



# City of Santa Clara

The Center of What's Possible

## CIVIL SERVICE COMMISSION AGENDA

Monday, January 9, 2017 at 7:00 p.m.  
City Hall Council Chambers  
1500 Warburton Avenue  
Santa Clara, CA 95050

- I. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- II. **CONSENT CALENDAR**
  - A. **MEETING MINUTES** of November 14, 2016
  - B. **CHANGE OF STATUS REPORTS** for November and December 2016
  - C. **CURRENT RECRUITMENT ACTIVITY REPORTS** for November and December 2016
  - D. **EXAMINATION REPORTS** for November and December 2016
- III. **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.
- IV. **NEW BUSINESS**
  - A. **CONSIDER REQUEST** to Abolish the Eligible List for Staff Aide I.
  - B. **CONSIDER REQUEST** to Modify Job Specifications for Mechanical Maintenance Foreperson.
  - C. **CONSIDER REQUEST** to Modify Job Specification and Examination Weighting for Purchasing Clerk.
  - D. **CONSIDER REQUEST** for Continuance of Board of Review Hearing of January 30, 2017.
- V. **UNFINISHED BUSINESS**
- VI. **INFORMATIONAL REPORTS**
  - A. Staff:
    - 1) April 18, 2017 – Joint City Council/Civil Service Commission Dinner Meeting

- 2) Board of Review date:  
February 23, 2017 (Fire Captain)

**B.** Commissioners: 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 March 13, 2017.



City of Santa Clara  
Civil Service Commission Minutes  
November 14, 2016 at 7:00 PM  
City Council Chambers

1500 Warburton Avenue

Santa Clara, CA

Present: Chairperson Brian Doyle, Commissioners Willie Brown, Carolyn McAllister, Pat Staffelbach; Julia Hill, Assistant Director of Human Resources, Vanessa Guerra, Human Resources Division Manager, Christine Heng, Recording Secretary, and Diana Fazely, Deputy City Attorney.

Absent: Vice-Chairperson Mario Bouza

**I. ROUTINE ITEMS**

**A. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chairperson Doyle called the meeting to order at 7:01 p.m. and led the group in the Pledge of Allegiance.

**B. MINUTES OF September 12, 2016 CIVIL SERVICE COMMISSION MEETING** There being no additions or corrections.

**MOTION** by Commissioner Staffelbach seconded by Commissioner Brown, to **APPROVE** the minutes of the September 12, 2016 Civil Service Commission meeting.

**MOTION** carried, 4-0.

**C. CHANGE OF STATUS REPORT** for September and October, 2016

**D. CURRENT RECRUITMENT ACTIVITY REPORT** for September and October, 2016

**E. EXAMINATION REVIEW REPORT** for September and October, 2016

Ms. Hill stated that in the month of September, Chairperson Doyle reviewed the written examination for Assistant Planner I and performance exam for the Driver/Engineer. In the month of October, Commissioner Mario Bouza reviewed the oral examinations for Assistant Planner I, Associate Planner, and Office Records Specialist. In the aforementioned cases, the examinations were found to be job-related and appropriate.

Chairperson Doyle recommended changing the agenda to make Item I-C, I-D, I-E to consent calendar. Ms. Jill suggested adding the meeting minutes to the consent calendar as well.

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

**MOTION carried, 4-0**

## **II. ORAL COMMUNICATIONS - None**

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 regarding Oral Communications.

## **III. NEW BUSINESS**

### **A. CONSIDER REQUEST to Extend Probationary Period Due to Absence.**

Ms. Hill indicated Civil Service rule provides that commission may extend probation period due to illness or absence so that departments can assess performance for one full year of probationary period. In this situation, an employee with the finance department was on pregnancy leave for 62 days and staff is asking to extend the probationary period. Ms. Hill stated requests to extend probationary period are relatively rare.

Chairperson Doyle expressed his concern about the commission having discretion to approve this type of situation. He would like to establish an automatic approval process for certain types of extensions and define the circumstances in which the commission can extent discretion.

Ms. Guerra stated the Civil Service Rules and Regulations do address the commission's power to extend probationary period due to periods of illness and absence, such as industrial or non-industrial injuries,

leave period, etc. Ms. Guerra also shared that staff has taken probationary period extension requests to the commission in the past and that this specific situation is similar to past requests.

Chairperson Doyle asked if the probationary period policy addresses Family Medical Leave. Chairperson Doyle stated he would be much more comfortable if the policy recognizes Family Medical Leave as a reason. Ms. Guerra responded that the rules do not call out FMLA (because FMLA regulation came after the Civil Service Rules and Regulations), but the policy does include periods of illness and absences.

Commissioner Brown also expressed similar concerns with commission approving extension of probationary period. Commissioner Brown further stated that commission could come up with situations in which probationary period would be denied, however commission could run into opposition. Ms. Guerra responded that she has been employed with the City over 10 years and had never experienced the commission denying the extension of a probationary period, which gives the department an equal amount of time, 12 month period, to evaluate performance; as opposed to terminating an employee due to prolonged absence related to illness. Chairperson Doyle further stated that it is difficult to understand the role of the commission in the process of approving the extension of a probationary period when it is typical to approve these extensions. Ms. Hill added typically, the appointing authority would have the decision making authority over these issues and therefore would not come to the commission. Commissioners Brown, Staffelbach and McAllister, stated HR should look into updating the Civil Service rules such that issues that are protected by law and therefore taking the discretion from commission to be reviewed.

Ms. Hill indicated that HR will look into revising these rules in early 2017.

**MOTION** by Commissioner McAllister, seconded by Commissioner Brown, **to extend probationary period due to absence.**

**MOTION carried, 4-0**

**B. CONSIDER REQUEST to Waive the Exam Process for Jail Service Officer.**

Ms. Hill explained that the Police Department is seeking approval to waive the examination process for Jail Service Officer. The recent recruitment for Jail Service Offer resulted in two candidates who met

the qualifications for the examination process. Waiving both the written and oral examinations will reduce the amount of time and expense to fill the position and the department interview will provide the basis for confirming that the candidate possesses the knowledge, skills, and abilities necessary to successfully perform the duties of the position.

Commissioner McAllister asked if there is an examination in place, why would it be waived for the two individuals; and if that is the general practice. Ms. Hill affirmed that waiving examination process is not the general practice and that in this case, both candidates are qualified. Chairperson Doyle asked if there are one or two positions. Ms. Guerra confirmed that it is one position and the department will conduct interviews and make the final selection. Ms. Guerra confirmed that the request is to waive the examination process, therefore placing both candidates on the eligibility list.

Commissioner Brown requested for additional clarification on the recruitment process. Ms. Guerra explained that we have written, oral, performance, or combinations of exams through a competitive process and the results of the examination determine the applicants' ranking. Qualified candidates from the eligibility list would then be invited to participate in the department interview. When staff requests to waive the examination process, the examination is skipped and candidates are then invited to participate in department interviews without ranking and at equal position and the department head determines the most qualified candidate. Commissioner Staffelbach asked how the candidates become on equal footing. Ms. Guerra explained that recruiters screen the applications based on minimum qualifications.

Chairperson Doyle requested that the agenda report be more elaborative in explaining the recruiting process. Ms. Hill noted the request.

Commissioner McAllister expressed concerns regarding the subjectivity of the department interview, less an eligibility list. Ms. Hill explained that the City has the rule of 10 in which the best fit among the 10 eligible candidates can be selected. Chairperson Doyle inquired if there are criteria to selecting among the candidates on the eligibility list. Ms. Hill responded that there are criteria to ranking the candidates, but not the selection of the best fit. Commissioner McAllister asked to confirm if the two candidates are ranked based on qualification, not on examination. Ms. Guerra explained in this scenario, there is no rank, both candidates are on equal footing based

on minimum qualifications, and the Chief decides who the best fit for the position is. Had the candidates participated in the examination process, HR converts the results from the oral and written examination to an actual score by percentage and that is how they are ranked on the list. Once HR presents the list, the Chief is free to select, in any order, among the list.

Chairperson Doyle stated that there was a period of time when there were concerns over racial discrimination when picking off eligibility list with the City of San Jose. Without knowing the parameter with the Chief's discretion and the candidate pool, there could be cause for a dispute. Commissioner Brown asked if the eligibility ranking is another piece of data for the Chief to consider and the person who isn't ranked the highest on the list could be selected. Ms. Guerra replied in the affirmative. Commissioner Brown further stated that it appears to him it does matter if there is an examination process or not, there is some subjectivity when identifying the best fit candidate.

Chairperson Doyle stated if staff and department are comfortable and are recommending waiving the examination process, since there are only two applicants, to shorten the process; he is comfortable waiving this exam.

**MOTION** by Commissioner Brown, seconded by Commissioner Staffelbach, **to waive the examination process for Jail Service Officer.**  
**MOTION carried, 4-0**

C. **CONSIDER REQUEST** to Modify Job Specifications for Fire Prevention Aide and Fire Prevention Specialist.

Ms. Hill stated that after review of the job specifications in the Fire Prevention series, the Human Resources Department proposes to update the job description titles and job specifications. The job specification for Fire Prevention Aide was last revised in June 2000 and the job specification for Fire Prevention Specialist was last revised in September 1999.

