



City of Santa Clara

Meeting Agenda

Civil Service Commission

Thursday, March 12, 2026

6:00 PM

Hybrid Meeting
City Hall Council
Chambers/Virtual
1500 Warburton Ave.
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 25-1713 [Action to Approve the Civil Service Commission Meeting Minutes of November 13, 2025](#)

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

ATTACHMENTS

1. Meeting Minutes - November 13, 2025

- 1.b 26-111 [Note and File the Current Status and Requisition Report Dated February 28, 2026](#)

Recommendation: Note and file the Current Status and Requisition Report Dated February 28, 2026

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. 26-125 [Action to Extend Probationary Period of a Police Officer](#)**

Recommendation: Approve the extension of the probationary period for a Police Officer (Employee No. 08705) with a new probation end date of May 2, 2026, or an extension equivalent to the amount of time the employee is on leave, whichever is longer.

3. 26-126 [Action to Extend Probationary Period of a Public Safety Dispatcher II](#)

Recommendation: Approve the extension of the probationary period for a Public Safety Dispatcher II (Employee No. 08748) with a new probation end date of March 23, 2027, or an extension equivalent to the amount of time the employee is on leave, whichever is longer.

4. 26-236 [Action to Extend Probationary Period of a Water and Sewer Maintenance Worker I](#)

Recommendation: Approve the extension of the probationary period for a Water and Sewer Maintenance Worker I (Employee No. 08672) with a new probation end date of May 5, 2026, or an extension equivalent to the amount of time the employee is on leave, whichever is longer.

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.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
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Agenda Report

25-1713

Agenda Date: 3/12/2026

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of November 13, 2025

RECOMMENDATION

Approve the Civil Service Commission meeting minutes of November 13, 2025.

ATTACHMENTS

1. Meeting Minutes - November 13, 2025



City of Santa Clara

Meeting Minutes

Civil Service Commission

11/13/2025 6:00 PM Hybrid Meeting
City Hall Council Chambers/Virtual
1500 Warburton Avenue
Santa Clara, CA, 95050

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Webinar ID: 824 9786 8823

Passcode: 332703

OR

Phone: 1 (669) 900-6833

CALL TO ORDER AND ROLL CALL

Chair Pumarejo called the meeting to order at 6:05 pm and lead the meeting with the Pledge of Allegiance.

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

Excused 1 - Vice Chair Franklin Felizardo

CONSENT CALENDAR

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

A motion was made by Commissioner Dudzinski, seconded by Commissioner Billingsley to approve the Civil Service Commission Meeting Minutes of September 11, 2025.

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

Excused: 1 - Vice Chair Felizardo

Abstained: 1 - Commissioner Purohit

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

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

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

Excused: 1 - Vice Chair Felizardo

Abstained: 1 - Commissioner Purohit

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS

2. [25-1606](#) Action to Abolish the Eligible List for Associate Engineer (Civil) (Job Code 321)

A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski, to Abolish the Eligible List for Associate Engineer (Civil) (Job Code 321).

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

Excused: 1 - Vice Chair Felizardo

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

A motion has been made by Commissioner Billingsley, seconded by Commissioner Purohit, 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.

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

Excused: 1 - Vice Chair Felizardo

STAFF REPORT

4. [25-1590](#) Informational Presentation to the Civil Service Commission Regarding Rules and Procedures
- Sujata Reuter, Chief Assistant City Attorney, provided an update on the status of the Charter Review Process.**

COMMISSIONERS REPORT

None

ADJOURNMENT

A motion was made by Commissioner Purohit, seconded by Commissioner Billingsley, to adjourn the Civil Service Commission meeting at 6:54pm.

MEETING DISCLOSURES

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Civil Service Commission

Meeting Management Protocols & The Brown Act

November 13, 2025



Council Policy 055

- Summer 2025 – Council adopted Policy 055 – “Council Meeting Procedures and Protocols” – Applies to Boards & Commissions as well
- Robert’s Rules → Rosenberg’s Rules
 - More appropriate for local government use
 - Streamlined and easier to understand



Agenda Item Process

- Process for each agenda item:
 1. Mayor introduces the item.¹
 2. Staff provides any comments, information, or reports, as appropriate.
 3. Questions from Councilmembers of City staff².
 4. Staff responses to questions.
 5. Public testimony (in accordance with policies set forth below).³
 6. Councilmembers engage in deliberations and then take action (in accordance with the procedures and protocols set forth below).



