



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

---

11/18/2019

7:00 PM

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

---

#### **CALL TO ORDER AND ROLL CALL**

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

**Present** 3 - Commissioner Mario Bouza, Vice Chair Carolyn McAllister, and Chair Willie D. Brown Jr.

**Absent** 2 - Commissioner Franklin Felizardo and Commissioner John Casey

#### **Pledge of Allegiance**

#### **CONSENT CALENDAR**

**1.A**     [19-651](#)     Action to Approve the Civil Service Commission Meeting Minutes of July 8, 2019

**Recommendation:** Approve the Meeting Minutes of July 8, 2019

**A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the meeting minutes of July 8, 2019.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey

**1.B**     [19-1319](#)     Open Recruitment Report for November 1, 2018 through October 31, 2019

**Recommendation:** Approve the Open Recruitment Report for November 1, 2018 through October 31, 2019

**A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the Open Recruitment Report for November 1, 2018 through October 31, 2019.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey

**PUBLIC PRESENTATIONS**

None

**GENERAL BUSINESS**

- 2      [19-738](#)      Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2020
- Recommendation:** Approve Civil Service Commission meeting and Board of Review dates for 2020.
- A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to maintain the 7:00 pm meeting start time but change the meetings to a monthly basis.**
- Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.
- Absent:** 2 - Commissioner Felizardo and Commissioner Casey
- 3      [19-1331](#)      Action to Extend Probationary Period of Water and Sewer Maintenance Worker I
- Recommendation:** Approve the extension of the probationary period for a Water and Sewer Maintenance Worker I (Employee No. 07538)
- A motion was made by Commissioner Bouza, seconded by Commissioner McAllister to approve the extension of the probationary period for a Water and Sewer Maintenance Worker I (employee # 07538).**
- Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.
- Absent:** 2 - Commissioner Felizardo and Commissioner Casey
- 4      [19-1265](#)      Action to Modify the Examination Weighting Plan for Police Officer
- Recommendation:** Approve the modified exam weighting plan of 100% oral for Police Officer
- A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the modified exam weighting plan of 100% oral for Police Officer.**
- Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.
- Absent:** 2 - Commissioner Felizardo and Commissioner Casey
- 5      [19-1266](#)      Action to Modify the Class Specification for Staff Aide I
- Recommendation:** Approve the modified class specification for Staff Aide I
- A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the modified class specification for Staff Aide I.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey

- 6      [19-1304](#)      Action to Modify the Class Specification for Office Specialist II

**Recommendation:** Approve the modified class specification for Office Specialist II.

**A motion was made by Commissioner Bouza, seconded by Commissioner McAllister to approve the modified class specification for Office Specialist II.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey

- 7      [19-1210](#)      Action to Modify Class Specification for Permit Technician

**Recommendation:** Approve the modified class specification for Permit Technician

**A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the modified class specification for Permit Technician.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey

- 8      [19-1200](#)      Action to Modify Class Specification and Examination Weighting for Tree Trimmer II

**Recommendation:** Approve the modified job specification and examination weighting of 100% performance for Tree Trimmer II.

**A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the modified job specification and examination weighting of 100% performance for Tree Trimmer II.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey

- 9      [19-1268](#)      Action to Modify the Class Specification for Equipment Operator

**Recommendation:** Approve the modified class specification for Equipment Operator

**A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the modified class specification for Equipment Operator.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey

- 10      [19-1273](#)      Action to Modify Class Specification for Pump Maintenance Technician

**Recommendation:** Approve the modified class specification for Pump Maintenance Technician.

**Civil Service Commissioners had a discussion regarding this item and determined not to move forward with the staff recommendation. There was no motion made to approve the modified class specifications for Pump Maintenance Technician.**

#### **STAFF REPORT**

##### **Brown Act Presentation**

**Due to the absence of two commissioners, staff recommended to postpone the Brown Act presentation until the next meeting.**

#### **COMMISSIONERS REPORT**

None

#### **ADJOURNMENT**

**Chairperson Brown adjourned the meeting at 8:07 pm to the next tentatively scheduled meeting on January 13, 2020.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey