

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

**July 8, 2013, 7:00 PM  
City Council Chambers, City Hall  
1500 Warburton Avenue  
Santa Clara, California**

**Present:** Commissioners Kim Kristalyn, Fran Palacio, and Beverly Silva; Tina Murphy, Assistant Director of Human Resources; and Sheila Ivers, Recording Secretary.

**Absent:** Commissioner Mario Bouza

**Recommendation for Council Action:**

**A) Approve the Modified Job Specifications for Street Maintenance Worker II, Street Maintenance Worker III and Street Maintenance Worker IV**

**I. ROUTINE ITEMS**

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

Vice-Chairperson Silva called the meeting to order at 7:00 p.m. She then led the group in the Pledge of Allegiance.

**B. MINUTES of May 13, 2013, Civil Service Commission meeting  
**There being no comment or objection, the minutes of the May 13, 2013 meeting of the Civil Service Commission were adopted.****

**C. CHANGE OF STATUS REPORT for May and June, 2013**

**D. CURRENT RECRUITMENT ACTIVITY REPORT for  
May and June, 2013**

**E. EXAMINATION REPORT for May and June, 2013**

Ms. Tina Murphy, Assistant Director of Human Resources, stated that in May, Commissioner Kristalyn reviewed the oral examination for Library Program Coordinator, and in June, reviewed the oral examinations for Civil Engineer II (retitled to Senior Engineer (Civil) in May 2013) and Senior Business Analyst. Also in June, Commissioner Palacio reviewed the oral examinations for Office Specialist IV and Water Resource Planner, as well as the written examination for Water Resource Planner. In all cases, the examinations were found it to be job-related and appropriate.

Civil Service Commission Summary of Minutes- May 13, 2013 Continued

**MOTION** by Commissioner Kristalyn, seconded by Commissioner Palacio, to **NOTE AND FILE** Items I-C, I-D, and I-E.  
**MOTION carried, 3-0.**

**II. UNFINISHED BUSINESS - None**

**III. NEW BUSINESS**

**A. CONSIDER REQUEST** to Waive Examination for Assistant Sanitary Sewer Superintendent

**MOTION** by Commissioner Palacio, seconded by Commissioner Kristalyn, to **WAIVE** the examination for Assistant Sanitary Sewer Superintendent.

**MOTION carried, 3-0.**

**B. CONSIDER REQUEST** to Modify Job Specifications for Street Maintenance Worker II, Street Maintenance Worker III and Street Maintenance Worker IV

**MOTION** by Commissioner Kristalyn, seconded by Commissioner Palacio, to **APPROVE** the modification of the job specifications for Street Maintenance Worker II, Street Maintenance Worker III and Street Maintenance Worker IV.

**MOTION carried, 3-0.**

**IV. INFORMATIONAL ITEMS**

**A. EXTENSION OF SEARCH** for New Civil Service Commissioner  
Ms. Murphy spoke briefly to the Commission, bringing them up to date on the current search for a new Commissioner.

**V. REPORTS OF COMMISSIONERS - None**

**VI. ORAL COMMUNICATIONS - None**

**VII. ADJOURNMENT**

**MOTION** by Commissioner Palacio, seconded by Commissioner Kristalyn, to adjourn the meeting at 7:09 p.m., until the next regularly scheduled Civil Service Commission meeting on Monday, September 16, 2013 at 7:00 p.m.

**MOTION carried, 3-0.**