



City of Santa Clara

Meeting Minutes

Civil Service Commission

04/11/2024

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/86351228305?pwd=eFd5aDRVU0cyYUc0dFhaMjJiUWVVSdz09>

Webinar ID: 863 5122 8305

Passcode: 761380

OR

Phone: 1 (669) 900-6833

CALL TO ORDER AND ROLL CALL

Vice Chair Naim called the meeting to order at 7:09 PM and led the Pledge of Allegiance.

Present 3 - Vice Chair Tahir Naim , Commissioner Wesley Dudzinski, and Commissioner Arti Purohit

Absent 2 - Chair Franklin Felizardo, and Commissioner Ron Billingsley

CONSENT CALENDAR

1.A [24-284](#) Action to Approve the Civil Service Commission Meeting Minutes of February 8, 2024

Due to lack of quorum for members present to approve the February 8, 2024 Civil Service Commission Meeting minutes, the item was continued to the next scheduled commission meeting.

1.B [24-277](#) Note and File the Current Status and Requisition Report Dated March 31, 2024

A motion was made by Commissioner Purohit, seconded by Commissioner Dudzinski, to note and file the Current Status and Requisition Report dated March 31, 2024.

Aye: 3 - Vice Chair Naim, Commissioner Dudzinski, and Commissioner Purohit

Absent: 2 - Chair Felizardo, and Commissioner Billingsley

PUBLIC PRESENTATIONS

None.

GENERAL BUSINESS

2 [24-349](#) Action to Modify Staff Analyst I Class Specification (Job Code 796)

A motion was made by Vice Chair Naim, seconded by Commissioner Dudzinski to approve the modifications to the Staff Analyst I Class specification (Job Code 796) with the following change:

"Completion of 120 semester units or 180 quarter units, irrespective the preceding requirements, including one (1) or more courses in, or a Bachelors degree in, public or business administration, urban planning, information management, criminal justice, environmental studies, finance, or related field from an accredited college or university."

Aye: 3 - Vice Chair Naim, Commissioner Dudzinski, and Commissioner Purohit

Absent: 2 - Chair Felizardo, and Commissioner Billingsley

3 [24-313](#) Action to Abolish the Eligible List for Library Circulation Supervisor (Job Code 529)

A motion was made by Commissioner Dudzinski, seconded by Commissioner Purohit, to abolish the Eligible List for Library Circulation Supervisor (Job Code 529).

Aye: 3 - Vice Chair Naim, Commissioner Dudzinski, and Commissioner Purohit

Absent: 2 - Chair Felizardo, and Commissioner Billingsley

- 4 [24-276](#) Discussion and Approval of Civil Service Commission's Presentation at the City Council and Commission Joint Dinner Including the Commission's List of Accomplishments and Goals

The Commissioners discussed the presentation for the City Council/Civil Service Commission Joint Dinner meeting, provided feedback to staff on the items they would like to include on the presentation, and directed staff to return to the next regularly scheduled meeting with a draft presentation for further discussion.

Aye: 3 - Vice Chair Naim, Commissioner Dudzinski, and Commissioner Purohit

Absent: 2 - Chair Felizardo, and Commissioner Billingsley

STAFF REPORT

None.

COMMISSIONERS REPORT

The Commission requested that staff return to a future meeting to discuss equivalency language on classified class specifications for the education requirement.

A letter from the Santa Clara Employees Association (SCEA), dated March 8, 2024, was provided to the commissioners at the start of this meeting. This letter was requesting that SCEA be added to future Commission meeting agendas. The Commission was advised on matters that fall under its purview. The Commission stated that SCEA can speak at future meetings during Public Presentations.

ADJOURNMENT

A motion was made by Commissioner Purohit, seconded by Commissioner Dudzinski, to adjourn the Civil Service Commission meeting at 8:30 PM.

Aye: 3 - Vice Chair Naim, Commissioner Dudzinski, and Commissioner Purohit

Absent: 2 - Chair Felizardo, and Commissioner Billingsley

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."

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