



City of Santa Clara

Meeting Minutes

Civil Service Commission

09/17/2018

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 led the meeting in the Pledge of Allegiance.

Staff introduced Teresia Zadroga-Haase, Director of Human Resources, to the Civil Service Commissioners.

Present 4 - Commissioner Mario Bouza, Commissioner Willie D. Brown Jr., Commissioner Franklin Felizardo, and Commissioner John Casey

Absent 1 - Commissioner Carolyn McAllister

CONSENT CALENDAR

1.A [18-1177](#) Meeting Minutes of July 9, 2018

Recommendation: Approve the Meeting Minutes of July 9, 2018.

A motion was made by Commissioner Casey, and seconded by Commissioner Brown to note and file the Meeting Minutes of July 9, 2018.

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

Absent: 1 - Commissioner McAllister

1.B [18-1178](#) Change of Status Reports for July and August 2018

Recommendation: Approve the Change of Status Reports for July and August 2018.

A motion was made by Commissioner Casey, and seconded by Commissioner Brown to note and file the Change of Status Reports for July and August 2018.

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

Absent: 1 - Commissioner McAllister

1.C [18-1179](#) Open Recruitment Reports for July and August 2018

Recommendation: Approve the Open Recruitment Reports for July and August 2018.

A motion was made by Commissioner Casey, and seconded by Commissioner Brown to note and file the Open Recruitment Reports for July and August 2018.

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

Absent: 1 - Commissioner McAllister

1.D [18-1180](#) Examination Reports for July and August 2018

Recommendation: Approve the Examination Reports for July and August 2018.

A motion was made by Commissioner Casey, and seconded by Commissioner Brown to note and file the Examination Reports for July and August 2018.

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

Absent: 1 - Commissioner McAllister

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2 [18-1115](#) Action to Extend Eligible List for Senior Engineering Aide

Recommendation: Approve the request to extend the Eligible List for Senior Engineering Aide by six months to April 25, 2019.

A motion was made by Commissioner Casey, and seconded by Commissioner Felizardo to approve staff recommendation.

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

Absent: 1 - Commissioner McAllister

3 [18-1118](#) Action to Extend Eligible List for Assistant Electric Utility Engineer

Recommendation: Approve the request to extend the eligible list for Assistant Electric Utility Engineer by six months to March 5, 2019.

A motion was made by Commissioner Brown, and seconded by Commissioner Felizardo to approve staff recommendation.

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

Absent: 1 - Commissioner McAllister

- 4 [18-1270](#) Action to Abolish the Eligible List for Assistant Engineer (Civil)

Recommendation: Approve abolishing the eligible list for Assistant Engineer (Civil).

A motion was made by Commissioner Felizardo, and seconded by Commissioner Brown to approve staff recommendation.

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

Absent: 1 - Commissioner McAllister

- 5 [18-1146](#) Action to Abolish the Eligible List for Associate Engineer (Civil)

Recommendation: Approve abolishing the eligible list for Associate Engineer (Civil).

A motion was made by Commissioner Brown, and seconded by Commissioner Felizardo to approve staff recommendation.

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

Absent: 1 - Commissioner McAllister

- 6 [18-910](#) Action to Modify Job Specification for Firefighter II

Recommendation: Approve the modified job specification for Firefighter II.

A motion was made by Commissioner Felizardo, and seconded by Commissioner Brown to approve staff recommendation.

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

Absent: 1 - Commissioner McAllister

- 7 [18-911](#) Action to Modify Job Specification for Driver/Engineer

Recommendation: Approve the modified job specification for Driver/Engineer.

A motion was made by Commissioner Brown, and seconded by Commissioner Felizardo to approve staff recommendation.

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

Absent: 1 - Commissioner McAllister

8 [18-1188](#) Action to Modify Job Specification for Meter Reader

Recommendation: Approve the modified job specification for Meter Reader.

A motion was made by Commissioner Felizardo, and seconded by Commissioner Casey to approve staff recommendation.

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

Absent: 1 - Commissioner McAllister

9 [18-1119](#) Action to Modify Job Specification for Engineering Aide - Electric

Recommendation: Approve the modified job specification for Engineering Aide - Electric.

A motion was made by Commissioner Casey, and seconded by Commissioner Brown to approve staff recommendation.

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

Absent: 1 - Commissioner McAllister

10 [18-1125](#) Action to Adopt Job Specification, Recruitment Type, and Examination Weighting for Electric Utility Database Administrator

Recommendation: Approve the proposed job specification for Electric Utility Database Administrator, and establish the recruitment type as Open/Promotional, with an examination weighting of 100% Oral.

A motion was made by Commissioner Brown, and seconded by Commissioner Felizardo to approve staff recommendation.

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

Absent: 1 - Commissioner McAllister

Recused: 1 - Commissioner Casey

- 11 [18-1204](#) Action to Adopt Job Specification, Recruitment Type, and Examination Weighting for Meter Data Analyst

Recommendation: Approve the proposed job specification for Meter Data Analyst, and establish the recruitment type as Open/Promotional, with an examination weighting of 100% Oral with a qualifying supplemental.

A motion was made by Commissioner Felizardo, and seconded by Commissioner Brown to approve staff recommendation.

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

Absent: 1 - Commissioner McAllister

Recused: 1 - Commissioner Casey

STAFF REPORT

- 12 [18-1181](#) Announcement of and Call for Applicants to the Salary Setting Commission

Recommendation:

1. Announce and call for applicants to the Salary Setting Commission pursuant to Charter Section 702;
2. Set October 18, 2018 at 5:00 p.m. as the deadline to submit an application to serve on the Salary Setting Commission to the City Clerk's Office;
3. Set October 25, 2018, at 6:00 p.m. as the next regular Civil Service Commission meeting to conduct interviews and appoint members to the Salary Setting Commission; and
4. Set November 19, 2018 as the Oath of Office Ceremony for the newly established Commissioners of the Salary Setting Commission.

A motion was made by Commissioner Casey, and seconded by Commissioner Felizardo to continue this report to a Special Civil Service Commission Meeting on September 24, 2018.

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

Absent: 1 - Commissioner McAllister

COMMISSIONERS REPORT

None

ADJOURNMENT

Chairperson Bouza adjourned the meeting at 8:37 pm. The next regular scheduled meeting is November 19, 2018.