



City of Santa Clara

Meeting Agenda

Civil Service Commission

Monday, November 14, 2022

7:00 PM

Virtual Meeting

Pursuant to California Government Code Section 54953(e) and City of Santa Clara Resolution 22-9150, the Civil Service Commission will be held by teleconference only. No physical location will be available for this meeting, however, the City of Santa Clara continues to have methods for the public to participate remotely:

To join Zoom Meeting please use this URL to join.

<https://santaclaraca.zoom.us/j/97059145929?pwd=YnJ4a2NSNXplaDZrc0FOaFplWDBKdz09>

Meeting ID: 970 5914 5929

Passcode: 793515

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

- 1.A 22-609** [Action to Approve the Civil Service Commission Meeting Minutes of April 11, 2022.](#)

Recommendation: Approve the Meeting Minutes of April 11, 2022.

- 1.B 22-1213** [Action to Approve the Civil Service Commission Meeting Minutes of September 12, 2022.](#)

Recommendation: Approve the Meeting Minutes of September 12, 2022.

- 1.C 22-1358** [Note and File the Current Status and Requisition Report dated October 31, 2022](#)

Recommendation: Note and File the Current Status and Requisition Report dated October 31, 2022

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

GENERAL BUSINESS

2.A 22-1361 [Informational Presentation to the Civil Service Commission Regarding Board of Review Rules and Procedures](#)

2.B 22-1216 [Action to Set Additional Dates for a Board of Review Hearing for Employee Disciplinary Appeal Matter](#)

Recommendation: Set Additional Dates for a Board of Review Hearing for Employee Disciplinary Appeal Matter

2.C 22-916 [Election of Civil Service Commission Chair and Vice-Chair](#)

Recommendation: Staff recommends that the Commission conduct an election for the roles of Chair and Vice-Chair the period of September 12, 2022 through June 30, 2023, or as soon thereafter as is practicable for holding the next Commission election.

2.D 22-977 [Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2023](#)

Recommendation: Approve Civil Service Commission meeting and Board of Review dates for 2023

STAFF REPORT**COMMISSIONERS REPORT****ADJOURNMENT****MEETING DISCLOSURES**

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

22-609

Agenda Date: 11/14/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of April 11, 2022.

RECOMMENDATION

Approve the Meeting Minutes of April 11, 2022.



City of Santa Clara

Meeting Minutes

Civil Service Commission

04/11/2022

7:00 PM

Virtual Meeting

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Meeting ID: 970 5914 5929

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CALL TO ORDER AND ROLL CALL

Chair Felizardo called the meeting to order at 7:02 pm and led the meeting with the Pledge of Allegiance.

Present 3 - Commissioner Carolyn McAllister, Chair Franklin Felizardo, and Vice Chair Tahir Naim

Absent 2 - Commissioner Willie D. Brown Jr., and Commissioner John Casey

CONSENT CALENDAR

A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to approve the Balance of the Consent Calendar.

Aye: 3 - Commissioner McAllister, Chair Felizardo, and Vice Chair Naim

Absent: 2 - Commissioner Brown Jr., and Commissioner Casey

1A. [22-388](#) Action to Approve the Civil Service Commission Meeting Minutes of February 14, 2022.

Recommendation: Approve the Meeting Minutes of February 14, 2022.

1B. [22-527](#) Note and File the Current Status and Requisition Report dated March 31, 2022

Recommendation: Note and File the Current Status and Requisition Report dated March 31, 2022

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS

2A. [22-515](#) Action to Adjust the Examination Weighting Plan for Utility Crew Supervisor (Job Code 881) to the Original Weighting Plan of 50% Written Examination and 50% Oral Examination

Recommendation: Approve the modified weighting plan for Utility Crew Supervisor (Job Code 881) to the Original Weighting Plan of 50% Written Examination and 50% Oral Examination

A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to adjust the Examination Weighting Plan for Utility Crew Supervisor (Job Code 881) to the Original Weighting Plan of 50% Written Examination and 50% Oral Examination.

Aye: 3 - Commissioner McAllister, Chair Felizardo, and Vice Chair Naim

Absent: 2 - Commissioner Brown Jr., and Commissioner Casey

STAFF REPORT

Ashley Lancaster introduced Julie Minot, new employee at Human Resources, to the Civil Service Commissioners.

COMMISSIONERS REPORT

None

ADJOURNMENT

A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to adjourn the Civil Service Commission meeting at 7:08 pm.

MEETING DISCLOSURES

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City of Santa Clara

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Santa Clara, CA 95050
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Agenda Report

22-1213

Agenda Date: 11/14/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of September 12, 2022.

