

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

**January 11, 2016 at 7:00 P.M.
Santa Clara City Council Chambers
1500 Warburton Avenue
Santa Clara, California**

Present: Commissioners Mario Bouza, Willie Brown, Brian Doyle, Carolyn McAllister and Pat Staffelbach; Vanessa Guerra, Human Resources Division Manager, and Sheila Ivers, Recording Secretary

Recommendation for Council Action:

There are no items for Council Action for the month of January, 2016.

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Doyle called the meeting to order at 7:18 p.m., and led the meeting in the Pledge of Allegiance.

B. MINUTES OF NOVEMBER 9, 2015 CIVIL SERVICE COMMISSION MEETING

There being no objections or changes,

MOTION by Commissioner Staffelbach, seconded by Commissioner Brown, **to approve the minutes of the November 9, 2015 Civil Service Commission meeting, as written.**

MOTION carried, 5-0.

C. CHANGE OF STATUS REPORT for November and December, 2015

D. CURRENT RECRUITMENT ACTIVITY REPORT for November and December, 2015

E. EXAMINATION REPORT for November and December, 2015

Ms. Vanessa Guerra, HR Division Manager, stated that in the month of November, Commissioner Carolyn McAllister reviewed the oral examination for Water Utility Engineer and the written examination for Police Sergeant. Also in November, Commissioner Pat Staffelbach reviewed the oral examinations for Recreation Supervisor, Police Sergeant and Combination Inspector. In addition, she reviewed the performance examination for Police Sergeant.

CSC Summary of Minutes – January 11, 2016 continued

In December, Commissioner Staffelbach reviewed the oral examination for Senior Engineering Aide, and Commissioner Mario Bouza reviewed the oral examination for Code Enforcement Technician. In all cases, the examinations were found to be job-related and appropriate.

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

MOTION carried, 5-0.

II. UNFINISHED BUSINESS - None

III. NEW BUSINESS

- A. **CONSIDER REQUEST** to Modify Examination Weighting for Journey Lineworker

MOTION by Commissioner Brown, seconded by Commissioner Staffelbach, to **modify the examination weighting for Journey Lineworker from 50% written, 50% oral examination to 100% oral examination.**

MOTION carried, 5-0.

- B. **CONSIDER REQUEST** to Establish Dates for Appeal of a Disciplinary Action

MOTION by Commissioner Staffelbach, seconded by Commissioner Brown, to **establish the dates of Thursday, February 11, 2016 and, if needed, Thursday, February 18, 2016, to sit as a Board of Review in the appeal of a Disciplinary Action by an Account Clerk II.**

MOTION carried, 5-0.

IV. INFORMATIONAL ITEMS

- A. **LEADERSHIP SANTA CLARA 2016**

Ms. Guerra stated that the Leadership Santa Clara seminars are a wonderful way to become more familiar with the City of Santa Clara. Commissioners who have not had this experience are encouraged to register for this class.

V. REPORTS OF COMMISSIONERS - None

VI. ORAL COMMUNICATIONS – The law does not permit Commission action, or extended discussion of, any item not on the Agenda

CSC Summary of Minutes – January 11, 2016 continued

except under special circumstances. Note the instructions in the Agenda regarding Oral Communications.

VII. ADJOURNMENT

MOTION by Commissioner Bouza, seconded by Commissioner Staffelbach, to **ADJOURN** the meeting at 8:00 p.m., until Thursday, February 11, 2016, at 5:00 p.m., at which time the Civil Service Commission will sit as a Board of Review to hear the appeal of a disciplinary action by an Account Clerk II.

MOTION carried, 5-0.