



City of Santa Clara

Meeting Agenda

Civil Service Commission

Thursday, November 13, 2025

6:00 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/82497868823?pwd=pKSM4g0xuJN3b2fkH8rUSjOuw9rbqC.1>

Webinar ID: 824 9786 8823

Passcode: 332703

OR

Phone: 1 (669) 900-6833

CALL TO ORDER AND ROLL CALL

Pledge of Allegiance

CONSENT CALENDAR

- 1.a 25-1095 [Action to Approve the Civil Service Commission Meeting Minutes of September 11, 2025.](#)

Recommendation: Approve the Civil Service Commission meeting minutes of September 11, 2025.

ATTACHMENTS

1. Meeting Minutes - September 11, 2025

- 1b 25-1593 [Note and File the Current Status and Requisition Report Dated October 31, 2025](#)

Recommendation: Note and file the Current Status and Requisition Report Dated October 31, 2025

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. 25-1606 [Action to Abolish the Eligible List for Associate Engineer \(Civil\) \(Job Code 321\)](#)

Recommendation: Approve abolishing the eligible list for Associate Engineer (Civil) (Job Code 321)

3. 25-1607 [Action to Modify the Jail Service Officer \(Job Code 353\) Examination Weighting Plan to 100% Oral Examination, and Qualifying Written and Performance Examination on an Ongoing Basis](#)

Recommendation: Approve modifying the Jail Service Officer (Job Code 353) weighting plan to 100% oral examination, and qualifying written and performance examination on an ongoing basis

STAFF REPORT

4. 25-1590 [Informational Presentation to the Civil Service Commission Regarding Rules and Procedures](#)

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.



City of Santa Clara

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Agenda Report

25-1095

Agenda Date: 11/13/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of September 11, 2025.

RECOMMENDATION

Approve the Civil Service Commission meeting minutes of September 11, 2025.

ATTACHMENTS

1. Meeting Minutes - September 11, 2025



City of Santa Clara

Meeting Minutes

Civil Service Commission

09/11/2025

6:00 PM

Hybrid Meeting
City Hall Sparacino Conference Room
1500 Warburton Avenue
Santa Clara, CA, 95050

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• Via Zoom:

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Webinar ID: 824 9786 8823

Passcode: 332703

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Phone: 1 (669) 900-6833

CALL TO ORDER AND ROLL CALL

Vice Chair Pumarejo called the meeting to order at 6:07 pm and lead the meeting with the Pledge of Allegiance.

Present 3 - Commissioner Ron Billingsley, Commissioner Wesley Dudzinski, and Vice Chair Samuel Pumarejo

Excused 1 - Commissioner Arti Purohit

Absent 1 - Chair Franklin Felizardo

CONSENT CALENDAR

1.a [25-969](#) Action to Approve the Civil Service Commission Meeting Minutes of August 14, 2025.

A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski to approve the August 14, 2025 Civil Service Commission meeting minutes.

Aye: 3 - Commissioner Billingsley, Commissioner Dudzinski, and Vice Chair Pumarejo

Excused: 1 - Commissioner Purohit

Absent: 1 - Chair Felizardo

- 1.b [25-989](#) Note and File the Current Status and Requisition Report Dated August 31, 2025

A motion was made by Commissioner Dudzinski, seconded by Commissioner Billingsley, to Note and File the Current Status and Requisition dated August 31, 2025.

Aye: 3 - Commissioner Billingsley, Commissioner Dudzinski, and Vice Chair Pumarejo

Excused: 1 - Commissioner Purohit

Absent: 1 - Chair Felizardo

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS

2. [25-531](#) Action to Modify the Class Specification for Electric Utility Programmer Analyst (Job Code 440) and Retitle to Electric Utility Information Systems Specialist (Job Code 440).

A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski, to Modify the Class Specification for Electric Utility Programmer Analyst (Job Code 440) and Retitle to Electric Utility Information Systems Specialist (Job Code 440).

Aye: 3 - Commissioner Billingsley, Commissioner Dudzinski, and Vice Chair Pumarejo

Excused: 1 - Commissioner Purohit

Absent: 1 - Chair Felizardo

3. [25-769](#) Election of Civil Service Commission Chair and Vice Chair

A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski to elect Commissioner Pumarejo as Chair and Commissioner Felizardo as Vice Chair for the period of September 11, 2025 through June 30, 2026.