RECOMMENDATION

Approve the Meeting Minutes of September 12, 2022.



City of Santa Clara

Meeting Minutes

Civil Service Commission

09/12/2022

7:00 PM

Virtual Meeting

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CALL TO ORDER AND ROLL CALL

Vice Chair Naim called the meeting to order at 7:17 pm and led the meeting with the Pledge of Allegiance.

Present 3 - Commissioner Carolyn McAllister, Commissioner Willie D. Brown Jr., and Vice Chair Tahir Naim

Absent 2 - Chair Franklin Felizardo, and Commissioner John Casey

CONSENT CALENDAR

1.A [22-609](#) Action to Approve the Civil Service Commission Meeting Minutes of April 11, 2022.

Recommendation: Approve the Meeting Minutes of April 11, 2022.

Commissioner Brown abstained from the item, therefore, there was not a quorum for the Civil Service Commission Meeting Minutes of April 11, 2022. This item will be continued to the October 13, 2022 meeting.

- 1.B [22-1110](#) Note and File the Current Status and Requisition Report dated August 31, 2022

Recommendation: Note and File the Current Status and Requisition Report dated August 31, 2022

A motion was made by Commissioner Brown, seconded by Commissioner McAllister, to Note and File the Current Status and Requisition Report dated August 31, 2022.

Aye: 3 - Commissioner McAllister, Commissioner Brown Jr., and Vice Chair Naim

Absent: 2 - Commissioner Casey, and Chair Felizardo

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS

- 2.A [22-1123](#) Action to Modify the Class Specifications for Recruit Police Officer (Job Code 689) and Police Officer (Job Code 650)

Recommendation: Approve the modified class specifications for Recruit Police Officer (Job Code 689) and Police Officer (Job Code 650)

A motion was made by Commissioner McAllister, seconded by Vice Chair Naim to modify the class specifications for Recruit Police Officer (Job Code 689) and Police Officer (Job Code 650).

Aye: 3 - Commissioner McAllister, Commissioner Brown Jr., and Vice Chair Naim

Absent: 2 - Commissioner Casey, and Chair Felizardo

- 2.B [22-1122](#) Action to Modify the Class Specification for Firefighter I (Job Code 487)

Recommendation: Approve the modified class specification for Firefighter I (Job Code 487)

A motion was made by Commissioner Brown, seconded by Commissioner McAllister, to modify the class specifications for Firefighter I (Job Code 487).

Aye: 3 - Commissioner McAllister, Commissioner Brown Jr., and Vice Chair Naim

Absent: 2 - Commissioner Casey, and Chair Felizardo

- 2.C [22-1112](#) Action to Adjust the Examination Weighting Plan for Firefighter I (Job Code 487) to 100% Oral Examination, Qualifying Performance Examination & Qualifying Written Examination on an Ongoing Basis

Recommendation: Approve the modified weighting plan for Firefighter I (Job Code 208) to 100% Oral Examination, Qualifying Performance Examination, and a Qualifying Written Examination on an ongoing basis

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, to approve the modified weighting plan for Firefighter I (Job Code 487) to 100% Oral Examination, Qualifying Performance Evaluation, and a Qualifying Written Examination on an ongoing basis.

Aye: 3 - Commissioner McAllister, Commissioner Brown Jr., and Vice Chair Naim

Absent: 2 - Commissioner Casey, and Chair Felizardo

- 2.D [22-878](#) Action to Extend Probationary Period of Business Analyst - Public Benefits (Employee No. 08096)

Recommendation: Approve the extension of the probationary period for a Business Analyst - Public Benefits employee (Employee No. 08096) for the duration of time the employee is on leave or reduced work week schedule.

A motion was made by Commissioner Brown, seconded by Commissioner McAllister, to extend the probationary period for a Business Analyst - Public Benefits employee (Employee #08096) for the duration of time the employee is on leave or reduced work schedule.

Aye: 3 - Commissioner McAllister, Commissioner Brown Jr., and Vice Chair Naim

Absent: 2 - Commissioner Casey, and Chair Felizardo

- 2.E [22-916](#) Election of Civil Service Commission Chair and Vice-Chair

Recommendation: Staff recommends that the Commission conduct an election for the roles of Chair and Vice-Chair the period of September 12, 2022 through June 30, 2023, or as soon thereafter as is practicable for holding the next Commission election.

A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to continue the Election of the Civil Service Commission Chair and Vice-Chair to the next Civil Service Commission Meeting on October 13, 2022.

