



City of Santa Clara

Meeting Agenda

Civil Service Commission

Thursday, August 14, 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 25-551 [Action to Approve the Civil Service Commission Meeting Minutes of April 10, 2025.](#)

Recommendation: Approve the Civil Service Commission meeting minutes of April 10, 2025.

ATTACHMENTS

1. Meeting Minutes - April 10, 2025

1.b 25-539 [Note and File the Current Status and Requisition Report Dated July 31, 2025](#)

Recommendation: Note and file the Current Status and Requisition Report Dated July 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. **25-425** [Action to Modify the Class Specifications for Library Assistant I \(Job Code 526\), Library Assistant II \(Job Code 528\) and Senior Library Assistant \(Job Code 754\)](#)

Recommendation: Approve the modified Library Assistant I (Job Code 526), Library Assistant II (Job Code 528) and Senior Library Assistant (Job Code 754) class specifications

3. **25-896** [Action to Modify the Electric Utility Generation Technician \(Job Code 431\) Examination Weighting Plan to 100% Oral Examination and a Qualifying Supplemental on an Ongoing Basis](#)

Recommendation: Approve modifying the Electric Utility Generation Technician (Job Code 431) weighting plan to 100% oral examination and qualifying supplemental on an ongoing basis

4. **25-694** [Action to Modify the Human Resources Technician \(Job Code 508\) Examination Weighting Plan to 100% Oral Examination and a Qualifying Supplemental on an Ongoing Basis](#)

Recommendation: Approve modifying the Human Resources Technician (Job Code 508) weighting plan to 100% oral examination and qualifying supplemental on an ongoing basis

5. **25-900** [Discuss and Possible Action to Approve the Civil Service Commission Workplan for FY 2025- 2026](#)

Recommendation: Staff has no recommendation

6. **25-769** [Election of Civil Service Commission Chair and Vice Chair](#)

Recommendation: Staff recommends that the Commissioners conduct an election for the roles of Civil Service Commission Chair and Vice Chair for the period of July 10, 2025 through June 30, 2026, or as soon thereafter as is practicable for holding the next Commission election.

7. 25-770 [Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2026](#)

Recommendation: Approve Civil Service Commission meeting and Board of Review dates for 2026

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.

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.