



**City of Santa Clara
Civil Service Commission Agenda**

**Monday, May 11, 2015 at 7:00 PM
City Hall Council Chambers
1500 Warburton Avenue, Santa Clara**

I. ROUTINE ITEMS

- A. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- B. **MEETING MINUTES** of March 9, 2015
- C. **CHANGE OF STATUS REPORTS** for March and April, 2015
- D. **CURRENT RECRUITMENT ACTIVITY REPORTS** for March and April, 2015
- E. **EXAMINATION REPORTS** for March and April, 2015

II. UNFINISHED BUSINESS – None

III. NEW BUSINESS

- A. **CONSIDER REQUEST** to Change the Title in the Communication Dispatcher series, including Communications Dispatcher I, Communications Dispatcher II, Communications Dispatcher III and Senior Communications Dispatcher, to Public Safety Dispatcher I, Public Safety Dispatcher II, Public Safety Dispatcher III and Senior Public Safety Dispatcher
- B. **CONSIDER REQUEST** to Modify the Job Specification for Senior Key Customer Representative
- C. **CONSIDER REQUEST** to Adopt Job Specification, and Establish Recruitment Type, and Examination Weight for Senior Instrument and Control Technician

IV. INFORMATIONAL ITEMS

- A. **TWO VACANCIES** on the Civil Service Commission were advertised at the May 5, 2015 City Council meeting. Applications for Commissioner are due to the City Clerk's Office by 5:00PM on Wednesday, May 13, 2015, with interviews at the City Council meeting on Tuesday, May 19, 2015.

V. **REPORTS OF COMMISSIONERS**

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

- VI. **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.

- VII. **ADJOURNMENT** –Adjourn to the next regular meeting of the Civil Service Commission at 7:00 p.m. on Monday, July13, 2015.