Aye: 3 - Commissioner McAllister, Commissioner Brown Jr., and Vice Chair Naim

Absent: 2 - Commissioner Casey, and Chair Felizardo

2.F [22-977](#) Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2023

Recommendation: Approve Civil Service Commission meeting and Board of Review dates for 2023

A motion was made by Vice Chair Naim, seconded by Commissioner Brown, to continue the approval of the Civil Service Commission Meeting and Board of Review dates for 2023 to the next Civil Service Commission Meeting on October 13, 2022.

Aye: 3 - Commissioner McAllister, Commissioner Brown Jr., and Vice Chair Naim

Absent: 2 - Commissioner Casey, and Chair Felizardo

STAFF REPORT

None

COMMISSIONERS REPORT

None

ADJOURNMENT

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, to adjourn the Civil Service Commission meeting at 7:42 pm.

Aye: 3 - Commissioner McAllister, Commissioner Brown Jr., and Vice Chair Naim

Absent: 2 - Commissioner Casey, and Chair Felizardo

MEETING DISCLOSURES

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City of Santa Clara

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Agenda Report

22-1358

Agenda Date: 11/14/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Note and File the Current Status and Requisition Report dated October 31, 2022

RECOMMENDATION

Note and File the Current Status and Requisition Report dated October 31, 2022

ATTACHMENT

1. Current Status and Requisition Report dated October 31, 2022

Current Status and Requisition Report
Dated October 31, 2022

Requisition Number	Classification	Department	Number of Positions Approved to Fill
TBD	Office Records Specialist	City Clerk	1
21301; 22405	Combination Inspector	Community Development	2
22059	Senior Inspector	Community Development	1
TBD	Senior Planner	Community Development	2
TBD	Staff Analyst I	Community Development	1
TBD	Energy Conservation Coordinator	Electric Utility	1
18037/18146	Electric Utility Electrician	Electric Utility	3
TBD	Electric Crew Foreperson	Electric Utility	1
TBD	Electric Utility Generation Technician	Electric Utility	1
22340	Electric Utility Programmer Analyst	Electric Utility	2
TBD	Electric Utility Network Administrator	Electric Utility	1
22445	Electric Water and Sewer Operator	Electric Utility	2
19322	Journey Lineworker	Electric Utility	5
TBD	Senior Instrument and Control Technician	Electric Utility	1
TBD	Senior Electric Utility Engineer	Electric Utility	3
TBD	Senior Engineering Aide	Electric Utility	1
TBD	Senior Resource Analyst	Electric Utility	2
31-20-795	Service Coordinator Inspector	Electric Utility	2
TBD	Business Analyst	Finance	1
TBD	Customer Service Supervisor	Finance	1
22214	Deputy Fire Marshal I/II	Fire	2
TBD	Firefighter I	Fire	TBD
TBD	Fire Protection Engineer	Fire	1
TBD	Permit Technician	Fire	1
TBD	Grounds Maintenance Worker III	Parks and Recreation	1
TBD	Office Specialist III	Parks and Recreation	1
98-19-650C/35-14-689C	Community Service Officer I/II	Police	4
19079	Police Officer Recruit/Lateral	Police	3
21347	Police Records Specialist II	Police	1
19256/20275/21321	Public Safety Dispatcher I/II	Police	3
TBD	Office Specialist III	Police	1
22244	Associate Engineer	Public Works	3
TBD	Automotive Technician II	Public Works	1
22422	Senior Engineer	Public Works	2
22388	Senior Engineering Aide	Public Works	1
22421	Staff Aide I	Public Works	1
22441	Street Maintenance Worker I	Public Works	2
22440	Street Maintenance Worker III	Public Works	2
22419	Tree Trimmer II	Public Works	1
TBD	Assistant Engineer	Water and Sewer Utilities	1
TBD	Associate Engineer	Water and Sewer Utilities	1
TBD	Equipment Operator	Water and Sewer Utilities	1
TBD	Facilities Inspection Supervisor	Water and Sewer Utilities	1
TBD	Facilities Technician	Water and Sewer Utilities	1
19237	Office Specialist III	Water and Sewer Utilities	1
TBD	Senior Inspection Technician	Water and Sewer Utilities	1
TBD	Senior Engineering Aide	Water and Sewer Utilities	1
TBD	Utility Business System Specialist	Water and Sewer Utilities	1
TBD	Utility Crew Supervisor	Water and Sewer Utilities	1
22406	Water and Sewer Maintenance Worker I	Water and Sewer Utilities	2
Total			77

Excludes unclassified and as-needed positions.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

22-1361

Agenda Date: 11/14/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Informational Presentation to the Civil Service Commission Regarding Board of Review Rules and Procedures

DISCUSSION

This is an informational presentation to the Civil Service Commission from the City Attorney's Office regarding rules and procedures applicable to Board of Review hearings, presented in anticipation of a Board of Review Hearing scheduled for December 12, 2022.

