



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

---

10/14/2021

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**

**Chair Felizardo called the meeting to order at 7:00 pm.**

**Present** 4 - Commissioner Carolyn McAllister, Chair Franklin Felizardo, Commissioner John Casey, and Vice Chair Tahir Naim

**Absent** 1 - Commissioner Willie D. Brown Jr.

#### **CONSENT CALENDAR**

[21-1149](#)

Action to Approve the Civil Service Commission Meeting Minutes of August 9, 2021.

**Recommendation:** Approve the Meeting Minutes of August 9, 2021.

**A motion was made by Commissioner McAllister, seconded by Commissioner Casey to approve the Civil Service Commission Meeting Minutes of August 9, 2021.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1150](#) Action to Approve the Civil Service Commission Meeting Minutes of May 10, 2021.

**Recommendation:** Approve the Meeting Minutes of May 10, 2021.

**A motion was made by Commissioner McAllister, seconded by Vice Chair Naim, to approve the Civil Service Commission Meeting Minutes of May 10, 2021.**

**Aye:** 3 - Commissioner McAllister, Chair Felizardo, and Commissioner Casey

**Absent:** 1 - Commissioner Brown Jr.

**Abstained:** 1 - Vice Chair Naim

[21-1248](#) Note and File the Current Status and Requisition Report dated September 30, 2021

**Recommendation:** Note and File the Current Status and Requisition Report dated September 30, 2021

**A motion was made by Commissioner McAllister, seconded by Vice Chair Naim, to Note and File the Current Status and Requisition Report dated September 30, 2021.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

### **PUBLIC PRESENTATIONS**

None

### **GENERAL BUSINESS**

[21-76](#) Action to Approve the Creation of the Senior Electric Crew Foreperson (Job Code 551) Class Specification

**Recommendation:** Approve the Creation of the Senior Electric Crew Foreperson Class Specification (Job Code 551).

**A motion was made by Commissioner McAllister, seconded by Commissioner Casey, to Approve the Creation of the Senior Electric Crew Foreperson (Job Code 551) Class Specification.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1375](#) Action to Adjust the Examination Weighting Plan for Assistant Engineer (Civil) (Job Code 228) to 100% Oral and a Qualifying Supplemental on an On-going Basis

**Recommendation:** Approve the modified weighting plan for Assistant Engineer (Civil) (Job Code 228) on an on-going basis

**A motion was made by Commissioner McAllister, seconded by Commissioner Casey, to Adjust the Examination Weighting Plan for Assistant Engineer (Civil) (Job Code 228) to 100% Oral and a Qualifying Supplemental on an on-going Basis.**

**Aye:** 3 - Commissioner McAllister, Chair Felizardo, and Commissioner Casey

**Nay:** 1 - Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1371](#) Action to Adjust the Examination Weighting Plan for Accountant (Job Code 205) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Accountant (Job Code 205) on a one-time basis

**A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to Adjust the Examination Weighting Plan for Accountant (Job Code 205) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1372](#) Action to Adjust the Examination Weighting Plan for Accounting Technician I/II (Job Code 216/217) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Accounting Technician I/II (Job Code 216/217) on a one-time basis

**A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to Adjust the Examination Weighting Plan for Accounting Technician I/II (Job Code 216/217) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1455](#)

Action to Adjust the Examination Weighting Plan for Assistant/Associate Planner (Job Code 232/240) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Assistant/Associate Planner (Job Code 232/240) on a one-time basis

**A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to Adjust the Examination Weighting Plan for Assistant/Associate Planner (Job Code 232/240) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1452](#)

Action to Adjust the Examination Weighting Plan for Building/Housing Inspector (Job Code 245) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Building/Housing Inspector (Job Code 245) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Commissioner McAllister, seconded by Commissioner Casey, to Adjust the Examination Weighting Plan for Building/Housing Inspector (Job Code 245) to 100% Oral and a Qualifying Supplemental on a One-time basis.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1447](#)

Action to Adjust the Examination Weighting Plan for Community Services Officer I/II (Job Code 347/348) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Community Services Officer I/II (Job Code 347/348) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Commissioner McAllister, seconded by Commissioner Casey, to Adjust the Examination Weighting Plan for Community Services Officer I/II (Job Code 347/348) to 100% Oral and a Qualifying Supplemental on a One-time basis.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1426](#)

Action to Adjust the Examination Weighting Plan for Deputy Fire Marshall II (Job Code 372) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Deputy Fire Marshall II (Job Code 372) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to Adjust the Examination Weighting Plan for Deputy Fire Marshall II (Job Code 372) to 100% Oral and a Qualifying Supplemental on a One-time basis.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1450](#)

Action to Adjust the Examination Weighting Plan for Energy Conservation Specialist (Job Code 913) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Energy Conservation Specialist (Job Code 913) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Commissioner Casey, seconded by Commissioner McAllister, to Adjust the Examination Weighting Plan for Energy Conservation Specialist (Job Code 913) to 100% Oral and a Qualifying Supplemental on a One-time basis.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1368](#)

Action to Adjust the Examination Weighting Plan for Office Records Specialist (Job Code 934) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Office Records Specialist (Job Code 934) on a one-time basis

**A motion was made by Commissioner McAllister, seconded by Commissioner Casey, to Adjust the Examination Weighting Plan for Office Records Specialist (Job Code 934) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1212](#) Action to Adjust the Examination Weighting Plan for Office Specialist IV (Job Code 939) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Office Specialist IV (Job Code 939) on a one-time basis

**A motion was made by Commissioner McAllister, seconded by Commissioner Casey, to Adjust the Examination Weighting Plan for Office Specialist IV (Job Code 839) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1453](#) Action to Adjust the Examination Weighting Plan for Police Records Specialist II (Job Code 643) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Police Records Specialist II (Job Code 643) to 100% Oral and a Qualifying Supplemental on a one-time basis.

**A motion was made by Commissioner McAllister, seconded by Commissioner Casey, to Adjust the Examination Weighting Plan for Police Records Specialist II (Job Code 643) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1448](#) Action to Adjust the Examination Weighting Plan for Senior Engineering Aide (Job Code 745) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Senior Engineering Aide (Job Code 745) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Commissioner Casey, seconded by Commissioner McAllister, to Adjust the Examination Weighting Plan for Senior Engineering Aide (Job Code 745) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1454](#)

Action to Adjust the Examination Weighting Plan for Service Coordinator - Inspector (Job Code 792) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Service Coordinator - Inspector (Job Code 792) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Commissioner McAllister, seconded by Commissioner Casey, to Adjust the Examination Weighting Plan for Service Coordinator - Inspector (Job Code 792) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1449](#)

Action to Adjust the Examination Weighting Plan for Staff Aide II (Job Code 795) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Staff Aide II (Job Code 795) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Commissioner McAllister, seconded by Vice Chair Naim, to Adjust the Examination Weighting Plan for Staff Aide II (Job Code 795) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

[21-1373](#)

Action to Adjust the Examination Weighting Plan for Street Maintenance Worker I (Job Code 811) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Street Maintenance Worker I (Job Code 811) on a one-time basis

**A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to Adjust the Examination Weighting Plan for Street Maintenance Worker I (Job Code 811) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.

**STAFF REPORT**

None

**COMMISSIONERS REPORT**

None

**ADJOURNMENT**

**A motion was made by Commissioner Mc Allister, seconded by Vice Chair Naim, to adjourn the meeting at 7:43 pm.**

**Aye:** 4 - Commissioner McAllister, Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**Absent:** 1 - Commissioner Brown Jr.



The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.