



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

05/14/2018

7:00 PM

City Hall - Council Chambers  
1500 Warburton Avenue  
Santa Clara, CA 95050

#### CALL TO ORDER AND ROLL CALL

**Chairperson Bouza** called the meeting to order at 7:00 PM, and led the meeting in the Pledge of Allegiance.

**Present** 5 - Chairperson Mario Bouza, Vice-Chairperson Carolyn McAllister, Commissioner Willie D. Brown Jr., Commissioner Franklin Felizardo, and Commissioner John Casey

#### CONSENT CALENDAR

1.A [18-565](#) Meeting Minutes of March 12, 2018

**Recommendation:** Approve the Meeting Minutes of March 12, 2018.

**A motion was made by Vice-Chairperson McAllister, and seconded by Commissioner Brown, to Note and File the minutes.**

**Aye:** 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

1.B [18-567](#) Change of Status Reports for March and April 2018

**Recommendation:** Approve the Change of Status Reports for March and April 2018.

**A motion was made by Commission Casey, seconded by Vice-Chairperson McAllister to Note and File the reports.**

**Aye:** 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

1.C [18-568](#) Current Recruitment Activity Reports for March and April 2018

**Recommendation:** Approve the Current Recruitment Activity Reports for March and April 2018.

**A motion was made by Commissioner Casey, seconded by Vice-Chairperson McAllister to Note and File the reports.**

**Aye:** 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

- 1.D [18-569](#) Examination Reports for March and April 2018

**Recommendation:** Approve the Examination Reports for March and April 2018.

**A motion was made by Commissioner Casey, seconded by Vice-Chairperson McAllister to Note and File the reports.**

**Aye:** 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

## **PUBLIC PRESENTATIONS**

### **GENERAL BUSINESS**

2. [18-202](#) Request to Modify Job Specifications for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer

**Recommendation:** Approve the modified job specifications for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer.

**A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Casey to modify job specification for Firefighter I.**

**A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Felizardo to modify job specification for Firefighter II.**

**A motion was made by Commissioner Felizardo, seconded by Vice-Chairperson McAllister to modify the job specification for Driver/Engineer.**

**A motion was made by Commissioner Brown, seconded by Vice-Chairperson McAllister to modify job specification for Fire Captain.**

**A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Brown to modify job specification for Assistant Training Officer.**

**Aye:** 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

3. [18-574](#) Request to Extend Eligible List for Equipment Operator

**Recommendation:** Staff recommends the Civil Service Commission approve the request to extend the eligible list for Equipment Operator by six months to January 7, 2019.

**A motion was made by Commissioner Brown, seconded by Vice-Chairperson McAllister to approve staff recommendation.**

**Aye:** 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

4. [18-586](#) Request to Modify Job Specification, Examination Weighting and Recruitment Type for Electric Utility Engineer

**Recommendation:** Approve the modified job specification, examination weighting and recruitment type for Electric Utility Engineer.

**A motion was made by Commissioner Brown, seconded by Vice-Chairperson McAllister to approve staff recommendation.**

**Aye:** 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

5. [18-587](#) Request to Modify Job Specification for Time and Material Clerk

**Recommendation:** Approve the modified job specification for Time and Material Clerk.

**A motion was made by Commissioner Casey, seconded by Commissioner Felizardo to approve staff recommendation.**

**Aye:** 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

6. [18-601](#) Request to Extend Eligible List for Firefighter I

**Recommendation:** Approve the request to extend the eligible list for Firefighter I by six months to January 17, 2019.

**A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Brown to approve staff recommendation.**

**Aye:** 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

7. [18-608](#) Request to Modify Job Specification for Street Maintenance Foreperson

**Recommendation:** Approve the modified job specification for Street Maintenance Foreperson.

**A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Felizardo to approve staff recommendation.**

**Aye:** 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

8. [18-609](#) Request to Modify Job Specification for Park Foreperson

**Recommendation:** Approve the modified job specification for Park Foreperson.

**A motion was made by Commissioner Brown, seconded by Vice-Chairperson McAllister to approve staff recommendation.**

**Aye:** 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

9. [18-612](#) Request to Modify Job Specification and Waive Written Examination Process for Utility Field Services Worker

**Recommendation:** Approve the modified job specification and waive written examination process for Utility Field Services Worker.

**A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Brown to approve staff recommendation.**

**Aye:** 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

- 10 [18-613](#) Request to Extend Eligible List for Community Service Officer I

**Recommendation:** Approve the request to extend the eligible list for Community Service Officer I by six months to January 27, 2019.

**A motion was made by Commissioner Casey, seconded by Commissioner Felizardo to approve staff recommendation.**

**Aye:** 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

## **STAFF REPORT**

- [18-593](#) Information regarding Salary Setting Commission, Charter Section 702

**Recommendation:** This agenda report is to provide the Civil Service Commission with information regarding the Salary Setting Commission, Charter Sec. 702. There is no recommendation.

**This agenda is reported to provide the Civil Service Commission with information regarding the Salary Setting Commission, Charter Sec. 702. There is no recommendation.**

**COMMISSIONERS REPORT**

None

**ADJOURNMENT**

**Chairperson Bouza** adjourned the meeting at 7:49 p.m. The next regular scheduled meeting July 9, 2018.