



# City of Santa Clara

## Meeting Agenda

### Civil Service Commission

---

Monday, February 13, 2023

7:00 PM

Hybrid Meeting  
City Hall Council  
Chambers/Virtual  
1500 Warburton Avenue  
Santa Clara, CA 95050

---

The City of Santa Clara is conducting the Civil Service Commission in a hybrid manner (in-person and a method for the public to participate remotely).

• Via Zoom:

<https://santaclaraca.zoom.us/j/83088756618?pwd=VE1udjBmeS9tZXZoVEt1SERrbWFQUT09>

Webinar ID: 830 8875 6618

Passcode: 035432

OR

Phone: 1(669) 444-9171

#### **CALL TO ORDER AND ROLL CALL**

*Pledge of Allegiance*

#### **CONSENT CALENDAR**

**1.A 23-33** [Action to Approve the Civil Service Commission Meeting Minutes of December 12, 2022.](#)

**Recommendation:** Approve the Meeting Minutes of December 12, 2022.

**1.B 23-191** [Note and File the Current Status and Requisition Report dated January 31, 2023](#)

**Recommendation:** Note and File the Current Status and Requisition Report dated January 31, 2023

**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 23-171** [Action to Modify the Public Safety Dispatcher I Class Specification \(Job Code 339\)](#)

**Recommendation:** Approve the modified Public Safety Dispatcher I (Job Code 339) class specification

**2.B 23-172** [Action to Modify the Public Safety Dispatcher II Class Specification \(Job Code 340\)](#)

**Recommendation:** Approve the modified Public Safety Dispatcher II (Job Code 340) class specification

**2.C 23-177** [Action to Modify the Recruit Police Officer Class Specification \(Job Code 689\)](#)

**Recommendation:** Approve the modified Recruit Police Officer (Job Code 689) class specification

**2.D 23-178** [Action to Modify the Police Officer Class Specification \(Job Code 650\)](#)

**Recommendation:** Approve the modified Police Officer (Job Code 650) class specification

**2.E 23-224** [Action to Modify and Retitle the Energy Conservation Coordinator Class Specification \(Job Code 913\) to Utility Conservation/Efficiency Coordinator](#)

**Recommendation:** Approve the modified and retitled Utility Conservation/Efficiency Coordinator (formerly Energy Conservation Coordinator) (Job Code 913) class specification

**2.F 23-220** [Action to Set Date for a Board of Review Hearing for Employee Disciplinary Appeal Matter](#)

**Recommendation:** Set October 12, 2023, as the first date for the Board of Review hearing for employee disciplinary matter, and return to a future Commission meeting to schedule additional dates.

**2.G 23-154** [Action to Approve a One-Time Exception to the Board and Commissions Recruitment and Interview Policy, and Conduct An Applicant Interview and Appointment to the Salary Setting Commission](#)

**Recommendation:**

1. Approve a one-time exception to the Board and Commissions Recruitment and Interview Policy adopted by the City Council; and
2. Conduct applicant interview
3. Take action on an appointment to the Salary Setting Commission.

**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.