



City of Santa Clara

Call and Notice of Special Meeting

Civil Service Commission

Thursday, October 25, 2018

6:00 PM

Special Meeting City Hall -
Council Chambers
1500 Warburton Avenue
Santa Clara, CA 95050

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 ("The Brown Act") and Section 708 of the Santa Clara City Charter, the Chairperson calls for a Special Meeting of the Civil Service Commission of the City of Santa Clara, to commence and convene on Thursday, October 25, 2018, at 6:00 pm for a Special Meeting in the City Hall Council Chambers located in the East Wing of City Hall at 1500 Warburton Avenue, Santa Clara, California, to consider the following matter(s) and to potentially take action with respect to them.

6:00 PM CIVIL SERVICE COMMISSION SPECIAL MEETING

CALL TO ORDER AND ROLL CALL

Pledge of Allegiance

PUBLIC PRESENTATIONS

GENERAL BUSINESS

- 1 18-1440 [Continue Salary Setting Commission applicant and interview process pursuant to City Council Board and Commissions Recruitment and Interview Policy](#)

- Recommendation:**
1. Approve the revised schedule for Salary Setting Commission applications and interviews in accordance with the City Council Board and Commissions Recruitment and Interview Policy.
 2. Authorize the City Manager to extend the application deadline and interview dates without a further motion in the event too few applications are received or current applicants decide to withdraw their applications prior to the November 19th interview date.

- 2 18-1443 [Action to Extend Eligible List for Maintenance Worker I](#)

- Recommendation:** Approve the request to extend the eligible list for Maintenance Worker I by six months to May 16, 2019.

STAFF REPORT**COMMISSIONERS REPORT****ADJOURNMENT**

The next regular scheduled meeting is November 19, 2018

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.



Agenda Report

18-1440

Agenda Date: 10/25/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Continue Salary Setting Commission applicant and interview process pursuant to City Council Board and Commissions Recruitment and Interview Policy

BACKGROUND

At the September 24, 2018, Special Commission Meeting, the commission voted to move forward with the below staff recommendations for the Salary Setting Commission:

1. Announce and call for applicants to the Salary Setting Commission pursuant to Charter Section 702;
2. Set October 18, 2018 at 5:00 p.m. as the deadline to submit an application to serve on the Salary Setting Commission to the City Clerk's Office;
3. Set October 25, 2018, at 6:00 p.m. as the next special Civil Service Commission meeting to conduct interviews and appoint members to the Salary Setting Commission; and
4. Set November 19, 2018 as the Oath of Office Ceremony for the newly established Commissioners of the Salary Setting Commission.

DISCUSSION

By 5 p.m. on October 18, 2018, which was the deadline for submitting applications, the City had received just four (4) applications for the Salary Setting Commission. Pursuant to the Board and Commissions Recruitment and Interview Policy adopted by the City Council on July 21, 1998 (Attachment 1), there must be one more application received than available openings in order to proceed with the interview and appointment process. Since the Clerk's Office received only four (4) instead of the required six (6) applications, the application period must be reopened for an additional three weeks.

On Monday, October 22, 2018, the Clerk's Office announced the reopening of the filing period for an additional three (3) weeks, per the City Council Board and Commissions Recruitment and Interview Policy, with the application deadline of November 13, 2018 (November 12, 2018 is the Veterans' Day Holiday, and City offices will be closed).

Due to the schedule set at the September 24, 2018 Civil Service Commission meeting, it is necessary to formally update the application and appointment schedule by further action of the Civil Service Commission, and to comply with the City Council Board and Commissions Recruitment and Interview Policy.

Assuming that a sufficient number of applications (6) are received by the new application deadline of November 13, 2018, the interviews and appointment of commissioners will be scheduled for the Civil Service Commission's regularly scheduled meeting of November 19, 2018. Following appointment of the five (5) Salary Setting Commissioners on November 19, 2018, each of the new Commissioners

will be requested to schedule an appointment with the City Clerk's Office for administering of the Oath of Office, and other onboarding activities before the end of the calendar year. Staff will also poll the new commissioners regarding a date for the first Salary Setting Commission meeting to be held in January of 2019.

