

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

**September 12, 2016 at 7:00 P.M.
Special Meeting
Santa Clara City Council Chambers
1500 Warburton Avenue
Santa Clara, California**

Present: Chairperson Brian Doyle, Commissioners Mario Bouza, Willie Brown, and Pat Staffelbach; Julia Hill, Assistant Director of Human Resources, Diana Fazely, Deputy City Attorney, and Christine Heng, Recording Secretary

Absent: Commissioner Carolyn McAllister

Recommendations for Council Action

A. Approve modified job specification for Electrician, Electrician Technician, Utility Electrician Apprentice, and Senior Electric Utility Electrician Technician

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Brian Doyle called the meeting to order at 7:02 p.m., and led the meeting in the Pledge of Allegiance.

B. MINUTES OF AUGUST 9, 2016 CIVIL SERVICE COMMISSION MEETING

There being no objections or changes,

MOTION by Commissioner Bouza, seconded by Commissioner Staffelbach, **to approve the minutes of the August 9, 2016 Civil Service Commission meeting, as written.**

MOTION carried, 4-0

C. CHANGE OF STATUS REPORT for July and August, 2016

D. CURRENT RECRUITMENT ACTIVITY REPORT for July and August, 2016

E. EXAMINATION REPORT for July and August, 2016

CSC Summary of Minutes – September 12, 2016 continued

In the month of July, Commissioner Mario Bouza reviewed the oral examination for Senior Library Assistant II. In the month of August, Commissioner Willie Brown reviewed the oral examinations for Library Assistant II and Assistant Engineer – Civil and the written examination for Driver/Engineer. In the above cases, the examinations were found to be job-related and appropriate.

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

MOTION carried, 4-0

II. 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.

A. Brown Act Review – Slide presentation by Diana Fazely.

III. NEW BUSINESS

A. **CONSIDER REQUEST** to Modify Recruitment Type of Jail Service Officer on a one-time non-precedent-setting basis.

MOTION by Commissioner Bouza, seconded by Commissioner Brown, to **modify Recruitment Type of Jail Service Officer on a one-time non-precedent-setting basis.**

MOTION carried, 4-0

B. **CONSIDER REQUEST** to Modify Job Titles and Job Specifications for Electrician, Electrician Technician, Utility Electrician Apprentice, and Senior Electric Utility Electrician Technician.

MOTION by Commissioner Brown, seconded by Commissioner Bouza, to **modify Job Titles and Job Specifications for Electrician, Electrician Technician, Utility Electrician Apprentice, and Senior Electric Utility Electrician Technician.**

MOTION carried, 4-0

C. **CONSIDER REQUEST** to Modify Recruitment Type for Senior Customer Service Representative.

MOTION by Commissioner Brown, seconded by Commissioner Staffelbach, **to modify the recruitment type for senior Customer Service Representative.**

MOTION carried, 4-0

- D. **CONSIDER REQUEST** to Reverse Disqualification of Deputy Fire Marshal – Hazardous Material Candidate on Minimum Qualifications.

MOTION by Commissioner Bouza, seconded by Commissioner Staffelbach, **to reverse Disqualification of Deputy Fire Marshal – Hazardous Materials Candidate on Minimum Qualifications.**

MOTION carried, 4-0

- E. **CONSIDER REQUEST** to Set Future Board of Review Dates for 2017.

MOTION by Commissioner Brown, seconded by Commissioner Staffelbach, **to set prescheduled dates (option 1) for future Board of Review hearings in 2017.**

MOTION carried, 4-0

IV. UNFINISHED BUSINESS

- A. **CONSIDER REQUEST** to Establish Dates for an Appeal of a Disciplinary Action for a Police Sergeant

MOTION by Commissioner Bouza, seconded by Commissioner Staffelbach, **to establish November 30, 2016 and December 8, 2016 as dates for an Appeal of a Disciplinary Action for a Police Sergeant.**

MOTION carried, 4-0

- B. **CONSIDER REQUEST** to Establish Dates for an Appeal of a Disciplinary Action for an Account Clerk II.

MOTION by Commissioner Brown, seconded by Commissioner Staffelbach, **to establish January 30, 2017 as the dates for an Appeal of a Disciplinary Action for an Account Clerk II.**

MOTION carried, 4-0

V. INFORMATIONAL ITEMS

- A. Civil Service Commission Meeting Dates for 2017

- B. Cultural Commission Dinner Meetings with Council Members

VI. REPORTS OF COMMISSIONERS

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

VII. ADJOURNMENT

MOTION by Commissioner Staffelbach, seconded by Commissioner Brown, to **ADJOURN** the meeting at 8:10 p.m., until Monday, November 14, 2016, at 7:00 p.m., the next regularly scheduled meeting of the Civil Service Commission.

MOTION carried, 4-0