



City of Santa Clara

Meeting Agenda

Civil Service Commission

Monday, January 11, 2021

7:00 PM

Virtual Meeting

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, Committee members will be attending the meeting remotely. The City of Santa Clara has implemented methods for the public to participate remotely via Zoom link or phone call in.

To join Zoom Meeting please use this URL to join.

<https://santaclaraca.zoom.us/j/97059145929?pwd=YnJ4a2NSNXplaDZrc0FOaFplWDBKdz09>

Meeting ID: 970 5914 5929

Passcode: 793515

CALL TO ORDER AND ROLL CALL

Pledge of Allegiance

CONSENT CALENDAR

1.A 21-1410 [Action to Approve the Civil Service Commission Meeting Minutes of December 14, 2020](#)

Attachments: [Civil Service Commission - December 14 2020](#)

1.B 21-45 [Note and File the Current Status and Requisition Report dated December 31, 2020](#)

Attachments: [Current Status and Requisition Report Dated Decer 31, 2020](#)

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2 21-77 [Action to Extend Probationary Period of a Fire Captain \(Employee No. 05752\)](#)

STAFF REPORT

COMMISSIONERS REPORT**ADJOURNMENT**

The time limit within which to commence any lawsuit or legal challenge to any quasi-judicative 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-judicative 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

21-1410

Agenda Date: 1/11/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of December 14, 2020

RECOMMENDATION

Approve the Meeting Minutes of December 14, 2020.



City of Santa Clara

Meeting Minutes

Civil Service Commission

12/14/2020

7:00 PM

Virtual Meeting

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Meeting ID: 970 5914 5929

Passcode: 793515

CALL TO ORDER AND ROLL CALL

Vice Chair McAllister called the meeting to order at 7:10 pm. The Civil Service Commission recited the Pledge of Allegiance.

Present 3 - Vice Chair Carolyn McAllister, Commissioner Franklin Felizardo, and Commissioner Tahir Naim

Absent 2 - Chair Willie D. Brown Jr., and Commissioner John Casey

CONSENT CALENDAR

A motion was made by Commissioner Naim, seconded by Commissioner Felizardo, to approve the Consent Calendar (except Item 1.C).

Aye: 3 - Vice Chair McAllister, Commissioner Felizardo, and Commissioner Naim

Absent: 2 - Chair Brown Jr., and Commissioner Casey

1.A [20-1204](#) Action to Approve the Civil Service Commission Meeting Minutes of November 9, 2020

Recommendation: Approve the Meeting Minutes of November 9, 2020.

A motion was made by Commissioner Naim, seconded by Commissioner Felizardo to approve the meeting minutes of November 9, 2020.

- 1.B [20-1208](#) Action to Approve the Civil Service Commission Meeting Minutes of October 22, 2020

Recommendation: Approve the Meeting Minutes of October 22, 2020.

A motion was made by Commissioner Naim, seconded by Commissioner Felizardo to approve the meeting minutes of October 22, 2020.

Aye: 3 - Vice Chair McAllister, Commissioner Felizardo, and Commissioner Naim

Absent: 2 - Chair Brown Jr., and Commissioner Casey

- 1.C [20-1287](#) Note and File the Current Status and Requisition Report dated November 30, 2020

Recommendation: Note and File the Current Status and Requisition Report dated November 30, 2020

Vice Chair McAllister pulled Item 1.C for discussion.

Vice Chair McAllister inquired about the budget to fill the positions on the Current Status and Requisition report. Director of Human Resources Azevedo addressed Commissioners questions.

A motion was made by Commissioner Naim, seconded by Commissioner Felizardo, to note and file the Current Status and Requisition Report dated November 30, 2020.

Aye: 3 - Vice Chair McAllister, Commissioner Felizardo, and Commissioner Naim

Absent: 2 - Chair Brown Jr., and Commissioner Casey

PUBLIC PRESENTATIONS

Tahir Naim (speaking as a Resident) requests the Commission to take into consideration directing staff to develop a report on attrition, list of anticipated promotional opportunities, current locations of job advertisements, list of recruitment fairs attended, as well as identifying local high schools and community colleges where the City recruits. It was proposed that a discussion for this item be brought forward on the March 2021 Civil Service Commission agenda.

A motion was made by Vice Chair McAllister, seconded by Commissioner Felizardo, to include the discussion of the requested report for the March 2021 Civil Service Commission Meeting agenda.

