

City of Santa Clara

Joint Meeting – City Council/ Civil Service Commission

Mario Bouza, Chair
Carolyn McAllister, Vice Chair
Pat Staffelbach, Commissioner
Willie Brown, Commissioner
John Casey, Commissioner

Staff: Julia Hill,
Assistant Human Resources Director

Liz Brown,
Director of Human Resources

April 18, 2017



Civil Service Commission Powers and Duties

- Recruitment and testing of classified employees
 - “Classified” employee – an employee with protected rights to employment
 - Review job descriptions
 - Review examination process (open/closed/promotional)
- Hear appeals by applicants and classified employees
- Procedures:
 - Charter Sections 1100-1108
 - City Code Section 2.120.070
 - Civil Service Rules
- ❖ Does not review unclassified employee job descriptions or examinations (Units 9, 9A, 9B)

