

Draft



City of Santa Clara

Meeting Minutes

Civil Service Commission

11/19/2018

7:00 PM

City Hall - Council Chambers
1500 Warburton Avenue
Santa Clara, CA 95050

CALL TO ORDER AND ROLL CALL

Chairperson Bouza called the meeting to order at 7:00 PM, and lead the meeting in the Pledge of Allegiance.

Present 4 - Commissioner Mario Bouza, Commissioner Carolyn McAllister, Commissioner Willie D. Brown Jr., and Commissioner John Casey

Absent 1 - Commissioner Franklin Felizardo

CONSENT CALENDAR

1.A [18-1215](#) Meeting Minutes of September 17, September 24, and October 25, 2018

Recommendation: Approve the Meeting Minutes of September 17, September 24, and October 25, 2018.

A motion was made by Commissioner Brown, Jr., seconded by Commissioner Casey, that the Meeting Minutes of September 17, 2018 be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 3 - Commissioner Bouza, Commissioner Brown Jr., and Commissioner Casey

Excused: 1 - Commissioner McAllister

Absent: 1 - Commissioner Felizardo

A motion was made by Commissioner Brown, Jr., seconded by Commissioner Casey, that the Meeting Minutes of September 24, 2018 be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 3 - Commissioner Bouza, Commissioner McAllister, and Commissioner Casey

Excused: 1 - Commissioner Brown Jr.

Absent: 1 - Commissioner Felizardo

A motion was made by Commissioner Brown, Jr., seconded by Commissioner Casey, that the Meeting Minutes of October 25, 2018 be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

1.B [18-1466](#) Open Recruitment Reports for September and October 2018

Recommendation: Approve the Open Recruitment Reports for September and October 2018.

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, Jr., that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

1.C [18-1318](#) Civil Service Commission Meeting Dates for 2019

Recommendation: Approve the 2019 meeting and hearing dates for the Civil Service Commission.

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, Jr., that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

PUBLIC PRESENTATIONS

GENERAL BUSINESS

- 2 [18-1487](#) Election of Civil Service Commission Chair and Vice-Chair

Recommendation: Staff recommends that the Commission conduct an election for the period of November 19, 2018 through June 30, 2019, or as soon thereafter as is practicable for holding the next Commission election.

A motion was made by Commissioner McAllister, seconded by Commissioner Casey, that this item be Continued. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 3 [18-1549](#) Conduct Applicant Interviews and Appoint Members to the Salary Setting Commission

Recommendation: Conduct interviews of applicants and appoint members to the Salary Setting Commission.

A motion was made by Commissioner Brown, Jr., seconded by Commissioner McAllister, that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 4 [18-1399](#) Action to Extend Eligible List for Water Service Technician I

Recommendation: Approve the request to extend the eligible list for Water Service Technician I by six months to June 4, 2019.

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, Jr., that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 5 [18-1507](#) Action to Modify Job Specification for Police Officer

Recommendation: Approve the modified job specification for Police Officer.

A motion was made by Commissioner Brown, Jr., seconded by Commissioner Casey, that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 6 [18-1464](#) Action to Modify Job Specification for Police Records Supervisor

Recommendation: Approve the modified job specification for Police Records Supervisor.

A motion was made by Commissioner Brown, Jr., seconded by Commissioner Casey, that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 7 [18-1455](#) Action to Modify Job Specification for Grounds Maintenance Worker II

Recommendation: Approve the modified job specification for Grounds Maintenance Worker II.

A motion was made by Commissioner Casey, seconded by Commissioner McAllister, that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 8 [18-1452](#) Action to Modify Job Specification and Examination Weighting for Recreation Supervisor

Recommendation: Approve the modified job specification and exam weighting of 100% Oral for Recreation Supervisor.

A motion was made by Commissioner McAllister, seconded by Commissioner Casey, that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 9 [18-1442](#) Action to Modify Job Specification for Staff Aide II - Environmental Programs

A motion was made by Commissioner Casey, seconded by Commissioner McAllister, that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 10 [18-1453](#) Action to Modify Job Specification for Senior Permit Technician

Recommendation: Approve the modified job specification for Senior Permit Technician.

A motion was made by Commissioner McAllister, seconded by Commissioner Casey, that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 11 [18-1506](#) Action to Modify Job Specification for Library Program Coordinator - Branch Manager

Recommendation: Approve the modified job specification for Library Program Coordinator - Branch Manager.

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, Jr., that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 12 [18-1454](#) Action to Adopt Job Specification and Examination Weighting for Public Works Supervisor

Recommendation: Approve the proposed job specification for Public Works Supervisor with an examination weighting of 100% Oral.

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, Jr., that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

Chairperson Bouza adjourned the meeting at 8:14 PM. The next regularly scheduled meeting is January 14, 2019.

Adjourned