



# City of Santa Clara

The Center of What's Possible

## CIVIL SERVICE COMMISSION AGENDA

Monday, November 14, 2016 at 7:00 p.m.  
City Hall Council Chambers  
1500 Warburton Avenue  
Santa Clara, CA 95050

### I. ROUTINE ITEMS

- A. CALL TO ORDER/PLEDGE OF ALLEGIANCE
- B. MEETING MINUTES of September 12, 2016
- C. CHANGE OF STATUS REPORTS for September and October, 2016
- D. CURRENT RECRUITMENT ACTIVITY REPORTS for September and October, 2016
- E. EXAMINATION REPORTS for September and October, 2016

### 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.

### III. NEW BUSINESS

- A. CONSIDER REQUEST to Extend Probationary Period Due to Absence
- B. CONSIDER REQUEST to Waive Examination Process for Jail Service Officer
- C. CONSIDER REQUEST to Modify Job Specification for Fire Prevention Aide and Fire Prevention Specialist
- D. CONSIDER REQUEST to Modify Job Specification for Recreation Coordinator
- E. CONSIDER REQUEST to Modify Job Specification for Communication Coordinator
- F. CONSIDER REQUEST to Modify Job Specifications for Mechanical Maintenance Worker and Foreperson
- G. CONSIDER REQUEST to Modify Job Specification for Staff Analyst I

- H. **CONSIDER REQUEST** to Modify Job Specifications for Street Maintenance Worker I, II, III and IV series
- I. **CONSIDER REQUEST** to Modify Job Specification for Library Assistant I
- J. **CONSIDER REQUEST** to Modify Job Specification and Examination Weighting for Plans Examiner and Job Specification for Senior Plans Examiner
- K. **CONSIDER REQUEST** to Modify Job Specification for Journey Lineworker Apprentice
- L. **CONSIDER REQUEST** to Waive Examination Process for Senior Electric Meter Technician
- M. **CONSIDER REQUEST** to Modify Job Specification for Electric Utility Programmer Analyst
- N. **CONSIDER REQUEST** to Modify Job Specification and Establish Recruitment Type and Examination Weighting for Facilities Inspection Supervisor

**IV. UNFINISHED BUSINESS**

**V. INFORMATIONAL ITEMS**

- A. Board of Review Dates – Reminders
  1. November 30 and December 8, 2016 (Police Sergeant)
  2. January 30, 2017 (Account Clerk II)
  3. February 23, 2017 (Fire Captain)

**VI. REPORTS OF COMMISSIONERS**

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

**VII. ADJOURNMENT** – Adjourn to the next regular meeting of the Civil Service Commission at 7:00 p.m. on January 9, 2017.