintenance Worker I, II, III and IV series.

**MOTION** by Commissioner Brown, seconded by Commissioner Staffelbach, **to modify the job specifications for Street Maintenance Worker I, II, III and IV series.**

**MOTION carried, 4-0**

- I. **CONSIDER REQUEST** to Modify Job Specification for Library Assistant I.

**MOTION** by Commissioner Staffelbach, seconded by Commissioner McAllister, **to modify the job specification for Library Assistant I.**

**MOTION carried, 4-0**

- J. **CONSIDER REQUEST** to Modify Job Specifications and Examination Weighting for Plans Examiner and Job Specification for Senior Plans Examiner.

**MOTION** by Commissioner Brown, seconded by Commissioner Staffelbach, **to modify the job specifications and examination weighting for Plans Examiner and job specification for Senior Plans Examiner.**

**MOTION carried, 4-0**

- K. **CONSIDER REQUEST** to Modify Job Specification for Journey Lineworker Apprentice.

**MOTION** by Commissioner Staffelbach, seconded by Commissioner McAllister, **to modify the job specification for Journey Lineworker Apprentice.**

**MOTION carried, 4-0**

- L. **CONSIDER REQUEST** to Waive Examination Process for Senior Electric Meter Technician.

**MOTION** by Commissioner Brown, seconded by Commissioner Staffelbach, **to waive the examination process for Senior Electric Meter Technician.**

**MOTION carried, 4-0**

- M. **CONSIDER REQUEST** to Modify Job Specifications for Electric Utility Programmer Analyst.

**MOTION** by Commissioner McAllister, seconded by Commissioner Staffelbach, **to modify the job specifications for Electric Utility Programmer Analyst.**

**MOTION carried, 4-0**

- N. **CONSIDER REQUEST** to Modify Job Specification and Establish Recruitment Type and Examination Weighting for Facilities Inspection Supervisor.

**MOTION** by Commissioner Brown, seconded by Commissioner Staffelbach, **to modify the job specification and establish the recruitment type and examination weighting for Facilities Inspection Supervisor.**

**MOTION carried, 4-0**

#### IV. UNFINISHED BUSINESS

#### V. INFORMATIONAL ITEMS

- A. Board of Review Dates – Reminders
1. November 30 and December 8, 2016 (Police Sergeant)
  2. January 30, 2017 (Account Clerk II)
  3. February 23, 2017 (Fire Captain)

#### VI. REPORTS OF COMMISSIONERS

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

#### VII. ADJOURNMENT

**MOTION** by Commissioner Brown, seconded by Commissioner Staffelbach, **to ADJOURN the meeting at 8:44 p.m., until Monday, January 9, 2017, at 7:00 p.m., the next regularly scheduled meeting of the Civil Service Commission.**

**MOTION carried, 4-0**