City of Santa Clara

Meeting Agenda

Civil Service Commission

Monday, September 17, 2018 **7:00 PM** **City Hall - Council Chambers**
1500 Warburton Avenue
Santa Clara, CA 95050

CALL TO ORDER AND ROLL CALL

Pledge of Allegiance

CONSENT CALENDAR

1.A **18-1177** Meeting Minutes of July 9, 2018

Recommendation: Approve the Meeting Minutes of July 9, 2018.

1.B **18-1178** Change of Status Reports for July and August 2018

Recommendation: Approve the Change of Status Reports for July and August 2018.

1.C **18-1179** Open Recruitment Reports for July and August 2018

Recommendation: Approve the Open Recruitment Reports for July and August 2018.

1.D **18-1180** Examination Reports for July and August 2018

Recommendation: Approve the Examination Reports for July and August 2018.

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2 **18-1115** Action to Extend Eligible List for Senior Engineering Aide

Recommendation: Approve the request to extend the Eligible List for Senior Engineering Aide by six months to April 25, 2019.

3 **18-1118** Action to Extend Eligible List for Assistant Electric Utility Engineer

Recommendation: Approve the request to extend the eligible list for Assistant Electric Utility Engineer by six months to March 5, 2019.

4 **18-1270** Action to Abolish the Eligible List for Assistant Engineer (Civil)

Recommendation: Approve abolishing the eligible list for Assistant Engineer (Civil).

5 **18-1146** Action to Abolish the Eligible List for Associate Engineer (Civil)

Recommendation: Approve abolishing the eligible list for Associate Engineer (Civil).

6 **18-910** Action to Modify Job Specification for Firefighter II

Recommendation: Approve the modified job specification for Firefighter II.

7 **18-911** Action to Modify Job Specification for Driver/Engineer

Recommendation: Approve the modified job specification for Driver/Engineer.

8 **18-1188** Action to Modify Job Specification for Meter Reader

Recommendation: Approve the modified job specification for Meter Reader.

9 **18-1119** Action to Modify Job Specification for Engineering Aide - Electric

Recommendation: Approve the modified job specification for Engineering Aide - Electric.

10 **18-1125** Action to Adopt Job Specification, Recruitment Type, and Examination Weighting for Electric Utility Database Administrator

Recommendation: Approve the proposed job specification for Electric Utility Database Administrator, and establish the recruitment type as Open/Promotional, with an examination weighting of 100% Oral.

11 **18-1204** Action to Adopt Job Specification, Recruitment Type, and Examination Weighting for Meter Data Analyst

Recommendation: Approve the proposed job specification for Meter Data Analyst, and establish the recruitment type as Open/Promotional, with an examination weighting of 100% Oral with a qualifying supplemental.

STAFF REPORT

12 **18-1181** Announcement of and Call for Applicants to the Salary Setting Commission

Recommendation:

1. Announce and call for applicants to the Salary Setting Commission pursuant to Charter Section 702;
2. Set October 18, 2018 at 5:00 p.m. as the deadline to submit an application to serve on the Salary Setting Commission to the City Clerk's Office;
3. Set October 25, 2018, at 6:00 p.m. as the next regular Civil Service Commission meeting to conduct interviews and appoint members to the Salary Setting Commission; and
4. Set November 19, 2018 as the Oath of Office Ceremony for the newly established Commissioners of the Salary Setting Commission.

COMMISSIONERS REPORT

None

ADJOURNMENT

Next regular scheduled meeting November 19, 2018.