Fire Chief Bill Kelly explained that HR conducted a job analysis for these positions. It has been 16 years since a job analysis was done for the Fire Prevention Specialist I – formerly Fire Prevention Aide- and part of the staffing plan is to transition this position from as-needed to full time entry level position. A major change with this job specification is the education requirement has been changed from High School to Associates Degree as the job has become complex over

time. It has been 17 years since the job analysis was conducted for the Fire Prevention Specialist II. Revamping this position allows for succession planning within the department. A major change with this job specification is the education requirement has been changed from Associates Degree to a Bachelor's Degree.

Commissioner McAllister commended the HR and Fire Department for updating the job descriptions and requiring additional education requirement which is more specific.

Chairperson Doyle asked if these positions currently conduct plan check. Chief Kelly replied the Fire Prevention Specialist I does plan check and Fire Marshal Jake Tomlin can further elaborate. Mr. Tomlin expressed that the Fire Prevention Specialist I and II both conduct plan check, with the Specialist II conducting more complex plan reviews such as sprinklers, alarms, building construction, etc. Chairperson Doyle asked if these positions do inspections. Mr. Tomlin explained that these non-sworn positions all do inspections.

**MOTION** by Commissioner McAllister, seconded by Commissioner Staffelbach, **to modify job specifications for Fire Prevention Aide and Fire Prevention Specialist.**

**MOTION carried, 4-0**

**D. CONSIDER REQUEST to Modify Job Specification for Recreation Coordinator.**

Ms. Hill stated that the Recreation Coordinator classification is a generic classification for the Parks & Recreation Department and can be assigned to develop and coordinate multiple recreation program areas at various facilities. The Parks & Recreation Department currently requests to modify the Recreation Coordinator job specifications to align the job duties with current practices, duties, certification and licenses, and add aquatics to the program area assignments. The job specifications have been modified to include the following: aquatics certifications required by this program area, performance of program budgeting, use of recreation registration and facility reservation software, supervision of As-Needed staff, other recreation program development, and involvement in the Department's city-wide specialist events.

Kim Castro, Recreation Manager, indicated the reason to modifying job specification is to bring it to current practice and add aquatic to the



scope of work. This is an entry level position and will oversee several programs. There are several people in this position and this update includes all program areas. Commissioner McAllister asked if this is a new position or if staff is rewriting the job description. Ms. Castro indicated that staff is rewriting the position to make it a unilateral position that encompasses all program areas.

Commissioner Brown asked if the person who holds this position will evaluate contract employees and if contract employees are involved in the department. Ms. Castro replied the Park and Recreation department does have contract employees, such as Dance Instructors, who provide services to its' program.

**MOTION** by Commissioner Brown, seconded by Commissioner McAllister, **to modify job specification for Recreation Coordinator.**  
**MOTION carried, 4-0**

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

Ms. Hill stated that the City Manager's office will soon be conducting a recruitment to fill two vacancies for the position of Communications Coordinator. This is a new classification created in the fiscal year 2016-2017 Budget. The employees in these positions will be dealing with press releases, web and social media output and community outreach.

Commissioner McAllister inquired if the City currently has people in these positions or if the City will open up the recruitment. Ms. Hill replied this will be new recruitment because the as-needed employees in these positions perform some, not all, components of the job.

Chairperson Doyle asked if any of the duties include the ability to approve or issue contracts for any type of advertising or communication. Ms. Hill stated in the negative.

Chairperson Doyle also noted that the agenda should read "adopt" not "modify" job, since this is a new position.

**MOTION** by Commissioner Brown, seconded by Commissioner McAllister, **to adopt job specification for Communications Coordinator.**  
**MOTION carried, 4-0**

- F. **CONSIDER REQUEST** to Modify Job Specifications for Mechanical Maintenance Worker and Foreperson.

Ms. Hill stated that the Public Works Department may soon conduct recruitments to fill Mechanical Maintenance Worker and Mechanical Maintenance Foreperson vacancies. The job specification for Mechanical Maintenance Worker was last revised in March 2010 and Mechanical Maintenance Foreperson was last revised in January 2012. A job analysis was conducted for both classifications to identify changes needed to both job specifications due to an added responsibility of emergency generator management duties. The Mechanical Maintenance Division will now be responsible for maintaining approximately 50 emergency generators in the City. The job specifications were modified to include this responsibility and knowledge, skills and abilities needed for these additional duties. There are no recommended changes to the recruitment type or examination weighting for either the Mechanical Maintenance Worker or Foreperson.

Chairperson Doyle asked who was maintaining the generators before. Ken Winland, Building Maintenance Manager, replied that the City currently uses an outside contractor to maintain, test, and repair these generators. The City is looking to bring the maintenance of these generators in-house and rely less on the outside contractor. Additional duties also include HVAC and mechanical maintenance and oversight of the fleet of generators.

Commissioner Brown inquired if the City had experienced issues with the current contractor. Mr. Winland stated that the generator is managed by the fleet manager with Auto Services and it has been a challenge to manage the contractor to perform these duties to the level of accuracy and by bringing the maintenance of the generators in-house the department will have better control and oversight at less cost.

Commissioner McAllister asked if these positions are new. Mr. Winland stated that the Mechanical Maintenance Worker is new and the Foreman position, which was previously frozen, will be modified to include knowledge, skills, and abilities to oversee and train the technicians. Commissioner Brown asked how many positions the City look to fill. Mr. Winland indicated the City will fill two positions.

**MOTION** by Commissioner McAllister, seconded by Commissioner Staffelbach, **to modify the job specifications for Mechanical Maintenance Worker and Foreperson.**

**MOTION** carried, 4-0

G. **CONSIDER REQUEST** to Modify Job Specification for Staff Analyst I.

Ms. Hill stated that the Public Works Department will soon conduct a recruitment for the position of Staff Analyst I. The job specification for Staff Analyst I was approved in August 2015. This is to modify the job specifications for the Staff Analyst I to meet the Minimum Qualifications, Typical Duties, and Knowledge, Skills and Abilities needed for Environmental Programs. This position is a subset of Staff Analyst I for other departments within the City and this request will now include Public Works Department - Environmental Programs.

Chairperson Doyle inquired if this request is simply a reclassification or if duties have been changed. Ms. Guerra stated that the Department is asking to modify the job specifications to include the elements and duties of the Public Works department. The current job description does not encompass some duties required with Environmental Programs, such as recycling elements and performance of solid waste management. Commissioner Brown asked about the department memo to reclassify the Staff Aide II position to Staff Analyst I. Ms. Guerra stated that the reclassification question had been addressed during the budget process.

**MOTION** by Commissioner McAllister, seconded by Commissioner Staffelbach, **to modify the job specification for Staff Analyst I.**

**MOTION carried, 4-0**

**H. CONSIDER REQUEST to Modify Job Specifications for Street Maintenance Worker I, II, III, and IV series.**

After reviewing the job specifications for classifications in the Street Maintenance Worker series, the Human Resources Department is proposing to update and modify the job specifications for Street Maintenance Worker I, II, III, and IV. Staff met with representatives of the City of Santa Clara's American Federation of State, County, and Municipal Employees met and conferred in good faith and an agreement was made between the parties to reclassify Grounds Maintenance Workers to Street Maintenance Workers. As a result, the job specifications for Street Maintenance Worker I, II, III, and IV were updated to include the addition of a Traffic Flagging and Safety Certificate prior to completing probation for Street Maintenance Worker I, II, and III. Updated language was added for the California Class A or B Commercial Driver's License to allow the re-classified Grounds Maintenance Workers to obtain the license within a year from being re-classified. An additional certification was added specifically for Street Maintenance Workers assigned to the Landscape Division in the Public Works Department.

Chairperson Doyle wanted to confirm that the union has approved these job specifications changes. Ms. Hill stated in the affirmative.

**MOTION** by Commissioner Brown, seconded by Commissioner Staffelbach, **to modify the job specifications for Street Maintenance Worker I, II, III and IV series.**

**MOTION carried, 4-0**

**I. CONSIDER REQUEST to Modify Job Specification for Library Assistant I.**

Ms. Hill stated that Library will soon conduct a recruitment to fill a Library Assistant I vacancy. The job specification for the Library Assistant I was last revised October in 2013. The technology duties for the Library Assistant I have changed and are more extensive in the Support Services Division due to the change in technology and the addition of the Northside Library.

Commissioner McAlliser asked if the City has anyone in the Library Assistant I classification. Paul Sims, Assistant City Librarian, confirmed that the City has multiple Library Assistant I classifications.

Commissioner McAllister also asked if the City is looking to open the position that is putting more emphasis on technical skill where people will be able to bid for the position. Mr. Sims indicated "yes."

Chairperson Doyle stated if the position does not reside in the Support Services Division, the technical requirement would not be mandatory. Mr. Simms indicated "yes."

**MOTION** by Commissioner Staffelbach, seconded by Commissioner McAllister, **to modify the job specification for Library Assistant I.**

**MOTION carried, 4-0**

**J. CONSIDER REQUEST to Modify Job Specifications and Examination Weighting for Plans Examiner and Job Specifications for Senior Plans Examiner.**

Ms. Hill stated the Community Development Department/Building Division will soon conduct a recruitment for Plans Examiner. The job specifications for the Plans Examiner and Senior Plans Examiner were last revised in September 2015.

