

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

**March 14, 2016 at 7:00 P.M.
Santa Clara City Council Chambers
1500 Warburton Avenue
Santa Clara, California**

Present: Commissioners Mario Bouza, Willie Brown, Carolyn McAllister and Pat Staffelbach; Vanessa Guerra, Human Resources Division Manager, Diana Fazely, Deputy City Attorney, and Sheila Ivers, Recording Secretary
Absent: Brian Doyle, Chairperson

Recommendations for Council Action

- A. Approve job title and modified job specification for Principal Engineering Aide**
- B. Approve modified job specification for Utility Services Technician**

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Acting Chairperson Mario Bouza called the meeting to order at 7:03 p.m., and invited Commissioner Brown to lead the meeting in the Pledge of Allegiance.

B. MINUTES OF JANUARY 11, 2016 CIVIL SERVICE COMMISSION MEETING

There being no objections or changes,
MOTION by Commissioner Pat Staffelbach, seconded by Commissioner Willie Brown, **to approve the minutes of the January 11, 2016 Civil Service Commission meeting, as written.**
MOTION carried, 4-0.

C. CHANGE OF STATUS REPORT for January and February, 2016

D. CURRENT RECRUITMENT ACTIVITY REPORT for January and February, 2016

E. EXAMINATION REPORT for January and February, 2016
Ms. Vanessa Guerra, HR Division Manager, stated that in the month of January, Commissioner Carolyn McAllister reviewed the oral examination for Key Customer Representative. Commissioner Pat

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Staffelbach reviewed the oral examination for Water and Sewer System Operator, also in January. In February, Commissioner Staffelbach reviewed the oral examination for Accounting Technician I and also the written supplemental for Customer Service Supervisor. In all cases, the examinations were found to be job-related and appropriate.

MOTION by Commissioner Brown, seconded by Commissioner Carolyn McAllister, to **NOTE AND FILE Items I-C, I-D, and I-E.**
MOTION carried, 4-0.

II. UNFINISHED BUSINESS

- A. **CONSIDER REQUEST** to Establish Dates for an Appeal of a Disciplinary Action
MOTION by Acting Chairperson Bouza, seconded by Commissioner Brown, to set Monday, June 6, 2016 and Tuesday June 7, 2016 as the two dates for the Board of Review for an Account Clerk II.
MOTION carried, 4-0.

III. NEW BUSINESS

- A. **CONSIDER REQUEST** to Change Job Title and Modify Job Specification and Examination Weighting for Principal Engineering Aide
MOTION by Commissioner McAllister, seconded by Commissioner Brown, **to change the job title of this job specification from Principal Engineering Aide to Principal Engineering Aide (Electric), and modify the job specification and examination weighting for Principal Engineering Aide from 100% written to 100% oral examination.**
MOTION carried, 4-0.
- B. **CONSIDER REQUEST** to Modify Job Specification for Utility Services Technician
MOTION by Commissioner Brown, seconded by Commissioner Staffelbach, **to approve the modification of the job specification for Utility Services Technician.**
MOTION carried, 4-0.
- C. **CONSIDER REQUEST** to Modify Job Specification for Facilities Technician.

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This item was pulled from the Agenda by the Director of Water and Sewer Utilities.

- D. **CONSIDER REQUEST** to Waive Examination Process for Service Coordinator/Inspector
MOTION by Commissioner Brown, seconded by Commissioner McAllister, **to waive the examination process for Service Coordinator/Inspector.**
MOTION carried, 4-0.

- E. **CONSIDER REQUEST** to Waive Examination Process for Payroll Analyst
MOTION by Commissioner Brown, seconded by Commissioner McAllister, **to waive the examination process for Payroll Analyst.**
MOTION carried, 4-0.

- F. **CONSIDER REQUEST** to Modify Exam Weighting for Street Maintenance Worker III
MOTION by Commissioner McAllister, seconded by Commissioner Brown, **to modify the exam weighting for Street Maintenance Worker III from qualifying performance examination and 100% oral examination to 100% oral examination.**
MOTION carried, 4-0.

- G. **CONSIDER REQUEST** to Modify Exam Weighting for Street Maintenance Worker IV
MOTION by Commissioner McAllister, seconded by Commissioner Brown, **to modify the examination weighting for Street Maintenance Worker IV from a qualifying performance examination and 100% oral examination to 100% oral examination.**
MOTION carried, 4-0.

IV. INFORMATIONAL ITEMS

- A. **2015/2016 STATEMENT of Economic Interests**
Ms. Guerra made mention of the State of California Form 700, which must be filled out and turned in to the City Clerk's Office on April 1, 2016.

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

VII. ADJOURNMENT

MOTION by Commissioner Brown, seconded by Commissioner Staffelbach, **to ADJOURN the meeting at 8:14 p.m., until Monday, May 9, 2016, at 7:00 p.m., the next regularly scheduled meeting of the Civil Service Commission.**

MOTION carried, 4-0.