



City of Santa Clara

Meeting Minutes

Civil Service Commission

05/14/2018

7:00 PM

City Hall - Council Chambers
1500 Warburton Avenue
Santa Clara, CA 95050

CALL TO ORDER AND ROLL CALL

Chairperson Bouza called the meeting to order at 7:00 PM, and led the meeting in the Pledge of Allegiance.

Present 5 - Chairperson Mario Bouza, Vice-Chairperson Carolyn McAllister, Commissioner Willie D. Brown Jr., Commissioner Franklin Felizardo, and Commissioner John Casey

CONSENT CALENDAR

1.A [18-565](#) Meeting Minutes of March 12, 2018

Recommendation: Approve the Meeting Minutes of March 12, 2018.

A motion was made by Vice-Chairperson McAllister, and seconded by Commissioner Brown, to Note and File the minutes.

Aye: 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

1.B [18-567](#) Change of Status Reports for March and April 2018

Recommendation: Approve the Change of Status Reports for March and April 2018.

A motion was made by Commission Casey, seconded by Vice-Chairperson McAllister to Note and File the reports.

Aye: 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

1.C [18-568](#) Current Recruitment Activity Reports for March and April 2018

Recommendation: Approve the Current Recruitment Activity Reports for March and April 2018.

A motion was made by Commissioner Casey, seconded by Vice-Chairperson McAllister to Note and File the reports.

Aye: 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

- 1.D [18-569](#) Examination Reports for March and April 2018

Recommendation: Approve the Examination Reports for March and April 2018.

A motion was made by Commissioner Casey, seconded by Vice-Chairperson McAllister to Note and File the reports.

Aye: 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2. [18-202](#) Request to Modify Job Specifications for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer

Recommendation: Approve the modified job specifications for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer.

A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Casey to modify job specification for Firefighter I.

A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Felizardo to modify job specification for Firefighter II.

A motion was made by Commissioner Felizardo, seconded by Vice-Chairperson McAllister to modify the job specification for Driver/Engineer.

A motion was made by Commissioner Brown, seconded by Vice-Chairperson McAllister to modify job specification for Fire Captain.

A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Brown to modify job specification for Assistant Training Officer.

Aye: 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

3. [18-574](#) Request to Extend Eligible List for Equipment Operator

Recommendation: Staff recommends the Civil Service Commission approve the request to extend the eligible list for Equipment Operator by six months to January 7, 2019.

A motion was made by Commissioner Brown, seconded by Vice-Chairperson McAllister to approve staff recommendation.

Aye: 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

4. [18-586](#) Request to Modify Job Specification, Examination Weighting and Recruitment Type for Electric Utility Engineer

Recommendation: Approve the modified job specification, examination weighting and recruitment type for Electric Utility Engineer.

A motion was made by Commissioner Brown, seconded by Vice-Chairperson McAllister to approve staff recommendation.

Aye: 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

5. [18-587](#) Request to Modify Job Specification for Time and Material Clerk

Recommendation: Approve the modified job specification for Time and Material Clerk.

A motion was made by Commissioner Casey, seconded by Commissioner Felizardo to approve staff recommendation.

Aye: 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

6. [18-601](#) Request to Extend Eligible List for Firefighter I

Recommendation: Approve the request to extend the eligible list for Firefighter I by six months to January 17, 2019.

A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Brown to approve staff recommendation.

Aye: 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

7. [18-608](#) Request to Modify Job Specification for Street Maintenance Foreperson

Recommendation: Approve the modified job specification for Street Maintenance Foreperson.

A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Felizardo to approve staff recommendation.

Aye: 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

8. [18-609](#) Request to Modify Job Specification for Park Foreperson

Recommendation: Approve the modified job specification for Park Foreperson.

A motion was made by Commissioner Brown, seconded by Vice-Chairperson McAllister to approve staff recommendation.

Aye: 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

9. [18-612](#) Request to Modify Job Specification and Waive Written Examination Process for Utility Field Services Worker

Recommendation: Approve the modified job specification and waive written examination process for Utility Field Services Worker.

A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Brown to approve staff recommendation.

Aye: 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

- 10 [18-613](#) Request to Extend Eligible List for Community Service Officer I

Recommendation: Approve the request to extend the eligible list for Community Service Officer I by six months to January 27, 2019.

A motion was made by Commissioner Casey, seconded by Commissioner Felizardo to approve staff recommendation.

Aye: 5 - Chairperson Bouza, Vice-Chairperson McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

STAFF REPORT

- [18-593](#) Information regarding Salary Setting Commission, Charter Section 702

Recommendation: This agenda report is to provide the Civil Service Commission with information regarding the Salary Setting Commission, Charter Sec. 702. There is no recommendation.

This agenda is reported to provide the Civil Service Commission with information regarding the Salary Setting Commission, Charter Sec. 702. There is no recommendation.

COMMISSIONERS REPORT

None

ADJOURNMENT

Chairperson Bouza adjourned the meeting at 7:49 p.m. The next regular scheduled meeting July 9, 2018.