As this is an informational report only, no action is taken by the Commission.



Agenda Report

22-1216

Agenda Date: 11/14/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Set Additional Dates for a Board of Review Hearing for Employee Disciplinary Appeal Matter

DISCUSSION

An employee disciplinary appeal hearing is set to begin on December 12, 2022 at 7:00 PM. Two additional dates are recommended to be set in order to complete the presentation of evidence and deliberations. We are recommending the Commission set two additional dates for the hearing during the weeks of December 19 and/or January 2.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to set additional hearing dates.

PUBLIC CONTACT

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Set Additional Dates for a Board of Review Hearing for Employee Disciplinary Appeal Matter

Reviewed by: Marco Mercado, Assistant Director of Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



Agenda Report

22-916

Agenda Date: 11/14/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Election of Civil Service Commission Chair and Vice-Chair

BACKGROUND

City Charter, Article X, Section 1003 provides, "As soon as practicable, following the first day of July of every year, each of such boards and commissions shall organize by electing one of its members to serve as presiding officer at the pleasure of such board or commission."

DISCUSSION

The City Charter requires that commissions elect one of its members to serve as presiding officer. Traditionally, the Commission has elected a Chair and a Vice Chair who may serve as the Chair interchangeably as needed in the absence of the Chair. Franklin Felizardo, who serves as the current Civil Service Commission Chair, and Tahir Naim, who serves as the current Vice Chair, assumed their positions effective August 9, 2021 through June 30, 2022. The Civil Service Commission may vote to elect a Chair and Vice Chair to serve a term ending on June 30, 2023, or as soon thereafter as is practicable for holding the next Commission election. There is no restriction against Commissioners serving multiple or sequential terms as Chair or Vice Chair if so elected.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT

There is no fiscal impact associated with this item aside from administrative cost and expenses.

PUBLIC CONTACT

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RECOMMENDATION

Staff recommends that the Commission conduct an election for the roles of Chair and Vice-Chair the period of September 12, 2022 through June 30, 2023, or as soon thereafter as is practicable for

holding the next Commission election.

Reviewed by: Ashley Lancaster, Division Manager of Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



Agenda Report

22-977

Agenda Date: 11/14/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2023

BACKGROUND

No City Charter or City Code provision specifies the frequency of the Civil Service Commission meetings. Section 1003 of the Charter only requires a meeting occur “as soon as practicable” after the first of July every year to elect a presiding officer. City Code section 2.120.030 provides that “ Each board or commission of the City with members thereon appointed by the City Council shall hold regular meetings at the times and on the days indicated by resolution of the City Council except when such day falls on a City holiday, and shall hold such special meetings as it may require. The times and days for holding regular meetings are subject to amendment from time to time by resolution of the City Council. A copy of the applicable resolution(s) is and will be available for public inspection in the office.” Historically, City practice has been that the Commission meets at least every two months and when necessary as a hearing board.

DISCUSSION

For 2022, the Civil Service Commission approved a meeting schedule of every second Monday of each month (except if the Monday falls on a holiday) beginning in January, with a start time of 7:00 p.m.

For the 2023 calendar year, the Administration is recommending scheduling monthly meetings on the second Monday (except if the Monday falls on a holiday) of the month at 7:00 pm. For each alternating month, it is recommended that, if necessary, the Board of Review convene immediately following the conclusion of the Civil Service Commission meeting. The meeting dates proposed for 2023 are as follows:

January 9, 2023
February 13, 2023*
March 13, 2023
April 10, 2023*
May 8, 2023
June 12, 2023*
July 10, 2023
August 14, 2023*
September 11, 2023
October 12, 2023**
November 13, 2023
December 11, 2023*

* The Board of Review will commence immediately following the conclusion of the CSC meeting, if necessary.

**Original Monday falls on a City Holiday. Recommend having meeting on Thursday of the same week.

If approved by the Commission, these dates and the modified start time will be brought to Council for approval as the regular meeting dates of the Civil Service Commission.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no additional cost to the City other than administrative staff time and expense.

PUBLIC CONTACT

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RECOMMENDATION

Approve Civil Service Commission meeting and Board of Review dates for 2023

Reviewed by: Ashley Lancaster Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources