



# City of Santa Clara

## Meeting Agenda

### Civil Service Commission

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Thursday, March 13, 2025

6:00 PM

Hybrid Meeting  
City Hall Council  
Chambers/Virtual  
1500 Warburton Avenue  
Santa Clara, CA, 95050

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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

#### CONSENT CALENDAR

*Pledge of Allegiance*

1.a 25-275 [Action to Approve the Civil Service Commission Meeting Minutes of February 13, 2025](#)

**Recommendation:** Approve the Civil Service Commission meeting minutes of February 13, 2025.

#### ATTACHMENTS

1. Meeting Minutes - February 13, 2025

1.b 25-306 [Note and File the Current Status and Requisition Report Dated February 28, 2025](#)

**Recommendation:** Note and file the Current Status and Requisition Report dated February 28, 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.     **25-307**     [Action to Adjust the Examination Weighting Plan for Police Records Specialist I \(Job Code 641\) and Police Records Specialist II \(Job Code 643\) to Qualifying Written and 100% Oral Exam on an Ongoing Basis](#)

**Recommendation:** Approve the modified weighting plan to a qualifying written examination and 100% oral board examination for Police Records Specialist I (Job Code 641) and Police Records Specialist II (Job Code 643) on an ongoing basis

3.     **25-312**     [Action to Abolish the Eligible List for Senior Civil Engineer \(Job Code 322\)](#)

**Recommendation:** Approve abolishing the eligible list for Senior Civil Engineer (Job Code 322)

4.     **25-323**     [Discussion and Possible Action on: Continued Appointment of Salary Setting Commissioner; Establishment of a Procedural Rule for Civil Service Commission Regarding Same](#)

**Recommendation:**

1. Establish a procedural rule for the Civil Service Commission, pursuant to SCCC 2.120.020(a), governing the removal of a Salary Setting Commissioner upon the same standard as stated in the Charter for other Commissions (unexcused absence from three consecutive regular meetings)
2. Discuss and possibly take action on the removal of a Salary Setting Commissioner

**STAFF REPORT****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.

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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.