



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

---

08/08/2024

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

**Present** 4 - Commissioner Ron Billingsley, Commissioner Wesley Dudzinski, Commissioner Arti Purohit, and Commissioner Samuel Pumarejo

**Absent** 1 - Chair Franklin Felizardo

#### **CALL TO ORDER AND ROLL CALL**

**Staff called the meeting to order at 7:06 p.m. and led the meeting with the Pledge of Allegiance**

**Present** 4 - Commissioner Ron Billingsley, Commissioner Wesley Dudzinski, Commissioner Arti Purohit, and Commissioner Samuel Pumarejo

**Absent** 1 - Chair Franklin Felizardo

#### **CONSENT CALENDAR**

**1.a**     [24-478](#)     Action to Approve the Civil Service Commission Meeting Minutes of April 11, 2024

**A motion was made by Commissioner Pumarejo, seconded by Commissioner Billingsley to approve the Civil Service Commission meeting minutes of April 11, 2024.**

**Aye:** 3 - Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Purohit

**Absent:** 1 - Chair Felizardo

**Abstained:** 1 - Commissioner Pumarejo

**1.b**     [24-611](#)     Action to Approve the Civil Service Commission Meeting Minutes of May 9, 2024

**A motion was made by Commissioner Pumarejo, seconded by Commissioner Billingsley to approve the Civil Service Commission meeting minutes of May 9, 2024.**

**Aye:** 3 - Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Purohit

**Absent:** 1 - Chair Felizardo

**Abstained:** 1 - Commissioner Pumarejo

**1.c**     [24-732](#)     Action to Approve the Civil Service Commission Meeting Minutes of June 13, 2024

**A motion was made by Commissioner Pumarejo, seconded by Commissioner Billingsley to approve the Civil Service Commission meeting minutes of June 13, 2024.**

**Aye:** 3 - Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Purohit

**Absent:** 1 - Chair Felizardo

**Abstained:** 1 - Commissioner Pumarejo

**1.d**     [24-606](#)     Note and File the Current Status and Requisition Report Dated July 31, 2024

**A motion was made by Commissioner Pumarejo, seconded by Commissioner Billingsley to note and file the Current Status and Requisition Report dated July 31, 2024.**

**Aye:** 4 - Commissioner Billingsley, Commissioner Dudzinski, Commissioner Purohit, and Commissioner Pumarejo

**Absent:** 1 - Chair Felizardo

**PUBLIC PRESENTATIONS**

None

**GENERAL BUSINESS**

2. [24-551](#) Election of Civil Service Commission Chair and Vice-Chair
- A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski, that Chair Felizardo continue to serve as Chair for the period of August 8, 2024 through June 30, 2025.**
- A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski to elect Commissioner Pumarejo as Vice Chair for the period of August 8, 2024 - June 30, 2025.**
- Aye:** 4 - Commissioner Billingsley, Commissioner Dudzinski, Commissioner Purohit, and Commissioner Pumarejo
- Absent:** 1 - Chair Felizardo
3. [24-771](#) Informational Report regarding Civil Service Commission's Role and Purview and Overview of Classified Employment
4. [24-780](#) Discussion and Possible Action on Establishment of Civil Service Commission Workplan for 2025
- A motion was made by Commissioner Purohit, seconded by Commissioner Pumarejo to add the following items to the Civil Service Commission Workplan for 2025**
- 1. Continue review of education requirements on classified class specifications**
  - 2. Explore ideas to streamline the recruitment process**
  - 3. Add detail on newly filled classified positions on monthly Current Status and Requisition Report**
  - 4. Schedule mid-year check-in on these Workplan items**
- Aye:** 4 - Commissioner Billingsley, Commissioner Dudzinski, Commissioner Purohit, and Commissioner Pumarejo
- Absent:** 1 - Chair Felizardo
5. [24-783](#) Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2025
- A motion was made by Commissioner Billingsley, seconded by Commissioner Purohit, to establish the Civil Service Commission Meeting and Board of Review dates for 2025 on the second Thursday of each month starting at 6:00 p.m.**
- Aye:** 4 - Commissioner Billingsley, Commissioner Dudzinski, Commissioner Purohit, and Commissioner Pumarejo
- Absent:** 1 - Chair Felizardo

**STAFF REPORT**

**COMMISSIONERS REPORT**

**ADJOURNMENT**

**A motion was made by Commissioner Purohit, seconded by Commissioner Dudzinski, to adjourn the Civil Service Commission meeting at 8:35 p.m.**

**Aye:** 4 - Commissioner Billingsley, Commissioner Dudzinski, Commissioner Purohit, and Commissioner Pumarejo

**Absent:** 1 - Chair Felizardo

**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.