Policy Highlights

- Time limits: agendized items = 2 minutes; non-agendized items = 3 minutes (“Public Presentations” on agenda)
- Disruptive or unruly behavior not allowed
- Duty to maintain an open mind
- No motion should be taken until after public comment is sought/received
- Recusals and abstentions – changes the definition of “quorum”



Senate Bill 707 - Highlights

- Makes important changes to the Brown Act, going into effect January 2026
 - Social media restrictions are permanent
 - Remote participation by a Commissioner may be allowed as a disability accommodation
 - Internet disruption requires “pause” of meeting
 - Updates to teleconferencing rules for “subsidiary bodies”
 - Updates to translation rules (for City Council)



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Agenda Report

26-111

Agenda Date: 3/12/2026

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Note and File the Current Status and Requisition Report Dated February 28, 2026

RECOMMENDATION

Note and file the Current Status and Requisition Report Dated February 28, 2026

ATTACHMENT

1. Current Status and Requisition Report Dated February 28, 2026

Current Status and Requisition Report
February 28, 2026

Requisition	Classification	Department	No. FTE's Approved to Fill
To be submitted	Legal Office Specialist III	City Attorney's Office	1
2519796	Staff Analyst I	City Manager's Office	1
2519756	Business Analyst	Community Development	1
2319622/2419727/2419733	Combination Inspector	Community Development	4
259798	Customer Service Representative - Permit C	Community Development	1
2419651	Office Specialist III	Community Development	1
2519783	Permit Technician	Community Development	1
2519788	Plans Examiner	Community Development	1
2419723, 2519740	Senior Inspector	Community Development	1
To be submitted	Assistant Electric Utility Engineer	Electric Utility	1
2419724	Electric Helper Driver	Electric Utility	2
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	1
2519760	Electric Utility Information Systems Specialist	Electric Utility	1
To be submitted	Electric Utility Network Administrator	Electric Utility	1
2319540	Electric Water and Sewer Operator	Electric Utility	1
2519758	Energy Conservation Specialist	Electric Utility	1
2519768	Engineering Technician (Electric)	Electric Utility	2
To be submitted	Journey Lineworker	Electric Utility	2
2519789	Meter Data Analyst	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
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	1
2519800/2519806	Meter Reader	Finance	1
To be submitted	Office Specialist II	Finance	1
To be submitted	Firefighter I	Fire	8
2519791	Library Assistant	Library	1
2519757	Literacy Advocate	Library	0.5
2419667/2419668	Grounds Maintenance Worker I	Parks & Recreation	2
To be submitted	Grounds Maintenance Worker III	Parks & Recreation	2
To be submitted	Jail Service Officer	Police	1

Current Status and Requisition Report
February 28, 2026

Requisition	Classification	Department	No. Positions Approved to Fill
2319594	Police Officer Recruit/Lateral	Police	9
19256/20275/21321	Police Records Specialist II	Police	1
To be submitted	Public Safety Dispatcher I/II	Police	6
To be submitted	Senior Public Safety Dispatcher	Police	2
2319631	Associate Engineer (Civil)	Public Works	3
2519742	Automotive Technician I	Public Works	1
2519751	Building Maintenance Worker	Public Works	3
2519734	Mechanical Maintenance Worker	Public Works	2
2519792	Senior Civil Engineer	Public Works	1
2519797	Staff Aide II - Environmental Programs	Public Works	1
To be submitted	Associate Engineer (Civil)	Water and Sewer Utilities	1
To be submitted	Code Enforcement Officer	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	6
Total			87.5

Classified New Hires, Promotions, and Rehires from July 1, 2025 - February 28, 2026

New Hires	70
Promotions	41
Transfers	0
Rehires	4
Total	115

Classified Positions Filled November 1, 2025 - February 28, 2026

Classification	Department	No. of Hires/Promotions/Transfers
Senior Inspector	Community Development	1
Staff Analyst II	Community Development	1
Electric Utility Engineer	Electric	1
Electric Utility Generation Technician	Electric	2
Electric Utility Network Administrator	Electric	2
Electric Utility Programmer Analyst	Electric	1
Senior Engineering Technician	Electric	1
Accountant	Finance	1
Accounting Technician I	Finance	1

Current Status and Requisition Report
February 28, 2026

Classification	Department	No. of Hires/Promotions/Transfers
Customer Service Representative	Finance	3
Materials Handler	Finance	1
Meter Reader	Finance	1
Utility Field Service Worker	Finance	1
Fire Prevention Specialist I	Fire	1
Office Specialist II	Fire	1
Human Resources Technician	Human Resources	1
Senior Library Assistant	Library	1
Grounds Maintenance Worker I	Parks and Recreation	1
Recreation Coordinator	Parks and Recreation	1
Police Officer	Police	5
Police Records Specialist II	Police	2
Police Sergeant	Police	3
Public Safety Dispatcher II	Police	1
Automotive Technician I	Public Works	1
Public Works Inspector	Public Works	1
Staff Aide I	Public Works	1
Staff Analyst II	Public Works	1
Street Maintenance Worker II	Public Works	1
Utility Systems Business Specialist	Water and Sewer Utilities	1
Water and Sewer Maintenance Worker I	Water and Sewer Utilities	1
	Total	41

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



City of Santa Clara

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Agenda Report

26-125

Agenda Date: 3/12/2026

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Extend Probationary Period of a Police Officer

ACTION AND AUTHORITY

The Police Department is requesting to extend the probationary period for an employee based on the authority of the Civil Service Rule 4.20(b), "Regular classified employees may have their probationary period extended by the Commission for reasons of sickness or absence."