Commissioner Staffelbach inquired about the 2015 modification and the need to again revise the job specification. Sharon Goei, Building Official,

indicated that the job specifications from recent recruitments are limited to applicants who are licensed Civil Engineer. This request to modify the job specification will open the applicant pool to include individuals with Architect and Professional Engineers licenses. Plan Examiners and employees in the Building Division have the responsibility to ensure that buildings and structures comply with state building codes and regulations. These codes and regulations encompass the building code, electrical code, mechanical code, plumbing code, and energy codes.

Commissioner Brown asked for clarification on the exam weighting, from 100% Oral and Qualifying Performance to 100% Oral. Ms. Hill and Ms. Goei explained that the written examination could be waived because the professional licenses should be a possible substitution of minimum qualification and applicants would have already demonstrated the ability and competency by obtaining the license. Therefore an oral exam should be sufficient. Commissioner Staffelbach asked if a component of the requirement is being reduced by going to 100% oral exam. Ms. Guerra explained that the license should satisfy the qualified examination.

Chairperson Doyle asked if staff is modifying the minimum qualification section to require applicants to have professional civil engineer license to also include license architect and professional engineer. Ms. Goei confirmed in the affirmative. Chairperson Doyle asked what the difference between a professional engineer and civil engineer license are. Ms Goei explained that a professional engineer includes civil, mechanical, and electric components. Chairperson Doyle also asked who in the department reviews structural plans. Ms. Goei explained that a licensed civil or structural engineer would review the plans and the department has the expertise to review the plans. Commissioner Doyle inquired if staff is able to determine the technical ability of the applicants during an oral and Ms. Goei replied that some technical interview questions will be included in the oral exam.

Commissioner Brown requested for staff to confirm that the civil engineering component will not be removed from the minimum qualification. Ms. Goei explained that staff is broadening the minimum qualification to include a professional and architect license, along with a civil engineer license.

**MOTION** by Commissioner Brown, seconded by Commissioner Staffelbach, **to modify the job specifications and examination weighting for Plans Examiner and job specification for Senior Plans Examiner.**

**MOTION** carried, 4-0

- K. **CONSIDER REQUEST** to Modify Job Specification for Journey Lineworker Apprentice.

Ms. Hill explained that the Journey Lineworker Apprentice job specification was last revised in September 2009. The Electric Utility Department along with Human Resources reviewed several agency requirements for similar specifications and some edits and additions were decided upon review to include a Distinguishing Characteristics section describing pole climbing specification. The License and Certification section was updated to add ability to pass basic pole climbing school within the first 6 months of employment; which is part of the apprenticeship program.

Chairperson Doyle asked who issues the Journey Lineworker certification. Ms. Voula Brown, Staff Aide II, replied that the Journey Lineworker schools offer a three year program and issue the certification. Ms. Brown also explained that on the job training is also another method apprentices are trained.

**MOTION** by Commissioner Staffelbach, seconded by Commissioner McAllister, **to modify the job specification for Journey Lineworker Apprentice.**

**MOTION carried, 4-0**

- L. **CONSIDER REQUEST** to Waive Examination Process for Senior Electric Meter Technician.

Ms. Hill stated that the Electric Utility Department is seeking approval to waive the examination process for Senior Electric Meter Technician, which was a closed promotional recruitment with examination weighting of 100% oral examination. The recent recruitment for Senior Electric Meter Technician resulted in two qualified candidates. Waiving the oral examination will significantly reduce the amount of time and expense to fill the position. Furthermore a waiver will allow the department to interview the candidates and determine if they possess the knowledge, skills, and abilities necessary to successfully perform the duties of the position.

Chairperson Doyle asked if these two qualified candidates will go on the eligible list. Ms. Voula Brown explained that the division is small consisting of three employees and one of them will be the lead. In addition, trying to find oral exam raters who are qualified and willing to

come has been a challenge because the job is rather specific.

**MOTION** by Commissioner Brown, seconded by Commissioner Staffelbach, **to waive the examination process for Senior Electric Meter Technician.**

**MOTION carried, 4-0**

- M. **CONSIDER REQUEST** to Modify Job Specification for Electric Utility Programmer Analyst.

The Electric Utility Department will soon conduct a recruitment for the position of Electric Utility Programmer Analyst. The job specification for Electric Utility Programmer Analyst was last approved in December 2013. A job analysis was conducted to identify additions and changes to the job specification. Proposed additions to the Minimum Qualifications section include experience in operating systems management within the required two years of full time paid experience. Proposed additions to the Desirable Qualifications section include experience in various computer type and programming. Typical Duties section includes patching and maintaining the Electric Department's SCADA system according to NERC CIP standards, computer configuration, writing LINUX and providing technical support. SCADA used to exist in previous job specifications and was never set forth and this is a mean to bring it back.

Steven Arterburn, Bargaining Unit 5, 7, & 8 Representative, stated he is in opposition of this modification. The person who currently fills this position has a doctorate in engineering and works mainly on the SCADA system, which is large amount of equipment and goes through the entire electric utility through electric generation. The job specification modification would require additional educational background. The bargaining unit is seeking to postpone the request to the next Civil Service meeting so that the bargaining unit has more time to review the job specification and possibly put the requirement in the MOU.

Ms. Hill asked if Mr. Arterburn currently fills this position Mr. Arterburn responded in the affirmative. Luke Huynh also fills this position. Both employees are on-call to support the system

Chairperson Doyle questioned for detail of the functionality of the SCADA system. Mr. Arterburn explained that the system monitors and sends communication from substations to traders, NCPA, and will be federally regulated and audited starting in 2017 under NREC CIP standards.

Chairperson Doyle expressed that he wanted to understand the needs of the City. Mr. Arterburn replied that the City needs more headcount as there are only two programmer analysts who are performing this function. The SCADA side is being filled by Senior System Analyst which is higher pay grade.

Ann Hatcher, Assistant Director of Electric Utility, explained that there are two positions the department is hoping to fill to build depth of knowledge, not replacing the person who currently holds this position. Adding two positions will allow the department to work on multiple technology areas. Chairperson Doyle asked if this position is subject to meet and confer and is unit contending that this position is subject to meet and confer. Ms. Guerra expressed that the City has to satisfy the requirement with the bargaining unit by providing the bargaining unit 10 business days notification of new job or modification to job specifications.

Chairperson Doyle asked if staff would like to defer this request and Ms. Hatcher explained that the City will face new NERC CIP requirements and audit in February 2017. Commissioner Staffelbach asked if the City has people qualified for these skills or will the City open up the recruitments.

Commissioner Staffelbach and Chairperson Doyle asked if Mr. Arterburn could explain his objection to the job specification modification. Mr. Arterburn indicated that he objected to the Desirable Qualification requirement which is currently a job function of a Senior System Analyst at a higher pay classification and Mr. Arterburn is concerned that he and Mr. Huynh will be asked to perform some of duties a Senior System Analyst position at a lower compensation. Ms. Hill explained that the Senior System Analyst job specification has a higher education requirement. The position also has planning and supervision requirements, which are not included in the Electric Utility Programmer Analyst position. Mr. Arterburn also expressed his concern with the additional education requirement and would like more time to consider putting it on the MOU. Chairperson Doyle asked if Mr. Arterburn has concern about being in a position in which he is no longer qualified. Mr. Arterburn replied in the affirmative. Chairperson Doyle asked staff if new requirement would cause Mr. Arterburn a problem and staff replied "no," due to the requirement being desirable, not required.

Commissioner Staffelbach questioned if one of Mr. Arterburn's concern is to have to go back to school and take additional classes to meet the requirement. Mr. Arterburn replied that the person would not need to take



more classes, but would be required to have knowledge of these computer systems and if the person does not have the knowledge, he/she might not make it through the probationary period and be removed from the position. Mr. Arterburn expressed that these positions should be recruited at a Senior Analyst level.

Commissioner Brown stated that he has to consider the needs of the City, the Utility Department and staff recommendation. Commissioner Brown asked if Mr. Artherburn has an issue with additional responsibility added that he does not want to perform. Mr. Arterburn replied that he does not have an issue with performing new tasks; however, he would like to have the time to take classes, learn, and research and be compensated for it.

Chairperson Doyle asked if anyone currently is performing the task as a Programmer Analyst working with SCADA. Ms. Hatcher replied in the negative and the plan is to hire someone with the knowledge and skill and the only way to get the experience is hands on work with the SCADA system. Commissioner Brown stated that if the City is faced with an audit in February 2017, would it be possible to ask for an extension. Ms. Hatcher explained that the department is faced with multiple projects along with near the future audit and is seeking to add personnel to support these projects with depth and breathe. Commissioner McAllister stated that technology has changed quickly and it is not unreasonable to expect staff to learn new skill because the task has been updated. Management has the right to create positions to keep up with the needs of the change in technology and require employees to learn the skills differently to keep up with the change of time.

**MOTION** by Commissioner McAllister, seconded by Commissioner Staffelbach, **to modify the job specification for Electric Utility Programmer Analyst.**

**MOTION carried, 4-0**

- N. **CONSIDER REQUEST** to Modify Job Specification and Establish Recruitment Type and Examination Weighting for Facilities Inspection Supervisor.

Ms. Hill stated that the Water and Sewer Department will soon conduct a recruitment to fill a Facilities Inspection Supervisor vacancy. This is a new classification created in the fiscal year 2016-2017 Budget. A job analysis was conducted to determine the job duties and knowledge, skills and abilities need for the Facilities Inspection Supervisor. The new

job description is reflective of the supervisory duties the incumbent will be expected to perform while responsible for the location of Water and Sewer Utilities' underground utilities for Underground Services Alert (USA). This classification also works closely with residential and commercial customers and private contractors and makes difficult and complex inspection to ensure a high level of quality control of critical infrastructure.

**MOTION** by Commissioner Brown, seconded by Commissioner Staffelbach, **to modify the job specification and establish the recruitment type and examination weighting for Facilities Inspection Supervisor.**  
**MOTION carried, 4-0**

#### IV. UNFINISHED BUSINESS - None

#### V. INFORMATIONAL ITEMS

- A. Ms. Hill reminded Council of the following Board of Review dates:
1. November 30 and December 8, 2016 (Police Sergeant) – The meeting will begin at 5:00 p.m. The materials for the appeal have been distributed to the Commissioners. Chairperson Doyle asked if the meeting will be a closed session and Ms. Hill responded that she does not know because the appellant did not provide any information to staff. Chairperson Doyle asked if the materials are confidential and Ms. Hill indicated that due to personnel information within the package, the material is confidential. The transcript is a public document. Chairperson Doyle asked if the situation will be such that Commissioners will be present for the hearing and wait for the appellant to appear. Ms. Hill indicated in the affirmative. Chairperson Doyle asked if staff could contact appellant and Ms. Hill indicated she had through multiple mediums without any success.
  2. January 30, 2017 (Account Clerk II)
  3. February 23, 2017 (Fire Captain)
- B. Chairperson Doyle requested staff to report on a new charter amendment which will impact the work of the commissioners. Ms. Hill indicated that Measure O passed on November 8, 2016 that creates new salary increments for council member with periodic raises. The Measure O charter revision provides the body commission to select the committee that analyzes and reviews salary increases. The intent is that council is not involved in creating an extra committee and not be responsible to appointing it's

member, which will start July 1, 2019. The commission will be the appointing body. Staff will come to commission with the procedure that will allow the commission to select and panel committee. The process will start in late 2018 or early 2019.

- C. Some commissioners indicated that they did not receive the entire Agenda package via email. Staff will look into sending the package in a zip file and potential post the package online, as requested by Chairperson Doyle
- D. Commissioner Brown asked about a dinner in April 2017. Ms. Hill will present additional information to commission during the next meeting.

## VI. REPORTS OF COMMISSIONERS

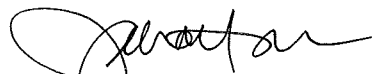
### A. REPORTS Regarding Meetings or Conferences Attended (if any)

Commission has nothing to report.

## VII. ADJOURNMENT

**MOTION** by Commissioner Staffelbach, seconded by Commissioner Brown, to **ADJOURN** the meeting at 8:44 p.m., until **Monday, January 9, 2017, at 7:00 p.m., the next regularly scheduled meeting of the Civil Service Commission.**  
**MOTION** carried, 4-0

Respectfully submitted,



Julia Hill  
Assistant Director of Human Resources

**CITY OF SANTA CLARA CHANGE OF STATUS  
MONTH OF NOVEMBER 2016  
OCTOBER 23, 2016 - NOVEMBER 19, 2016**

**ITEM II-B**

<b>Department</b>	<b>Position Classification</b>	<b>Type of Appointment</b>	<b>Type of Separation</b>	<b>Effective Date</b>
<b><u>City Manager's Office</u></b>				
Tucker, Sheila	Assistant City Manager		Separation	11/18/16
<b><u>Community Development</u></b>				
Valenzuela, Megan	Staff Analyst I	Transfer from Full to Half-time		10/9/16*
<b><u>Electric</u></b>				
Delgado, Jesse	Journey Lineworker	Probationary		11/3/16
Dempsey, William	Electric Utility Program Analyst		Separation	11/4/16
Laigo, Federico	Sr. Electric Utility Engineer	Probationary/Promotion		11/6/16
Pacheco, Sandra	Staff Aide II	Probationary/Promotion		11/6/16
Virasak, Peter	Principal Power Analyst	Unclassified Promotion		10/23/16
<b><u>Finance</u></b>				
Gutierrez, Jorge	Customer Service Representative	Probationary		11/14/16
<b><u>Fire</u></b>				
Blumenson, Maria	Office Specialist II	Voluntary Demotion		10/23/16
<b><u>Library</u></b>				
Pershing, Morgan	Librarian II - Reference		Resignation	11/11/16
<b><u>Parks &amp; Recreation</u></b>				
Altamirano, Kristin	Office Specialist II	Probationary		11/14/16
Brown, Karen	Office Specialist II		Retirement	11/18/16
<b><u>Police</u></b>				
Cruz, Victoria	Public Safety Dispatcher I	Probationary		11/7/16
Mortweet, Macy	Public Safety Dispatcher II		Retirement	11/1/16
Nagata, Kenneth	Recruit Police Officer	Probationary		10/24/16
Soo, Virginia	Community Service Officer II	Probationary/Promotion		10/23/16
<b><u>Public Works</u></b>				
Hall, Robbie	Street Sweeper/Operator		Retirement	10/30/16
Reed, David	Street Sweeper/Operator		Retirement	11/18/16
<b><u>Water &amp; Sewer</u></b>				
Li, Jindan	Water Utility Engineer		Resignation	10/24/16

\*Activity from a prior period

**CITY OF SANTA CLARA CHANGE OF STATUS  
 MONTH OF NOVEMBER 2016  
 OCTOBER 23, 2016 - NOVEMBER 19, 2016**

ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
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<u>Appointments</u>		<u>Separations</u>	
Probationary	5.00	Resignation	2.00
Probationary/Promotion	3.00	Separation	2.00
Voluntary Demotion	1.00	Retirement	4.00
Unclassified Promotion	1.00	Transfer	0.50
<b>MONTHLY TOTALS</b>	<b>10.00</b>		<b>8.50</b>



\_\_\_\_\_  
 Ingrid Miranda  
 Human Resources Management Analyst

Distribution: Original -

- Director of Human Resources
- Civil Service Commission
- Assistant Director of Human Resources
- Building Maintenance Foreperson
- Network Computer Support Division Manager
- Applications Manager - Unisys

**CITY OF SANTA CLARA CHANGE OF STATUS  
MONTH OF DECEMBER 2016  
NOVEMBER 20, 2016 - DECEMBER 31, 2016**

**ITEM II-B**

<b>Department</b>	<b>Position Classification</b>	<b>Type of Appointment</b>	<b>Type of Separation</b>	<b>Effective Date</b>
<b>City Manager's Office</b>				
Smith, Sophia	Office Specialist II	Probationary		11/28/16
<b>Community Development</b>				
McGill, Anna	Associate Planner	Probationary		12/12/16
<b>Electric</b>				
Hill, Jean-Paul	Principal Engineering Aide	Probationary/Promotion		12/18/16
Rambis, Randall	Troubleshooter		Retirement	12/16/16
Cao, Hong	Sr. Engineering Aide		Retirement	12/30/16
<b>Finance</b>				
Penha, Marcelo	Budget & Treasury Division Manager	Transfer		11/20/16
Kraetsch, Angela	Assistant Director of Finance	Unclassified Appointment		11/28/16
Nguyen, Thien Thu	Customer Service Representative	Probationary		12/1/16
Callejon, Charles	Meter Reader		Retirement	12/30/16
<b>Fire</b>				
Baker, Kordell	Driver/Engineer	Probationary/Promotion		11/20/16
Beals, Jason	Driver/Engineer	Probationary/Promotion		11/20/16
Chib, Siddartha	Driver/Engineer	Probationary/Promotion		11/20/16
Cole, Michael	Driver/Engineer	Probationary/Promotion		11/20/16
DiBernardo, Anthony	Driver/Engineer	Probationary/Promotion		11/20/16
Eichhorn, Christopher	Driver/Engineer	Probationary/Promotion		11/20/16
Gandy, Aaron	Driver/Engineer	Probationary/Promotion		11/20/16
Gaukel, Brian	Driver/Engineer	Probationary/Promotion		11/20/16
Harkins, Elizabeth	Driver/Engineer	Probationary/Promotion		11/20/16
Hernandez, Carlos	Driver/Engineer	Probationary/Promotion		11/20/16
Hlousek, Marcell	Driver/Engineer	Probationary/Promotion		11/20/16
Howard, Patrick	Driver/Engineer	Probationary/Promotion		11/20/16
Jaramillo, Steven	Driver/Engineer	Probationary/Promotion		11/20/16
Jolliffe, Wyatt	Driver/Engineer	Probationary/Promotion		11/20/16
Kleinheinz, Phillip	Driver/Engineer	Probationary/Promotion		11/20/16
Lambert, Charles	Driver/Engineer	Probationary/Promotion		11/20/16
Mattier, Jason	Driver/Engineer	Probationary/Promotion		11/20/16
McGee, Michael	Driver/Engineer	Probationary/Promotion		11/20/16
Poloni, Stephanie	Driver/Engineer	Probationary/Promotion		11/20/16
Sellers, Matthew	Driver/Engineer	Probationary/Promotion		11/20/16

