

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

**May 9, 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, Sheila Ivers, Recording Secretary, and Jennifer Dauenhauer, Human Resources Technician.

Recommendations for Council Action

- A. Approve modified job specification for Principal Engineering Aide (Electric)**
- B. Approve modified job specifications for Community Service Officer I and Community Service Officer II**
- C. Approve modified job specification for Recreation Coordinator - Therapeutics**

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Brian Doyle called the meeting to order at 7:05 p.m., and led the meeting in the Pledge of Allegiance.

B. MINUTES OF MARCH 14, 2016 CIVIL SERVICE COMMISSION MEETING

There being no objections or changes,

MOTION by Commissioner Mario Bouza, seconded by Commissioner Willie Brown, **to approve the minutes of the March 14, 2016 Civil Service Commission meeting, as written.**

MOTION carried, 5-0.

C. CHANGE OF STATUS REPORT for March and April, 2016

D. CURRENT RECRUITMENT ACTIVITY REPORT for March and April, 2016

E. EXAMINATION REPORT for March and April, 2016

Ms. Vanessa Guerra, HR Division Manager, stated that in the month of April Chairperson Brian Doyle reviewed the oral examination for Utility Services Technician. There were no examinations reviewed in

the month of March. In the aforementioned case, the examination was found to be job-related and appropriate.

MOTION by Commissioner Bouza, seconded by Commissioner Carolyn McAllister, to **NOTE AND FILE Items I-C, I-D, and I-E.**
MOTION carried, 5-0.

II. UNFINISHED BUSINESS

- A. **CONSIDER REQUEST** to Establish Dates for an Appeal of a Disciplinary Action
MOTION by Commissioner McAllister, seconded by Commissioner Brown, to **set October 17, 2016, as well as one additional date in October, for the Board of Review of an Account Clerk II.**
MOTION carried, 5-0.

III. NEW BUSINESS

- A. **CONSIDER REQUEST** to Extend the Eligible List for Deputy Fire Marshal
MOTION by Commissioner Bouza, seconded by Commissioner Brown, to **extend the eligible list for Deputy Fire Marshal by six months to November 26, 2016.**
MOTION carried, 5-0.
- B. **CONSIDER REQUEST** to Modify Recruitment Type for Deputy Fire Marshal – Hazardous Materials
MOTION by Commissioner Brown, seconded by Commissioner Bouza, to **modify the recruitment type for Deputy Fire Marshal – Hazardous Materials from Open/Promotional to Closed/Promotional on a one-time, non-precedent setting basis.**
MOTION carried, 5-0.
- C. **CONSIDER REQUEST** to Modify Job Specification for Principal Engineering Aide (Electric)
MOTION by Commissioner Brown, seconded by Commissioner Bouza, to **approve the modified job specification for Principal Engineering Aide (Electric).**
MOTION carried, 5-0.
- D. **CONSIDER REQUEST** to Modify Job Specifications for Community Service Officer I and Community Service Officer II, and Modify Recruitment Type for Community Service Officer II

MOTION by Commissioner McAllister, seconded by Commissioner Bouza, **to modify the job specifications for Community Service Officer I and Community Service Officer II, and modify the recruitment type for Community Service Officer II from Open/Promotional to Closed/Promotional.**

MOTION carried, 5-0.

- E. **CONSIDER REQUEST** to Modify Job Specification for Recreation Coordinator - Therapeutics

MOTION by Commissioner McAllister, seconded by Commissioner Staffelbach, **to modify the job specification for Recreation Coordinator – Therapeutics.**

MOTION carried, 4-1.

IV. INFORMATIONAL ITEMS – None

V. REPORTS OF COMMISSIONERS – None

VI. ORAL COMMUNICATIONS

In response to a comment from Chairperson Doyle, Ms. Guerra told the Commission that the Human Resources Department is looking into the possibility of a training class for the Commission, focusing on their role and how the various actions and decisions of the Civil Service Commission effect the City government. It was noted by one of the Commissioners that perhaps a whole day of training was not realistic, but 2-3 hours seemed much more doable for the Commissioners, with time for questions.

Ms. Brown made a presentation to the Recording Secretary of the Civil Service Commission, Sheila Ivers, thanking her for her 27 years of service to the City of Santa Clara and in particular, her 17 years with the Human Resources Department and the Civil Service Commission. Ms. Ivers thanked the Commission and Ms. Brown for their kind words.

VII. ADJOURNMENT

MOTION by Commissioner McAllister, seconded by Commissioner Brown, **to ADJOURN the meeting at 7:55p.m., until Monday, July 11, 2016, at 7:00 p.m., the next regularly scheduled meeting of the Civil Service Commission.**

MOTION carried, 5-0.