

**CITY OF SANTA CLARA
CIVIL SERVICE COMMISSION
SUMMARY OF MINUTES**

September 17, 2012 – 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California

Present: Chairperson Fran Palacio, Commissioners Steve Chan, Kim Kristalyn, and Beverly Silva; Tina Murphy, Assistant Director of Human Resources, and Sheila Ivers, Recording Secretary.

Recommendation for Council Action:

- A) **Approve the Modified Job Specification for Financial Analyst**
- B) **Approve the Modified Job Specification for Key Customer Representative**

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Palacio called the meeting to order at 7:00 p.m. and noted that all four seated Commissioner were in attendance with one vacancy still to be filled on the Commission. She then led the group in the Pledge of Allegiance.

- B. MINUTES of July 9, 2012 Civil Service Commission meeting
There being no objection, the minutes of the Civil Service Commission meeting of July 9, 2012 were unanimously adopted.**

- C. CHANGE OF STATUS REPORTS for July and August, 2012**

- D. CURRENT RECRUITMENT ACTIVITY REPORTS for
July and August, 2012**

- E. EXAMINATION REPORTS for July and August, 2012**
Ms. Tina Murphy, Assistant Director of Human Resources, stated that in July, Chairperson Palacio reviewed the written examination for Combination Inspector, and the oral examinations for Combination Inspector and Police Lieutenant. In August, Commissioner Chan reviewed the supplemental examination for Electric Utility Engineer, as well as the oral examinations for Police

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Officer, Recruit Police Officer, Materials Handler and Senior Materials Handler. In all cases, the examinations were found to be job-related and appropriate.

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

MOTION carried 4-0.

II. UNFINISHED BUSINESS - None

III. NEW BUSINESS

- A. **CONSIDER REQUEST** to Extend the Probationary Period for Water Sewer Maintenance Worker II

MOTION by Commissioner Kristalyn, seconded by Commissioner Silva, to **APPROVE** the extension of the probationary period for Morgan Chaloux by seven months, from October 2, 2012 to May 2, 2013, for Mr. Chaloux to acquire the required certificate for Water Sewer Maintenance Worker II.

MOTION carried 4-0.

- B. **CONSIDER REQUEST** to Extend the Probationary Period for Police Officer

MOTION by Commissioner Chan, seconded by Commissioner Silva, to **APPROVE** an extension of the probationary period for Christopher Gilmer, equivalent to the amount of time he was on an industrial leave of absence and working modified duty, to September 21, 2013.

MOTION carried 4-0.

- C. **CONSIDER REQUEST** to Waive Examination Process for Communications Dispatcher III

MOTION by Commissioner Silva, seconded by Commissioner Chan, to **APPROVE** the waiver of the examination process for Communications Dispatcher III.

MOTION carried, 4-0.

- D. **CONSIDER REQUEST** to Waive Examination Process for Traffic Operations Engineer

MOTION by Commissioner Kristalyn, seconded by Commissioner Silva, to **APPROVE** the waiver of the examination process for Traffic Operations Engineer.

MOTION carried, 4-0.

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- E. **CONSIDER REQUEST** to Establish Dates for an Appeal of a Disciplinary Action
MOTION by Chairperson Palacio, seconded by Commissioner Silva, to **ESTABLISH Monday, February 4, 2013 and Thursday, February 7, 2013 as dates for the hearing of an appeal of a Disciplinary Action for Ms. Gina Campodonico.**
MOTION carried, 4-0.
- F. **CONSIDER REQUEST** to Modify Job Specification for Financial Analyst
MOTION by Commissioner Kristalyn (no second) to **APPROVE the job specification for Financial Analyst.**
MOTION died with no second.
MOTION by Commissioner Silva, seconded by Commissioner Chan, to **APPROVE the modification of the job specification for Financial Analyst but retain the Conflict of Interest (COI) code.**
MOTION carried, 3-1, with Commissioner Kristalyn voting Nay.
- G. **CONSIDER REQUEST** to Modify Job Specification for Key Customer Representative
MOTION by Commissioner Chan, seconded by Commissioner Silva, to **APPROVE the job specification for Key Customer Representative.**
MOTION carried, 4-0.

IV. **INFORMATIONAL ITEMS - None**

V. **REPORTS OF COMMISSIONERS - None**

VI. **ORAL COMMUNICATIONS - None**

VII. **ADJOURNMENT**

MOTION by Commissioner Silva, seconded by Commissioner Chan, to **adjourn the meeting at 7:40 p.m., until the next regularly scheduled Civil Service Commission meeting on Monday, November 19, 2012.**
MOTION carried, 4-0.