**CITY OF SANTA CLARA CHANGE OF STATUS  
MONTH OF DECEMBER 2016  
NOVEMBER 20, 2016 - DECEMBER 31, 2016**

**ITEM II-B**

<b>Department</b>	<b>Position Classification</b>	<b>Type of Appointment</b>	<b>Type of Separation</b>	<b>Effective Date</b>
<b>Fire (Continued)</b>				
Smith, Kevin	Driver/Engineer	Probationary/Promotion		11/20/16
Tran, Giang	Deputy Fire Marshal - Hazardous Materials	Probationary/Promotion		11/20/16
Walsh, Patrick	Driver/Engineer	Probationary/Promotion		11/20/16
Wilderotter, Christopher	Driver/Engineer	Probationary/Promotion		11/20/16
Ball, Tamra	Staff Aide I	Probationary		12/14/16
Rose, David	Battalion Chief		Retirement	12/26/16
<b>Human Resources</b>				
Coelho, Linda	Sr. Human Resources Assistant	Probationary/Promotion		12/4/16
Coker, Melissa	Office Specialist II	Transfer		12/4/16
Dauenhauer, Jennifer	Sr. Human Resources Technician	Probationary/Promotion		12/4/16
Sapp, Vicki	Sr. Human Resources Technician	Probationary/Promotion		12/4/16
Wei, Teresa	Sr. Human Resources Assistant	Probationary/Promotion		12/4/16
<b>Library</b>				
Wasterlain, Justin	Librarian II	Probationary/Promotion		12/4/16
Pearce, Emelie	Librarian II		Retirement	12/30/16
<b>Parks &amp; Recreation</b>				
Fulk, Cheri	Management Analyst	Probationary/Promotion		11/20/16
Picard, Garrick	Grounds Maintenance Worker III	Probationary/Promotion		11/20/16
Reyes, Fidel	Grounds Maintenance Worker III	Probationary/Promotion		11/20/16
Rosa, Christopher	Grounds Maintenance Worker III	Probationary/Promotion		11/20/16
Gilpatrick, Michael	Parks Construction, Repair & Maintenance Supervisor		Retirement	12/30/17
<b>Police</b>				
Henry, Norman	Police Sergeant		Retirement	11/23/16
Henderson, Ken	Police Sergeant		Retirement	12/2/16
Van der Hoek, Frits	Police Officer	Probationary		12/5/16
Wonnell, Michael	Recruit Police Officer	Probationary		12/14/16
Oliver, Joseph	Police Sergeant		Retirement	12/24/16
Cooke, Phillip	Police Captain		Retirement	12/25/16
Manthey, Kim	Community Service Officer II		Retirement	12/31/16
<b>Public Works</b>				
Germano, Nicholas	Street Sweeper/Operator	Probationary/Promotion		12/18/16
Kodama, Jason	Street Sweeper/Operator	Probationary/Promotion		12/18/16
Nguyen, Hoa	Sr. Engineering Aide		Resignation	12/2/16
Toda, Devon	Compliance Manager	Unclassified Appointment		12/5/16

**CITY OF SANTA CLARA CHANGE OF STATUS  
MONTH OF DECEMBER 2016  
NOVEMBER 20, 2016 - DECEMBER 31, 2016**

ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
<b>Water &amp; Sewer</b>				
Hernandez, Tzirahuen	Water & Sewer Maintenance Worker I	Probationary		12/5/16

<u>Appointments</u>		<u>Separations</u>	
Probationary	7.00	Resignation	1.00
Probationary/Promotion	36.00	Retirement	11.00
Transfer	2.00		
Unclassified Appointment	2.00		
<b>MONTHLY TOTALS</b>	<b>47.00</b>		<b>12.00</b>



Ingrid Miranda  
Human Resources Management Analyst

Distribution: Original -

- Director of Human Resources
- Civil Service Commission
- Assistant Director of Human Resources
- Building Maintenance Foreperson
- Network Computer Support Division Manager
- Applications Manager - Unisys



## RECRUITMENT ACTIVITY REPORT

NOVEMBER 2016

Item II-C

Req #	Title	Department	Created
15100	Journey Lineworker	Electric Utility	3/22/2016
16019	Park Maintenance Crafts Worker	Parks and Recreation	2/17/2016
16037	Electric Utility Generation Technician	Electric Utility	3/24/2016
16038	Principal Engineer - Electric	Electric Utility	3/24/2016
16039	Grounds Maintenance Worker II	Parks and Recreation	4/4/2016
16040	Water & Sewer Maintenance Worker II	Water and Sewer Utilities	4/4/2016
16041	Pump Maintenance Technician - Water	Water and Sewer Utilities	4/4/2016
16046	Jail Service Officer	Police	4/11/2016
16047	Police Records Specialist II	Police	4/11/2016
16055	Automotive Technician I	Public Works/Automotive Services	4/21/2016
16070	Cemetery Operations Superintendent	Parks and Recreation	5/19/2016
16071	Office Specialist III	Parks and Recreation	5/19/2016
16075	Grounds Maintenance Worker II	Parks and Recreation	5/19/2016
16102	Street Maintenance Foreperson	Public Works/Streets Division	6/24/2016
16103	Street Maintenance Worker I	Public Works/Streets Division	6/24/2016
16104	Equipment Operator	Public Works/Streets Division	6/24/2016
16105	Staff Analyst I	Public Works/Streets Division	6/24/2016
16106	Automotive Technician II	Public Works/Streets Division	6/24/2016
16107	Public Works Inspector	Public Works/Engineering	6/24/2016
16109	Associate Engineer (Civil)	Public Works/Engineering	6/24/2016
16109	Associate Engineer (Civil)	Public Works/Engineering	7/8/2016
16110	Principal Planner	Public Works/Engineering	6/24/2016
16111	Mechanical Maintenance Foreperson	Building Maintenance	6/24/2016
16113	Mechanical Maintenance Worker	Building Maintenance	6/24/2016
16115	Community Service Officer I/II	Police	6/30/2016
16116	Customer Service Supervisor	Finance	7/5/2016
16117	Senior Customer Service Representative	Finance	7/5/2016
16120	Office Specialist III	Water and Sewer Utilities	7/6/2016
16121	Senior Project Engineer	Water and Sewer Utilities	7/7/2016
16123	Senior Water & Sewer System Operator	Water and Sewer Utilities	7/7/2016
16125	Water & Sewer Maintenance Worker I	Water and Sewer Utilities	7/7/2016
16126	Communications Coordinator	City Manager's Office	7/18/2016
16127	Library Assistant I	Library	7/8/2016
16132	Journey Lineworker Apprentice	Electric Utility	7/25/2016
16133	Journey Lineworker Apprentice	Electric Utility	7/25/2016
16134	Journey Lineworker Apprentice	Electric Utility	7/25/2016
16135	Librarian I - Youth Services	Library	7/25/2016
16136	Purchasing Clerk	Finance	7/25/2016
16138	Electric Division Manager - Generation	Electric Utility	7/25/2016
16146	Water & Sewer Maintenance Worker I	Water and Sewer Utilities	8/11/2016
16147	Park Foreperson	Parks and Recreation	8/11/2016
16148	Literacy Advocate	Library	8/11/2016
16160	Office Records Specialist	City Clerk/City Auditor's Office	8/30/2016

16164	Recreation Coordinator	Parks and Recreation	9/2/2016
16169	Electric Utility Programmer Analyst	Electric Utility	9/13/2016
16171	Staff Analyst I	Police	9/19/2016
16177	Library Assistant I	Library	10/7/2016
16181	Library Assistant I	Library	10/14/2016
16182	Traffic Operations Engineer	Public Works/Engineering	10/17/2016
16185	Associate Engineer (Civil)	Public Works/Engineering	10/21/2016
16186	Staff Aide I	Fire	11/8/2016
16187	Resource Analyst II	Electric Utility	10/27/2016
16188	Office Specialist II	Electric Utility	10/27/2016
16189	Resource Analyst II	Electric Utility	10/27/2016
16190	Electric Utility Network Administrator	Electric Utility	10/31/2016
16191	Deputy Fire Marshal	Fire	11/8/2016
16192	Librarian I	Library	11/9/2016
16193	Fire Prevention Specialist I	Fire	11/9/2016
16194	Senior Engineering Aide	Public Works/Engineering	11/15/2016
16196	Police Officer	Police	11/15/2016
16197	Police Records Specialist II	Police	11/15/2016
16198	Community Service Officer I	Police	11/15/2016

## RECRUITMENT ACTIVITY REPORT

DECEMBER 2016

Item II-C

Req #	Title	Department	Granted
15100	Journey Lineworker	Electric Utility	3/22/2016
16019	Park Maintenance Crafts Worker	Parks and Recreation	2/17/2016
16037	Electric Utility Generation Technician	Electric Utility	3/24/2016
16038	Principal Engineer - Electric	Electric Utility	3/24/2016
16039	Grounds Maintenance Worker II	Parks and Recreation	4/4/2016
16040	Water & Sewer Maintenance Worker II	Water and Sewer Utilities	4/4/2016
16041	Pump Maintenance Technician - Water	Water and Sewer Utilities	4/4/2016
16046	Jail Service Officer	Police	4/11/2016
16047	Police Records Specialist II	Police	4/11/2016
16055	Automotive Technician I	Public Works/Automotive Services	4/21/2016
16070	Cemetery Operations Superintendent	Parks and Recreation	5/19/2016
16071	Office Specialist III	Parks and Recreation	5/19/2016
16075	Grounds Maintenance Worker II	Parks and Recreation	5/19/2016
16102	Street Maintenance Foreperson	Public Works/Streets Division	6/24/2016
16103	Street Maintenance Worker I	Public Works/Streets Division	6/24/2016
16104	Equipment Operator	Public Works/Streets Division	6/24/2016
16105	Staff Analyst I	Public Works/Streets Division	6/24/2016
16106	Automotive Technician II	Public Works/Streets Division	6/24/2016
16107	Public Works Inspector	Public Works/Engineering	6/24/2016
16109	Associate Engineer (Civil)	Public Works/Engineering	6/24/2016
16109	Associate Engineer (Civil)	Public Works/Engineering	7/8/2016
16110	Principal Planner	Public Works/Engineering	6/24/2016
16111	Mechanical Maintenance Foreperson	Building Maintenance	6/24/2016
16113	Mechanical Maintenance Worker	Building Maintenance	6/24/2016
16115	Community Service Officer I/II	Police	6/30/2016
16116	Customer Service Supervisor	Finance	7/5/2016
16117	Senior Customer Service Representative	Finance	7/5/2016
16120	Office Specialist III	Water and Sewer Utilities	7/6/2016
16121	Senior Project Engineer	Water and Sewer Utilities	7/7/2016
16123	Senior Water & Sewer System Operator	Water and Sewer Utilities	7/7/2016
16125	Water & Sewer Maintenance Worker I	Water and Sewer Utilities	7/7/2016
16126	Communications Coordinator	City Manager's Office	7/18/2016
16127	Library Assistant I	Library	7/8/2016
16132	Journey Lineworker Apprentice	Electric Utility	7/25/2016
16133	Journey Lineworker Apprentice	Electric Utility	7/25/2016
16134	Journey Lineworker Apprentice	Electric Utility	7/25/2016
16135	Librarian I - Youth Services	Library	7/25/2016
16136	Purchasing Clerk	Finance	7/25/2016
16138	Electric Division Manager - Generation	Electric Utility	7/25/2016
16146	Water & Sewer Maintenance Worker I	Water and Sewer Utilities	8/11/2016
16147	Park Foreperson	Parks and Recreation	8/11/2016
16148	Literacy Advocate	Library	8/11/2016

16160	Office Records Specialist	City Clerk/City Auditor's Office	8/30/2016
16164	Recreation Coordinator	Parks and Recreation	9/2/2016
16169	Electric Utility Programmer Analyst	Electric Utility	9/13/2016
16171	Staff Analyst I	Police	9/19/2016
16177	Library Assistant I	Library	10/7/2016
16181	Library Assistant I	Library	10/14/2016
16182	Traffic Operations Engineer	Public Works/Engineering	10/17/2016
16185	Associate Engineer (Civil)	Public Works/Engineering	10/21/2016
16186	Staff Aide I	Fire	11/8/2016
16187	Resource Analyst II	Electric Utility	10/27/2016
16188	Office Specialist II	Electric Utility	10/27/2016
16189	Resource Analyst II	Electric Utility	10/27/2016
16190	Electric Utility Network Administrator	Electric Utility	10/31/2016
16191	Deputy Fire Marshal	Fire	11/8/2016
16192	Librarian I	Library	11/9/2016
16193	Fire Prevention Specialist I	Fire	11/9/2016
16194	Senior Engineering Aide	Public Works/Engineering	11/15/2016
16196	Police Officer	Police	11/15/2016
16197	Police Records Specialist II	Police	11/15/2016
16198	Community Service Officer I	Police	11/15/2016
16204	Recruit Police Officer	Police	12/1/2016
16206	Staff Analyst II	Community Development	12/9/2016
16207	Police Sergeant	Police	12/9/2016
16209	Street Maintenance Worker III	Public Works/Streets Division	12/14/2016
16210	Troubleshooter	Electric Utility	12/15/2016
16211	Electric Crew Foreperson	Electric Utility	12/15/2016
16213	Water & Sewer Maintenance Worker II	Water and Sewer Utilities	12/21/2016
16215	Public Works Inspector	Public Works/Engineering	12/22/2016
16208	Street Maintenance Worker IV	Public Works/Streets Division	12/21/2016



**City of  
Santa Clara**  
The Center of What's Possible

**Item II-D**

Human Resources Department  
**Memorandum**

---

**Date:** January 6, 2017

**To:** Civil Service Commission

**From:** Christine Heng, Human Resources Technician

**Subject:** Exam Review Report for November and December, 2016

In the month of November, Commissioner Carolyn McAllister reviewed the performance examination for Automotive Technician I, oral examination and supplemental application for Recreation Coordinator, written examination for Public Works Inspector, and oral examination for Police Lieutenant. In the month of December, Commissioner Pat Staffelbach reviewed the oral examinations for Plans Examiner, Staff Analyst I, and Automotive Technician I.

In the above cases, the examinations were found to be job-related and appropriate.

A handwritten signature in black ink, appearing to be "Christine Heng".

Christine Heng  
Human Resources Technician

**AGENDA REPORT**  
**CITY OF SANTA CLARA CIVIL SERVICE COMMISSION**

**DATE:** January 9, 2017

**TO:** Civil Service Commission

**FROM:** Director of Human Resources

**SUBJECT:** Request to Abolish the Eligible List for Staff Aide I

**SUMMARY:** Promotional eligible lists for classified positions are open for one year.

The Staff Aide I eligible list was certified on July 25, 2016, and comprised 14 candidates. Two promotions have been made, leaving 12 candidates on the eligible list. These candidates have been interviewed or were waived being interviewed by the City Clerk's Office, who currently has a vacant Staff Aide I position. Abolishing the eligible list will allow the City Clerk's Office and other departments to begin a new recruitment to fill upcoming vacancies in the classification.

No recommended changes are proposed to the job description, the examination weighting of 100% Oral Examination and a qualifying written and performance test (typing test 25 wpm), or the recruitment type of Open/Competitive.

**RECOMMENDATION:** Staff recommends the Civil Service Commission approve the request to abolish the eligible list for Staff Aide I.

PREPARED BY:



Julia Hill  
Assistant Director of Human Resources

APPROVED:



Elizabeth C. Brown  
Director of Human Resources



## Interoffice Memorandum

Date: December 16, 2016

To: Liz Brown, Director of Human Resources

From: Rod Diridon, Jr., City Clerk/Auditor

Subject: Staff Aide 1 Eligible List

---

The current eligible list of qualified candidates for Staff Aide 1 is out of date and contains many individuals who have either already been hired to other jobs with the City or waived being interviewed in the most recent City Clerk's Office recruitment. Please allow us to request that the current list be abolished and start a new recruitment for Staff Aide 1.

---

Rod Diridon, Jr.,  
City Clerk and Auditor

**AGENDA REPORT**  
**CITY OF SANTA CLARA CIVIL SERVICE COMMISSION**

**DATE:** January 9, 2017  
**TO:** Civil Service Commission  
**FROM:** Director of Human Resources  
**SUBJECT:** Request to Modify Job Specifications for Mechanical Maintenance Foreperson

**SUMMARY:** The Public Works Department will soon conduct a recruitment to fill a Mechanical Maintenance Foreperson vacancy. The job specification for Mechanical Maintenance Foreperson was last revised November 2016. The job specification omitted the Other Requirements section, resulting in inaccuracies. Based on the job analysis that was conducted prior to the November, 2016 revision, the Other Requirements section has been revised.

Staff recommends adding the Other Requirements of: "May be required to work odd and unusual hours in the performance of duties and in emergency situations; Applicants appointed to this position must possess the ability to differentiate primary colors; and Must be able to perform all essential functions of the job assignment."

There are no recommended changes to the recruitment type (Open/Promotional) or examination weighting (50% Oral Examination and 50% Written Examination) for Mechanical Maintenance Foreperson.

**RECOMMENDATION:** Staff recommends the Civil Service Commission approve the modified job specifications for Mechanical Maintenance Foreperson.

PREPARED BY:



Corey Wilkins-Lee  
HR Technician

APPROVED FOR CONTENT:



Julia Hill  
Assistant Director of HR

APPROVED:



Elizabeth C. Brown  
Director of Human Resources



LEGEND:

*Additions*

~~Deletions~~

Approved November, 2016

*Proposed January, 2017*

**CITY OF SANTA CLARA**  
**MECHANICAL MAINTENANCE FOREPERSON**  
**(577)**

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from high school or possession of a GED; and
- Four years of journey level experience with 2 years as a lead or supervisor in the maintenance, operation, installation and troubleshooting of diesel and gas engines heating, ventilation, air conditioning, emergency generators and mechanical equipment found in heavy duty machinery and large buildings, such as manufacturing plants, office buildings, or public buildings including electrical up to 480 volts.

Desirable Qualifications:

- Experience with software programs including Microsoft Word, Excel and Outlook is desirable.
- Experience with in-house Building Management System (B.M.S.), Direct Digital Controls (D.D.C.) and Variable Air Volume (V.A.V.) is desirable.

**LICENSE & CERTIFICATION**

- Possession of a valid Class C California driver's license is required at time of appointment and for the duration of employment.
- HVAC/Refrigerant certification required at time of appointment and for the duration of employment.
- California State issued Forklift Certification by the end of the probationary period.

**DISTINGUISHING CHARACTERISTICS**

This is a hands-on supervisory position in the classified service, responsible for supervising Mechanical Maintenance Workers, Custodians and Utility Workers in the maintenance, operation, installation, troubleshooting and repair of electrical and mechanical equipment found in City buildings. An incumbent in this classification manages, controls and directs assigned employees by deploying manpower and using appropriate tools and equipment in the most economical manner commensurate with the scope and complexity of the task at hand. An incumbent in this classification exercises independent judgment and discretion in evaluating and reporting on the work efforts of staff, in recommending the reward or discipline of staff and in resolving employee grievances.

**TYPICAL DUTIES**

Duties include, but are not limited to the following:

## **MECHANICAL MAINTENANCE FOREPERSON (continued)**

Under general supervision:

- Plans, assigns, organizes, coordinates, reviews and participates in the activities of personnel engaged in the maintenance and installation of heating, ventilating, refrigeration, and other mechanical equipment found in City buildings
- Process service requests and investigates service complaints
- Maintenance and repair of emergency generators, boilers, chillers, building electrical systems, lighting systems, alarm systems, electro-mechanical, electrical and pneumatic control systems including Direct Digital Controls (D.D.C.)
- Uses, maintains and repairs hand and power tools of the trade
- Formulates and administers a comprehensive preventative maintenance program and supervises staff in its operation
- Inspects work in progress to insure conformance with instructions
- Maintains time and material records as required
- Inspects and audits buildings for safety, health and Building Code compliance
- Requisitions, stocks and supplies, and assigns materials and supplies as necessary
- Trains and instructs staff in maintenance techniques and safety practices
- Evaluates and reports on the performance of assigned staff
- Assists in the preparation of the budget
- May operate light duty vehicle e.g. pickup truck
- Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of:

- Principles and techniques of personnel management and supervision
- The standard methods, equipment, and material used in the operation and maintenance of emergency generators, heating, ventilating, air conditioning, and mechanical systems found in large public buildings
- Basic electrical, mechanical principles and practices
- Engine Control systems and other program logic controls associated with maintaining emergency generators
- Environmental and safety practices, procedures and standards

Ability to:

- Understand and direct a wide variety of maintenance and repair work.
- Plan, assign, supervise, and review the work of maintenance personnel
- Develop appropriate work schedules and preventative maintenance schedules
- Interpret plans and sketches
- Read and understand building blueprints, building and electrical codes
- Maintain good work records such as preventative maintenance records
- Prepare reports such as service call reports and end of month production reports
- Instruct and train assigned staff
- Resolve employee grievances
- Establish and maintain a cooperative working relationship with those contacted in the course of work
- Follow oral and written instructions
- Deal tactfully and courteously with others

## **MECHANICAL MAINTENANCE FOREPERSON (continued)**

- Work in a team based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Lift and carry 50 pounds of static weight

### SUPERVISION RECEIVED

Works under the general supervision of the Building Maintenance Manager.

### SUPERVISION EXERCISED

Supervises Mechanical Maintenance Workers, Utility Workers, Custodians and other staff as assigned.

### OTHER REQUIREMENTS

- *May be required to work odd and unusual hours in the performance of duties and in emergency situations.*
- *Applicants appointed to this position must possess the ability to differentiate primary colors.*
- *Must be able to perform all essential functions of the job assignment.*

**CITY OF SANTA CLARA**  
**MECHANICAL MAINTENANCE FOREPERSON**  
**(577)**

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from high school or possession of a GED; and
- Four years of journey level experience with 2 years as a lead or supervisor in the maintenance, operation, installation and troubleshooting of diesel and gas engines heating, ventilation, air conditioning, emergency generators and mechanical equipment found in heavy duty machinery and large buildings, such as manufacturing plants, office buildings, or public buildings including electrical up to 480 volts.

Desirable Qualifications:

- Experience with software programs including Microsoft Word, Excel and Outlook is desirable.
- Experience with in-house Building Management System (B.M.S.), Direct Digital Controls (D.D.C.) and Variable Air Volume (V.A.V.) is desirable.

**LICENSE & CERTIFICATION**

- Possession of a valid Class C California driver's license is required at time of appointment and for the duration of employment.
- HVAC/Refrigerant certification required at time of appointment and for the duration of employment.
- California State issued Forklift Certification by the end of the probationary period.

**DISTINGUISHING CHARACTERISTICS**

This is a hands-on supervisory position in the classified service, responsible for supervising Mechanical Maintenance Workers, Custodians and Utility Workers in the maintenance, operation, installation, troubleshooting and repair of electrical and mechanical equipment found in City buildings. An incumbent in this classification manages, controls and directs assigned employees by deploying manpower and using appropriate tools and equipment in the most economical manner commensurate with the scope and complexity of the task at hand. An incumbent in this classification exercises independent judgment and discretion in evaluating and reporting on the work efforts of staff, in recommending the reward or discipline of staff and in resolving employee grievances.

**TYPICAL DUTIES**

Duties include, but are not limited to the following:

Under general supervision:

- Plans, assigns, organizes, coordinates, reviews and participates in the activities of personnel engaged in the maintenance and installation of heating, ventilating, refrigeration, and other

## **MECHANICAL MAINTENANCE FOREPERSON (continued)**

mechanical equipment found in City buildings

- Process service requests and investigates service complaints
- Maintenance and repair of emergency generators, boilers, chillers, building electrical systems, lighting systems, alarm systems, electro-mechanical, electrical and pneumatic control systems including Direct Digital Controls (D.D.C.)
- Uses, maintains and repairs hand and power tools of the trade
- Formulates and administers a comprehensive preventative maintenance program and supervises staff in its operation
- Inspects work in progress to insure conformance with instructions
- Maintains time and material records as required
- Inspects and audits buildings for safety, health and Building Code compliance
- Requisitions, stocks and supplies, and assigns materials and supplies as necessary
- Trains and instructs staff in maintenance techniques and safety practices
- Evaluates and reports on the performance of assigned staff
- Assists in the preparation of the budget
- May operate light duty vehicle e.g. pickup truck
- Performs other related duties as assigned.

### KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and techniques of personnel management and supervision
- The standard methods, equipment, and material used in the operation and maintenance of emergency generators, heating, ventilating, air conditioning, and mechanical systems found in large public buildings
- Basic electrical, mechanical principles and practices
- Engine Control systems and other program logic controls associated with maintaining emergency generators
- Environmental and safety practices, procedures and standards

Ability to:

- Understand and direct a wide variety of maintenance and repair work.
- Plan, assign, supervise, and review the work of maintenance personnel
- Develop appropriate work schedules and preventative maintenance schedules
- Interpret plans and sketches
- Read and understand building blueprints, building and electrical codes
- Maintain good work records such as preventative maintenance records
- Prepare reports such as service call reports and end of month production reports
- Instruct and train assigned staff
- Resolve employee grievances
- Establish and maintain a cooperative working relationship with those contacted in the course of work
- Follow oral and written instructions
- Deal tactfully and courteously with others
- Work in a team based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines

## **MECHANICAL MAINTENANCE FOREPERSON (continued)**

- Lift and carry 50 pounds of static weight

### SUPERVISION RECEIVED

Works under the general supervision of the Building Maintenance Manager.

### SUPERVISION EXERCISED

Supervises Mechanical Maintenance Workers, Utility Workers, Custodians and other staff as assigned.

### OTHER REQUIREMENTS

- May be required to work odd and unusual hours in the performance of duties and in emergency situations.
- Applicants appointed to this position must possess the ability to differentiate primary colors.
- Must be able to perform all essential functions of the job assignment.

**AGENDA REPORT**  
**CITY OF SANTA CLARA CIVIL SERVICE COMMISSION**

**DATE:** January 9, 2017

**TO:** Civil Service Commission

**FROM:** Director of Human Resources

**SUBJECT:** Request to Modify Job Specification and Examination Weighting for Purchasing Clerk

**SUMMARY:** The Finance Department will soon conduct a recruitment for the position of Purchasing Clerk. The job specification for Purchasing Clerk was last approved in September 1999.

A job analysis was conducted to identify additions and changes to the job specification. The minimum qualifications section was updated to include experience in computer operation and related software. Desirable qualifications, possible substitutions, and a license requirement were also added. The typical duties section was updated to include utilizing the purchasing system for various purposes, duties involving vendor interactions, and other administrative tasks. The knowledge, skills, and abilities section was updated to include interpersonal skills and physical requirements.

It is recommended to change the current examination weighting from 100% written to 100% oral examination with a qualifying written examination. This will allow the department to measure a candidate's interpersonal skills and their ability to communicate their education and work experience that would relate to the types of duties performed in the classification. There are no recommended changes to the recruitment type (Open/Promotional).

**RECOMMENDATION:** Staff recommends the Civil Service Commission approve the modified job specification and examination weighting for Purchasing Clerk.


PREPARED BY:

  
Ada Chang  
Management Analyst

APPROVED FOR CONTENT:

  
Julia Hill  
Assistant Director of HR

APPROVED:

  
Elizabeth C. Brown  
Director of Human Resources

LEGEND:

*Additions*

*Deletions*

Approved September, 1999

Proposed January, 2017

**CITY OF SANTA CLARA, CALIFORNIA**  
**PURCHASING CLERK**  
**(678)**

**EDUCATION AND EXPERIENCE**

*Minimum Qualifications*

- ~~Education equivalent to~~ Graduation from high school or possession of a GED;
- ~~and~~ Two (2) years full time (2,080 hours is equivalent to one year of work) recent (within the last five years) purchasing related work experience including ~~storekeeping~~ warehousing, inventory control, and/or purchasing support;
- Experience in operating a computer utilizing standard or functional-related software (including on-line purchasing and/or inventory systems) and a variety of office equipment is required.