Aye: 3 - Commissioner Billingsley, Commissioner Dudzinski, and Vice Chair Pumarejo

Excused: 1 - Commissioner Purohit

Absent: 1 - Chair Felizardo

4. [25-770](#) Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2026

A motion was made by Commissioner Dudzinski, seconded by Commissioner Billingsley, to establish Civil Service Commission Meeting and Board of Review Dates for 2026 on the second Thursday of each month starting at 6:00 pm.

Aye: 3 - Commissioner Billingsley, Commissioner Dudzinski, and Chair Pumarejo

Excused: 1 - Commissioner Purohit

Absent: 1 - Vice Chair Felizardo

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

A motion was made by Commissioner Dudzinski, seconded by Commissioner Billingsley, to adjourn the Civil Service Commission meeting at 6:25 pm.

Aye: 3 - Commissioner Billingsley, Commissioner Dudzinski, and Chair Pumarejo

Excused: 1 - Commissioner Purohit

Absent: 1 - Vice Chair Felizardo

MEETING DISCLOSURES

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Agenda Report

25-1593

Agenda Date: 11/13/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Note and File the Current Status and Requisition Report Dated October 31, 2025

RECOMMENDATION

Note and file the Current Status and Requisition Report Dated October 31, 2025

ATTACHMENT

1. Current Status and Requisition Report Dated October 31, 2025

Current Status and Requisition Report
October 31, 2025

Requisition	Classification	Department	No. FTE's Approved to Fill
To be submitted	Legal Office Specialist III	City Attorney's Office	1
2519756	Business Analyst	Community Development	1
2319622/2419727/2419733	Combination Inspector	Community Development	3
2419651	Office Specialist III	Community Development	1
2419723, 2519740	Senior Inspector	Community Development	2
2419665	Staff Aide I	Community Development	1
To be submitted	Staff Analyst II	Community Development	2
2419724	Electric Helper Driver	Electric Utility	1
2319553	Electric Utility Electrician	Electric Utility	2
2319548	Electric Utility Electrician Technician	Electric Utility	2
2319538	Electric Utility Engineer	Electric Utility	5
2419660	Electric Utility Generation Technician	Electric Utility	2
2519760	Electric Utility Information Systems Specialist	Electric Utility	2
To be submitted	Electric Utility Network Administrator	Electric Utility	3
2319540	Electric Water and Sewer Operator	Electric Utility	1
2519758	Energy Conservation Specialist	Electric Utility	1
To be submitted	Office Specialist III	Electric Utility	1
2519750	Resources Analyst II	Electric Utility	1
2319535/2319539	Senior Electric Utility Engineer	Electric Utility	2
2519741	Senior Energy Systems Analyst	Electric Utility	1
2419689	Senior Engineering Technician	Electric Utility	1
2419659	Senior Instrument and Control Technician	Electric Utility	1
2519744	Senior Key Customer Representative	Electric Utility	1
2319498	Senior Resource Analyst	Electric Utility	2
2419728	Accountant	Finance	1
2319569	Accounting Technician II	Finance	2
2419730	Customer Service Representative	Finance	2
2419678	Materials Handler	Finance	1
2419732	Meter Reader	Finance	1
2419731	Utility Field Services Worker	Finance	1
To be submitted	Firefighter I	Fire	TBD
To be submitted	Fire Prevention Specialist I	Fire	1
To be submitted	Human Resources Technician	Human Resources	1
2519757	Literacy Advocate	Library	0.5
2419661	Senior Library Assistant	Library	1
2419667/2419668	Grounds Maintenance Worker I/II	Parks & Recreation	2
To be submitted	Grounds Maintenance Worker III	Parks & Recreation	2
2419670	Parks Maintenance Craft Worker	Parks & Recreation	1
2319579	Recreation Coordinator	Parks & Recreation	1

Current Status and Requisition Report
October 31, 2025

Requisition	Classification	Department	No. Positions Approved to Fill
To be submitted	Jail Service Officer	Police	1
2319594	Police Officer Recruit/Lateral	Police	9
19256/20275/21321	Police Records Specialist II	Police	2
To be submitted	Public Safety Dispatcher I/II	Police	6
To be submitted	Senior Public Safety Dispatcher	Police	2
To be submitted	Police Sergeant	Police	3
2319631	Associate Engineer (Civil)	Public Works	2
2519740	Automotive Technician I	Public Works	1
2519742	Automotive Technician III	Public Works	1
2519751	Building Maintenance Worker	Public Works	2
2519734	Mechanical Maintenance Worker	Public Works	1
2419709	Public Works Inspector	Public Works	1
2519763	Staff Aide I	Public Works	1
To be submitted	Associate Engineer (Civil)	Water and Sewer Utilities	1
2519746	Utility Business Systems Specialist	Water and Sewer Utilities	1
2419694	Water Resources Specialist	Water and Sewer Utilities	1
To be submitted	Water and Sewer Maintenance Worker I	Water and Sewer Utilities	4
Total			88.5

Classified New Hires, Promotions, and Rehires from July 1, 2025 - October 31, 2025

New Hires	38
Promotions	31
Transfers	0
Rehires	3
Total	72

Classified Positions Filled September 1, 2025 - October 31, 2025

Classification	Department	No. of Hires/Promotions/Transfers
Staff Aide I	Community Development	1
Electric Utility Engineer	Electric	1
Senior Electric Utility Engineer	Electric	1
Accounting Technician	Finance	2
Chief Storekeeper	Finance	1
Senior Accounting Technician	Finance	1
Firefighter II	Fire	2
Grounds Maintenance Worker I	Parks and Recreation	3
Recreation Coordinator	Parks and Recreation	1

Current Status and Requisition Report
October 31, 2025

Classification	Department	No. of Hires/Promotions/Transfers
Staff Aide I	Parks and Recreation	1
Police Officer	Police	3
Police Records Specialist II	Police	2
Public Safety Dispatcher II	Police	1
Recruit Police Officer	Police	1
Staff Aide II	Police	1
Senior Engineer (Civil)	Public Works	2
Staff Aide II - Environmental Programs	Public Works	1
Street Maintenance Worker I	Public Works	2
Street Maintenance Worker II	Public Works	3
Code Enforcement Officer	Water and Sewer Utilities	1
Equipment Operator	Water and Sewer Utilities	2
	Total	33

*Data includes classified positions, covered by the Civil Service Rules,
and excludes unclassified and as-needed recruitments.



Agenda Report

25-1606

Agenda Date: 11/13/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Abolish the Eligible List for Associate Engineer (Civil) (Job Code 321)

ACTION AND AUTHORITY

The Associate Engineer (Civil) (Job Code 321) classification is used in the Department of Public Works (DPW) and the Water & Sewer Utilities Department (Water & Sewer). There is currently an eligible list for Job Code 321.

Eligible lists generally shall remain in force for a period of one year (if not extended) for non-sworn positions, pursuant to Civil Service Rules, Sec. 4.3. The Water & Sewer Utilities Department and Department of Public Works is requesting to abolish the Associate Engineer (Civil) (Job Code 321) eligible list based on the authority of Civil Service Rules, Sec. 4.8(a), which states, Eligible Lists may be abolished by the Director of Human Resources either, "If the list contains fewer than five (5) names, or "Notice of abolishment of an eligible list shall be mailed to all eligibles whose name appear on the list, at time of recruitment to establish a new list."

DISCUSSION

Under direct supervision, the Associate Engineer (Civil) performs field and office work in design, construction and/or maintenance programs; provides technical assistance in the implementation of plans and programs; and may work with the public and consultants on various projects providing guidance and information. This classification is a journey level professional engineer expected to perform the full range of professional engineering duties. Incumbents may exercise direct supervision over professional and paraprofessional engineering staff.

Both Water & Sewer Utilities and Public Works departments conducted a recruitment in February 2025 to initially fill two (2) vacancies; one (1) in DPW (Land and Property Division) and one (1) in Water & Sewer. Due to promotions in both departments that recently occurred, there are now three (3) vacancies; two (2) in DPW (Land and Property Division and Traffic Engineering Division) and one (1) in Water and Sewer. Currently, an eligible list comprised of ten (10) candidates was established in April 2025. In total, three (3) candidates were hired from the eligible list; two (2) candidates were hired in DPW and one (1) candidate was hired in Water and Sewer. At this time, there were seven (7) candidates remaining on the eligibility list.

