



# City of Santa Clara

The Center of What's Possible

## Human Resources Department Memorandum

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**Date:** July 9, 2018

**To:** Civil Service Commission

**From:** Assistant Director of Human Resources

**Subject:** Revised Minutes of the Civil Service Meeting on November 17, 2017

On December 5, 2017, City Council noted and filed the Civil Service Commission's meeting minutes of November 13, 2017 and approved two job specification modifications in accordance with Resolution No. 18-8498. One other job specification modification was inadvertently omitted from the minutes and actions to be taken by City Council even though it was approved by the Commission for City Council approval at the November 13, 2017 meeting. The Commission's action was marked in the minutes, but was not called out as an item that required Council approval. In order to rectify the omission and receive Council approval for the job specification modification, staff requests Civil Service Commission to note and file the revised meeting minutes to include Item C – Approve to change the title for Maintenance Systems Specialist to Utility Business Systems Specialist under "Recommendation for Council Action." The motion should also state that the revised meeting minutes shall supersede the Commission's previous motion to note and file the minutes on January 8, 2018. The revised minutes will then be submitted to City Council for approval to effectuate the modified job specification for Maintenance Systems Specialist to Utility Business Systems Specialist.

Staff recommends that the Civil Service Commission approve the revised Civil Service Commission Meeting Minutes of November 13, 2017 to include the Recommendations for Council Action section, and that the revised Meeting Minutes of November 13, 2017 shall supersede the Meeting Minutes that were noted and filed by the Commission on January 8, 2018.

*Attachment    Revised Civil Service Commission Meeting Minutes – November 13, 2017*