DISCUSSION

A Police Officer (Employee No. 08705), was hired on September 29, 2024. This position is subject to a 18-month probationary period that was originally scheduled to end on March 29, 2026. The employee was placed on leave from approximately October 30, 2025 - November 16, 2025 and approximately November 19, 2025 - December 4, 2025, which interrupted the continuous 18-month probationary period cycle. Due to their placement on leave, the Department has not had adequate time to assess the entirety of the employee's performance of the full duties of a Police Officer. The Department is requesting an extension of the probationary period by approximately one (1) month or equivalent to the amount of time the employee is placed on leave in their current classification, so they may complete any required training and the entire 18-month probationary period.

The original end date of the employee's probationary period is March 29, 2026; the new probation end date is proposed to be on or approximately May 2, 2026. If the employee is placed back on leave, the Human Resources Department may extend the probationary period to reflect the additional time placed on leave. This will allow for a complete 18-month probationary period during which the employee is on full duty to conduct the proper assessments required during probationary status.

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.

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 or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the extension of the probationary period for a Police Officer (Employee No. 08705) with a new probation end date of May 2, 2026, or an extension equivalent to the amount of time the employee is on leave, whichever is longer.

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



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Agenda Report

26-126

Agenda Date: 3/12/2026

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Extend Probationary Period of a Public Safety Dispatcher II

ACTION AND AUTHORITY

The Police Department is requesting to extend the probationary period for an employee based on the authority of the Civil Service Rule 4.20(b), "Regular classified employees may have their probationary period extended by the Commission for reasons of sickness or absence."

DISCUSSION

A Public Safety Dispatcher II (Employee No. 08748), was hired on December 9, 2024. This position is subject to a 18-month probationary period that was originally scheduled to end on June 9, 2026. The employee was placed on leave beginning on approximately November 18, 2025 and is scheduled to be on leave through August 31, 2026, which interrupts the continuous 18-month probationary period cycle. Due to their placement on leave, the Department will not have adequate time to assess the entirety of the employee's performance of the full duties of a Public Safety Dispatcher II. The Department is requesting an extension of the probationary period by approximately nine (9) months and two (2) weeks or equivalent to the amount of time the employee is placed on leave in their current classification, so they may complete any required training and the entire 18-month probationary period.

The original end date of the employee's probationary period is June 9, 2026; the new probation end date is proposed to be on or approximately March 23, 2027. If the employee is placed back on leave, the Human Resources Department may extend the probationary period to reflect the additional time placed on leave. This will allow for a complete 18-month probationary period during which the employee is on full duty to conduct the proper assessments required during probationary status.

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.

PUBLIC CONTACT

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RECOMMENDATION

Approve the extension of the probationary period for a Public Safety Dispatcher II (Employee No. 08748) with a new probation end date of March 23, 2027, or an extension equivalent to the amount of time the employee is on leave, whichever is longer.

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



Agenda Report

26-236

Agenda Date: 3/12/2026

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Extend Probationary Period of a Water and Sewer Maintenance Worker I

ACTION AND AUTHORITY

The Water and Sewer Utilities Department is requesting to extend the probationary period for an employee based on the authority of the Civil Service Rule 4.20(b), "Regular classified employees may have their probationary period extended by the Commission for reasons of sickness or absence."

DISCUSSION

A Water and Sewer Maintenance Worker I (Employee No. 08672), was hired on March 17, 2025. This position is subject to a 12-month probationary period that was originally scheduled to end on March 17, 2026. The employee did not report to work due to a leave of absence from approximately April 28, 2025 - June 12, 2025, which interrupted the continuous 12-month probationary period cycle. Due to their leave, the Department has not had adequate time to assess the entirety of the employee's performance of the full duties of a Water and Sewer Maintenance Worker I. Employees in this classification complete a rotational assignment in the various areas of the utility. The Department is requesting an extension of the probationary period by approximately seven (7) weeks or equivalent to the amount of time the employee is absent from work due to leave in their current classification, so they may complete all rotational components, any required training and the entire 12-month probationary period.

The original end date of the employee's probationary period is March 17, 2026; the new probation end date is proposed to be on or approximately May 5, 2026. If the employee is absent due to leave again during the probationary period, the Human Resources Department may extend the probationary period to reflect the additional time off work due to leave. This will allow for a complete 12-month probationary period during which the employee is on full duty to conduct the proper assessments required during probationary status.

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

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RECOMMENDATION

Approve the extension of the probationary period for a Water and Sewer Maintenance Worker I (Employee No. 08672) with a new probation end date of May 5, 2026, or an extension equivalent to the amount of time the

employee is on leave, whichever is longer.

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

Approved by: Marco Mercado, Acting Director of Human Resources