After the hiring as described above, one (1) candidate requested to be removed from the eligible list after being extended an offer and declining the offer, and another candidate was offered one of the Associate Engineer (Civil) positions, but declined the offer since they accepted a higher level position in their current agency and requested not to remain on the eligible list. At this point, there remains five (5) candidates remaining on the eligibility list.

All five (5) candidates currently on the eligible list were interviewed by both the Water & Sewer Utilities and Public Works departments seeking to identify candidates for the current openings which require two (2) years of experience in civil engineering office and field work, experience with water or wastewater infrastructure, and other desirable qualifications. Only one (1) candidate was interested in being interviewed for present vacancies and the other four (4) declined. After considering the qualifications necessary for the current opening, the departments did not elect to extend an offer to the candidate.

The eligible list is currently set to expire on April 1, 2026. After receiving approval to abolish the eligible list, Human Resources will conduct another recruitment and create a new eligible list for Associate Engineer (Civil) (Job Code 321).

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no additional cost to the City other than administrative staff time and expense.

PUBLIC CONTACT

Public contact was made by posting the Civil Service Commission agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve abolishing the eligible list for Associate Engineer (Civil) (Job Code 321)

Reviewed by: Ashley Lancaster, Acting Assistant Director of Human Resources

Approved by: Marco Mercado, Acting Director of Human Resources



Agenda Report

25-1607

Agenda Date: 11/13/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify the Jail Service Officer (Job Code 353) Examination Weighting Plan to 100% Oral Examination, and Qualifying Written and Performance Examination on an Ongoing Basis

ACTION AND AUTHORITY

The Human Resources Department coordinated with the Police Department and is requesting Commission approval to modify the examination weighting plan for Jail Service Officer (Job Code 353) on an ongoing basis. This request is based on the authority of Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical test, or any combination thereof, and shall indicate the procedure in the announcement."

The Jail Service Officer (Job Code 353) is responsible for a variety of tasks including operating the temporary detention facility, fingerprints and photographs arrestees in the booking process, conducting searches and inventory of property, monitoring building security console, maintaining detention records and releasing prisoners as authorized.

DISCUSSION

The Human Resources Department and Police Department recommends modifying the examination weighting plan for Jail Service Officer (Job Code 353) on an ongoing basis. Currently, the examination weighting plan consists of 100% oral examination and qualifying written examination. The proposed modification is to add a qualifying performance examination. The addition of the performance examination would require candidates to submit proof of completion of a physical test, Work Sample Test Battery (WSTB). The WSTB test includes the following components: obstacle course agility run, body drag, chain link fence climb, solid fence climb, 500-yard run, and 1.5 mile run. This is the same physical test that is required of Recruit Police Officers to submit at time of their application.

The Jail Service Officer classification requires employees to "engage in physically strenuous activities, including: using physical techniques to control persons, pushing or shoving persons to defend self, wrestling people to the ground, breaking up fights between people, operating fire extinguishers or other fire equipment." Additionally, Jail Service Officer's are required to complete a Corrections Academy (Adult Corrections Officer Core Course) during their probationary period. During the most recent recruitment process, the hired candidate was not able to complete the physical components required during the academy and resigned from City service within the first week of employment. Another employee, who did pass the academy, struggled through the physical component of the academy. Given the physical nature required by the job and the resources spent for candidates to complete a full backgrounding process, the City is recommending to modify the weighting plan to require candidates to pass the WSTB and submit proof at time of application. This will assist the City with moving candidates forward in the recruitment process will have the best chance of being successful in completing the Corrections Academy.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to revise the examination weighing plan other than staff time.

PUBLIC CONTACT

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RECOMMENDATION

Approve modifying the Jail Service Officer (Job Code 353) weighting plan to 100% oral examination, and qualifying written and performance examination on an ongoing basis

Reviewed by: Ashley Lancaster, Acting Assistant Director of Human Resources

Approved by: Marco Mercado, Acting Director of Human Resources



City of Santa Clara

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Agenda Report

25-1590

Agenda Date: 11/13/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Informational Presentation to the Civil Service Commission Regarding Rules and Procedures

DISCUSSION

This is an informational presentation to the Civil Service Commission from the City Attorney's Office regarding rules and procedures applicable to Civil Service Commission.

As this is an informational report only, no action is taken by the Commission.