*Desirable Qualifications:*

- Experience physically receiving and storing stock.
- Experience operating a forklift.

*Possible Substitutions:*

- Completion of thirty (30) semester college units with coursework in purchasing or business administration may be substituted for one (1) year of full time purchasing related work experience.
- A Bachelor's Degree may be substituted for the two (2) years of full time recent purchasing related work experience. ~~Experience with electronic spreadsheet, on-line inventory systems, ten-key by touch, physically receiving and storing stock, and operating a forklift is required.~~

**LICENSE**

Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.

**TYPICAL TASKS/DUTIES**

*Duties may include, but are not limited to, the following:*

**Under supervision:**

- ~~a~~ Assists in processing a variety of telephone, facsimile, and written requisitions and purchase orders to obtain supplies, materials, equipment, and services for City departments; ~~a~~ Answers phones; ~~processes stock issues and returns transactions; p~~ Processes scrap transactions;
- ~~r~~ Records transactions in purchasing systems and utilizes other necessary software programs



- *Assists in the purchase order process by dispatching approved purchase orders and closing completed purchase orders*
- *log books and spreadsheets; posts small tool and safety equipment transactions; mMaintains Electric-Utility Department's stock reservations;*
- *rReceives stock to inventory database and participates in the annual physical inventory process; ~~completes ispatch approved purchase orders and purchase order partials for Finance Department; completed purchase orders~~*
- *Prepares vendor invoices for submittal to Accounts Payable for payment processing*
- *Create new vendor identification numbers and update vendor information*
- *Answers phones; processes stock issues and returns transactions*
- *iInvestigates inadequate purchase orders, delinquent orders and ~~;-billing/shipping discrepancies, and returns discrepancies~~*
- *Collects purchasing related data, assists in evaluating data, writes correspondence, and prepares statistical reports*
- *Perform Central Stores transactions and processes scrap metal transactions*
- *Confers with suppliers or manufacturers in order to acquaint them with purchasing policies and procedures and to obtain information on required products and services*
- *Returns materials; and ~~provides cost summaries for Electric Department; processes recoverable billings; pParticipates in the annual physical inventory process; may be required to~~*
- *May operate forklift and physically receive and store stock*
- *Assists Buyer in determining specification requirements based on the types of purchases to be made and may assist Buyer in writing invitations to bid, contracts, product specifications, and reports*
- *;~~collects and delivers City-wide inter-office and U.S. mail; pProcesses U.S. mail;~~*
- *Assists other staff as needed ~~pPerforms Central Stores transactions; and~~*
- *pPerforms other Purchasing/Warehouse related duties as assigned.*

## KNOWLEDGE, SKILLS, AND ABILITIES

### Knowledge of:

- *pPurchasing and warehousing methods and procedures;*
- *tTypes of supplies, materials, and equipment commonly used by municipal electric and water utility operations;*
- *fFinancial record keeping methods and procedures;*
- *eOffice methods and practices including familiarity with office equipment and other commonly used computer software programs.*

### Ability to:

- *Post financial data and make arithmetical computations rapidly and accurately;*
- *Work in a team-based environment and achieve common goals~~operate office machines and use microcomputers; type from clear copy at a net rate of not less than 25 words per minute on a computer keyboard;~~*
- *Deal tactfully and courteously with others*
- *Maintain punctual and consistent attendance*

- *Effectively handle multiple priorities, organize workload, and meet strict schedules and deadlines*
- *Establish and maintain effective working relationships with those contacted in the course of work and provide ~~perform~~ excellent customer service;*
- *eCommunicate clearly and concisely;*
- *fFollow oral and written instructions;*
- *Perform office administration tasks such as copying, filing, scanning, etc.*
- *pPerform stock and inventory control;*
- *Bend, stoop, lift or reach to retrieve or store ~~move~~ moderately heavy and/or bulky material;*
- *eOperate or learn to operate forklifts, pallet jacks, and related material handling equipment.*

#### SUPERVISION RECEIVED

Works under the supervision of the *Purchasing Division Manager, ~~Chief Storekeeper~~ Buyer, Chief Storekeeper* or other supervisory position as assigned.

#### SUPERVISION EXERCISED

None.

#### OTHER REQUIREMENTS

*Must be able to perform the essential functions of the job assignment.*

**CITY OF SANTA CLARA, CALIFORNIA**  
**PURCHASING CLERK**  
**(678)**

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

- Graduation from high school or possession of a GED;
- Two (2) years full time (2,080 hours is equivalent to one year of work) recent (within the last five years) purchasing related work experience including warehousing, inventory control, or purchasing support;
- Experience in operating a computer utilizing standard or functional-related software (including on-line purchasing and/or inventory systems) and a variety of office equipment is required.

Desirable Qualifications:

- Experience physically receiving and storing stock.
- Experience operating a forklift.

Possible Substitutions:

- Completion of thirty (30) semester college units with coursework in purchasing or business administration may be substituted for one (1) year of full time purchasing related work experience.
- A Bachelor's Degree may be substituted for the two (2) years of full time recent purchasing related work experience.

**LICENSE**

Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.

**TYPICAL DUTIES**

Duties may include, but are not limited to, the following:

Under supervision:

- Assists in processing requisitions and purchase orders to obtain supplies, materials, equipment, and services for City departments
- Records transactions in purchasing systems and utilizes other necessary software programs
- Assists in the purchase order process by dispatching approved purchase orders and closing completed purchase orders
- Maintains Utility Departments stock reservations
- Receives stock to inventory database and participates in the annual physical inventory process

- Prepares vendor invoices for submittal to Accounts Payable for payment processing
- Create new vendor identification numbers and update vendor information
- Answers phones; processes stock issues and returns transactions
- Investigates inadequate purchase orders, delinquent orders and billing/shipping discrepancies
- Collects purchasing related data, assists in evaluating data, writes correspondence, and prepares statistical reports
- Perform Central Stores transactions and processes scrap metal transactions
- Confers with suppliers or manufacturers in order to acquaint them with purchasing policies and procedures and to obtain information on required products and services
- Returns materials and processes recoverable billings
- May operate forklift and physically receive and store stock
- Assists Buyer in determining specification requirements based on the types of purchases to be made and may assist Buyer in writing invitations to bid, contracts, product specifications, and reports
- Process U.S. mail
- Assists other staff as needed
- Performs other Purchasing/Warehouse related duties as assigned

#### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Purchasing and warehousing methods and procedures
- Types of supplies, materials, and equipment commonly used by municipal electric and water utility operations
- Financial record keeping methods and procedures
- Office methods and practices including familiarity with office equipment and other commonly used computer software programs

Ability to:

- Post financial data and make arithmetical computations rapidly and accurately
- Work in a team-based environment and achieve common goals
- Deal tactfully and courteously with others
- Maintain punctual and consistent attendance
- Effectively handle multiple priorities, organize workload, and meet strict schedules and deadlines
- Establish and maintain effective working relationships with those contacted in the course of work and provide excellent customer service
- Communicate clearly and concisely
- Follow oral and written instructions
- Perform office administration tasks such as copying, filing, scanning, etc.
- Perform stock and inventory control
- Bend, stoop, lift or reach to retrieve or store moderately heavy and/or bulky material
- Operate or learn to operate forklifts, pallet jacks, and related material handling equipment

#### SUPERVISION RECEIVED

Works under the supervision of the Purchasing Division Manager, Buyer, Chief Storekeeper or other supervisory position as assigned.

SUPERVISION EXERCISED

None.

OTHER REQUIREMENTS

Must be able to perform the essential functions of the job assignment.

**AGENDA REPORT**  
**CITY OF SANTA CLARA CIVIL SERVICE COMMISSION**

**DATE:** January 9, 2017

**TO:** Civil Service Commission

**FROM:** Director of Human Resources

**SUBJECT:** Request for Continuance of Board of Review Hearing of January 30, 2017

**SUMMARY:** A Board of Review hearing is currently set for a former Account Clerk II on January 30, 2017. The former employee's attorney has requested that the hearing be continued from January 30 to either available date in June: June 8 or June 19, 2017. The attorney's request will be available for review at the meeting.

A Board of Review hearing was initially set to hear this appeal on February 11 and 18, 2016. Due to the appellant's active reserve military duty deployment, those dates were continued to June 6 and 7, 2016. The matter was again later rescheduled to October 17, 2016, due to scheduling conflicts for a Commissioner and the Council Chambers. Due to the former employee's active military duty, the October 2016 date was again rescheduled to January 30, 2017, to accommodate his service.

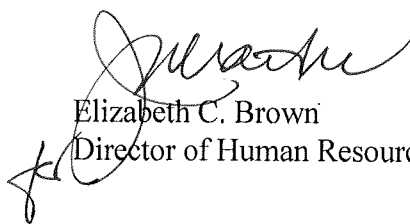
**RECOMMENDATION:** That the Commission consider the request for continuance from January 30, 2017, to June 8 or June 19, 2017.

PREPARED BY:



Julia Hill  
Assistant Director of Human Resources

APPROVED:



Elizabeth C. Brown  
Director of Human Resources