Aye: 3 - Vice Chair McAllister, Commissioner Felizardo, and Commissioner Naim

Absent: 2 - Chair Brown Jr., and Commissioner Casey

GENERAL BUSINESS

None

2. [20-1266](#) Action to Extend Probationary Period of Office Specialist III

Recommendation: Approve the extension of the probationary period for an Office Specialist III (Employee No. 06018) with a new probation end date of May 31, 2021

A motion was made by Commissioner Naim, seconded by Commissioner Commissioner Felizardo, to approve the extension of the probationary period for an Office Specialist III (Employee No. 06018) equivalent to the amount of hours on modified duty and not to exceed 5 1/2 months.

Aye: 3 - Vice Chair McAllister, Commissioner Felizardo, and Commissioner Naim

Absent: 2 - Chair Brown Jr., and Commissioner Casey

STAFF REPORT

None.

COMMISSIONERS REPORT

None.

ADJOURNMENT

The meeting was adjourned at 7:37 PM.

A motion was made by Vice Chair McAllister, seconded by Commissioner Naim, to adjourn the meeting.

Aye: 3 - Vice Chair McAllister, Commissioner Felizardo, and Commissioner Naim

Absent: 2 - Chair Brown Jr., and Commissioner Casey



City of Santa Clara

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Santa Clara, CA 95050
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Agenda Report

21-45

Agenda Date: 1/11/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Note and File the Current Status and Requisition Report dated December 31, 2020

RECOMMENDATION

Note and File the Current Status and Requisition Report dated December 31, 2020

ATTACHMENT

1. Current Status and Requisition Report dated December 31, 2020

Current Status and Requisition Report
Dated December 31, 2020

Requisition	Classification	Department	Number of Positions Approved to Fill
19180	Combination Inspector	Community Development	2
19246/19253	Plans Examiner	Community Development	3
19162	Senior Inspector	Community Development	2
19250	Assistant Electric Utility Engineer	Electric Utility	1
20273	Electric Utility Electrician Technician	Electric Utility	2
20272	Electrician	Electric Utility	TBD
19154	Electric Utility Engineer	Electric Utility	1
19157	Principal Electrical Estimator	Electric Utility	1
560C-CONT	Journey Lineworker	Electric Utility	TBD
19241	Senior Electric Utility Engineer	Electric Utility	1
TBD	Senior Electric Crew Foreperson	Electric Utility	1
31-20-795	Staff Aide II	Electric Utility	1
24-20-897	Utility Field Services Worker	Finance	1
TBD	Driver Engineer	Fire	1
19209	Library Program Coordinator	Library	1
19213	Library Technology Assistant	Library	1
98-19-650C/35-14-689C	Police Officer Recruit/Lateral	Police	TBD
19256/19262	Public Safety Dispatcher II	Police	1
19173/19244	Associate Engineer (Civil)	Public Works	1
TBD	Senior Engineer	Public Works	2
TBD	Street Maintenance Worker III	Public Works	1
19187	Street Maintenance Worker IV	Public Works	1
19020	Tree Trimmer II	Public Works	1
20282	Senior Civil Engineer (Traffic)	Public Works	1
TBD	Equipment Operator	Water and Sewer Utilities	1
19159/19208	Water and Sewer Maintenance Worker I	Water and Sewer Utilities	2



Agenda Report

21-77

Agenda Date: 1/11/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Extend Probationary Period of a Fire Captain (Employee No. 05752)

ACTION AND AUTHORITY

The Fire Department is requesting to extend the probationary period for a Fire Captain - 24 Hours (Job Code 475S) pursuant to Civil Service Rule 4.20(b) which provides that, "Any permanent employee who is an applicant for promotion may have their probationary period extended by the Commission to permit the acquisition of required licenses or certificates or completion of training. Regular classified employees may have their probationary period extended by the Commission for reasons of sickness or absence."

DISCUSSION

A Fire Captain - 24 Hours (Employee No. 05752), who has permanent status with the City as a Fire Engineer, was promoted to the classification of Fire Captain - 24 Hours on May 17, 2020. While in the Fire Captain - 24 Hours classification, the employee sustained an injury on July 25, 2020, and has been off of work since that day. His most recent work status report provided to the City indicates that he is to remain off of work until at least January 14, 2021. The Department has not had adequate time to assess the entirety of the employee's performance due to the absence. Therefore, the Department is requesting an extension of the probationary period by approximately six months, equivalent to the amount of time the incumbent is currently scheduled to be released from duty; or the amount of time the employee may be released from duty if continued to be extended, up to approximately ten months in the current classification. The employee's original end date is May 17, 2021; therefore, the new probation end date will be adjusted based on his return date, but not exceed approximately ten additional months. This will allow for a complete 12-months 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 Council 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 <<mailto: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 Fire Captain - 24 Hours (Employee No. 05752)

Reviewed by: Ashley Lancaster, Division Manager, Human Resources

Approved by: Aracely Azevedo, Director of Human Resources