



City of Santa Clara

Meeting Minutes

Civil Service Commission

12/14/2020

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

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