In the event too few applications are received or current applicants decide to withdraw their applications prior to the November 19th interview date, staff requests authorization from the Civil Service Commission to extend the application deadline and interview dates without a further motion. In this event, the Civil Service Commission will be polled to obtain a new date for interview and selection of the Salary Setting Commission members in time for the Salary Setting Commission to begin convening by January 2019. Charter Section 702 requires the Salary Setting Commission to begin its term on January 1, 2019.

COORDINATION

This report has been coordinated with the City Attorney's Office and the City Clerk's Office.

PUBLIC CONTACT

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RECOMMENDATION

1. Approve the revised schedule for Salary Setting Commission applications and interviews in accordance with the City Council Board and Commissions Recruitment and Interview Policy.
2. Authorize the City Manager to extend the application deadline and interview dates without a further motion in the event too few applications are received or current applicants decide to withdraw their applications prior to the November 19th interview date.

Reviewed by: Teresia Zadroga-Haase, Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. City Council Board and Commissions Recruitment and Interview Policy

BOARD AND COMMISSION RECRUITMENT AND INTERVIEW POLICY

Policy:

When a vacancy on a board or commission occurs, the City Clerk prepares an agenda report for the City Council so that the City Council can declare the vacancy, a deadline for applications may be established, and an interview date set. The Deputy City Manager prepares a press release which is distributed to all local media, including the Santa Clara Weekly, and it is placed on the City's website. The vacancy is announced on the Municipal Cable Television Channel 15. Copies of the announcement are sent to those individuals on the list of prior applicants and other interested parties.

After the vacancy announcement, at the application deadline, the completed applications are forwarded to the City Council in the regular agenda packet for public review. The City Council interviews all applicants (except the Youth Commission). Civil Service Commission and Planning Commission selection interviews are held during regular City Council meetings. All commission interviews (except Youth, Civil Service and Planning Commissions) are held in the reception area of the East Wing of City Hall prior to a Council meeting and are open to the public. The official appointment of commission members is made at the City Council meeting that evening.

Procedure:

1. If only one candidate has applied for a board or commission opening by the application deadline (or two candidates for two openings) the City Clerk will:
 - Reopen the application time for an additional three weeks.
 - Notify the candidate(s) of the change.
 - Contact the Deputy City Manager to readvertise the opening through distribution of a news release, use of Cable Channel 15, etc.
 - Place an agenda report on the next Council agenda informing the Council that the opening is being readvertised with the new proposed date for the deadline to apply and interview time

Reference: Approved by Council July 21, 1998



Agenda Report

18-1443

Agenda Date: 10/25/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Extend Eligible List for Maintenance Worker I

ACTION AND AUTHORITY

The Parks and Recreation Department is requesting to extend the eligible list for Maintenance Worker I based on the authority of Civil Service Rules, Sec. 4.3, which provides that "the eligible list may be extended to two (2) years with approval of the Commission."

DISCUSSION

The current eligible list for Maintenance Worker I was established on November 16, 2017 and is set to expire on November 16, 2018. The Parks and Recreation Department anticipates future openings and would like to fill the vacancies quickly with candidates from the existing list. The department requests to extend the eligible list by six months to May 16, 2019. Extending the eligible list will allow the Parks and Recreation Department to hire off of the list with eleven (11) qualified candidates while avoiding the expense and time needed to conduct another recruitment.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no additional cost to the City other than administrative staff time and expense.

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RECOMMENDATION

Approve the request to extend the eligible list for Maintenance Worker I by six months to May 16, 2019.

Approved by: Teresia Zadroga-Haase, Director of Human Resources

ATTACHMENTS

1. Maintenance Worker I Eligible List Memorandum



Date: October 17, 2018

To: Director of Human Resources

From: Deputy Parks & Recreation Director

Subject: Approve Extension of Maintenance Worker I Eligibility List

The Parks & Recreation Department is requesting a six month extension of the current Maintenance Worker I Eligibility List. The current list expires on November 16, 2018 and the request is to extend the list to May, 16, 2019.

The Parks Division is expecting to have at least three vacant Maintenance Worker I positions that will have to be filled as the result of recent promotional opportunities and recruitment.

There are candidates with significant parks and landscape experience on the current Maintenance Worker I Eligibility list who may be excellent additions to the Parks Division staff.

Let me know if there are any questions or additional information is needed.

Dale Seale
Deputy Parks & Recreation Director