

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

**September 16, 2013 at 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California**

Present: Commissioners Mario Bouza, Brian Doyle, Kim Kristalyn and Fran Palacio; Lindsay Beavers, Deputy City Attorney II; Tina Murphy, Assistant Director of Human Resources; and Sheila Ivers, Recording Secretary.

Absent: Commissioner Beverly Silva

Recommendation for Council Action:

- A) Approve the Modified Job Specification for Engineering Aide - Electric
- B) Approve the Modified Job Specification for Engineering Aide
- C) Approve the Modified Job Specification for Customer Service Representative – Permit Center
- D) Approve New Job Specification for Librarian II
- E) Approve the Modification of the Job Specification for Librarian I
- F) Approve the Modification of the Job Specification for Library Assistant I
- G) Approve the Modification of the Job Specification for Library Assistant II
- H) Approve the Modification of the Job Specification for Library Program Coordinator – Branch Manager
- I) Approve the modification of the Job Specification for Library Circulation Supervisor

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Commissioner Fran Palacio (acting as Chairperson), called the meeting to order at 7:01 p.m. She then led the group in the Pledge of Allegiance, and noted afterward the absence of Commissioner Silva. She also welcomed Brian Doyle to the dais as the newest Civil Service Commissioner.

- B. MINUTES of July 8, 2013, Civil Service Commission meeting
There being no comment or objection, the minutes of the September 16, 2013 meeting of the Civil Service Commission were adopted.**

- C. CHANGE OF STATUS REPORT for July and August, 2013**

D. CURRENT RECRUITMENT ACTIVITY REPORT for July and August, 2013

E. EXAMINATION REPORT for July and August, 2013

Ms. Tina Murphy, Assistant Director of Human Resources, stated that in July, Commissioner Palacio reviewed the written examination for Electric Crew Foreperson and the oral examination for Deputy Fire Marshal – Hazardous Materials, and found them both to be job-related and appropriate. There were no examinations reviewed in the month of August.

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

MOTION carried, 4-0.

II. UNFINISHED BUSINESS - None

III. NEW BUSINESS

A. CONSIDER REQUEST to Abolish the Eligible List for Police Sergeant
MOTION by Commissioner Kristalyn, seconded by Commissioner Bouza, to **ABOLISH the eligible list for Police Sergeant,**
MOTION carried, 4-0.

B. CONSIDER REQUEST Modify Job Specification and Examination Weighting for Engineering Aide (Electric)
MOTION by Commissioner Kristalyn, seconded by Commissioner Doyle, to **APPROVE the modification of the job specification for Engineering Aide – Electric, and the change in examination weighting from 100% written with a qualifying oral to 100% oral examination with a written supplemental.**
MOTION carried, 3-1, with Commissioner Bouza voting in opposition.

C. CONSIDER REQUEST to Waive Examination for Service Coordinator - Inspector
MOTION by Commissioner Doyle, seconded by Commissioner Kristalyn, to **WAIVE the examination for Service Coordinator – Inspector.**
MOTION carried, 4-0.

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- D. CONSIDER REQUEST to Extend Eligible List for Public Works Inspector
MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, to **APPROVE the extension of the eligible list for Public Works Inspector by one year to January 31, 2015.**
MOTION carried, 5-0.
- E. CONSIDER REQUEST to Extend Eligible List for Chief of Party
MOTION by Commissioner Bouza, seconded by Commissioner Kristalyn, to **APPROVE the extension of the eligible list for Chief of Party by one year to January 22, 2015.**
MOTION carried, 5-0.
- F. CONSIDER REQUEST to Waive Examination Process for Library Circulation Supervisor
MOTION by Commissioner Palacio, seconded by Commissioner Kristalyn, to **WAIVE the current examination process for Library Circulation Supervisor.**
MOTION carried, 5-0.
- G. CONSIDER REQUEST to Modify Recruitment Type for Library Assistant II
MOTION by Commissioner Kristalyn, seconded by Commissioner Bouza, to **APPROVE the modification of the recruitment type for Library Assistant II from Closed/Promotional to Open/Promotional.**
MOTION carried, 5-0.
- H. CONSIDER REQUEST to Modify Recruitment Type for Librarian II
MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, to **APPROVE the modification of the recruitment type for Librarian II from Closed/Promotional to Open/Promotional.**
MOTION carried, 5-0.
- I. CONSIDER REQUEST to Modify the Job Specification for Sr. Library Assistant – Public Service
MOTION by Commissioner Palacio, seconded by Commissioner Kristalyn, to **APPROVE the modification of the job specification for Sr. Library Assistant – Public Service.**
MOTION carried, 5-0.

- J. **CONSIDER REQUEST** to Modify the Job Specification and Recruitment Type for Library Program Coordinator - Reference **MOTION** by Commissioner Kristalyn, seconded by Commissioner Palacio, **to APPROVE the modification of the job specification for Library Program Coordinator – Reference, and change the recruitment type from Closed/Promotional to Open/Promotional. MOTION carried, 5-0.**

- K. **CONSIDER REQUEST** to Modify Job Specification for Senior Energy Systems Analyst **MOTION** by Commissioner Bouza, seconded by Commissioner Kristalyn, **to APPROVE the modification of the job specification for Senior Energy Systems Analyst. MOTION carried, 5-0.**

- L. **CONSIDER REQUEST** to Modify Job Specification and Examination Weighting for Electric Utility Programmer Analyst **MOTION** by Commissioner Bouza, seconded by Commissioner Kristalyn, **to APPROVE the modification of the job specification for Electric Utility Programmer Analyst, and change the examination weighting from 100% written with qualifying performance to 100% oral examination. MOTION carried, 5-0.**

IV. **INFORMATIONAL ITEMS**

A. **REVISED CIVIL SERVICE ELIGIBLE LISTS**

Ms. Murphy explained that the Civil Service Eligible Lists are being revised to respect the privacy of the candidates by removing names, and listing only a ranking and a candidate number. In this way, the candidate's performance on an examination will be kept private.

B. **COMMUNICATIONS DISPATCHER EXAMS**

Ms. Murphy stated that there has been a change in vendor for the Peace Officer Standards and Training (POST) Entry-Level Public Safety Dispatcher Selection Test Battery, the test used by the City of Santa Clara to measure the abilities of entry-level Communications Dispatchers. As a result, the City will begin to require either a California POST Public Safety Dispatcher Basic Certificate, or proof of completion of a POST Public Safety Dispatcher Course (80 hours) in lieu of this examination. City of Santa Clara Communications

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Dispatcher candidates would still be required to meet the other phases of the examination, which includes a qualifying performance examination (typing test) and 100% oral examination.

C. LEADERSHIP SANTA CLARA

Ms. Murphy told the Commission about Leadership Santa Clara 2014. The six-month course presents skill-building workshops and topical presentations on the many issues influencing life in Santa Clara and the region, in addition to providing a behind-the-scenes view of several organizations within the City. The Civil Service Commissioners in the past who have taken the class have deemed it well worth the effort, and a great experience.

VII. ADJOURNMENT

MOTION by Commissioner Bouza, seconded by Commissioner Kristalyn, to **ADJOURN the meeting at 8:10 p.m., until the next regularly scheduled meeting of the Civil Service Commission at 7:00 p.m. on Monday, January 13, 2014.**

MOTION carried, 5-0.