



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

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01/10/2022

7:00 PM

Virtual Meeting

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Pursuant to California Government Code Section 54953(e) and City of Santa Clara Resolution 21-9038, the Civil Service Commission will be held by teleconference only. No physical location will be available for this meeting, however, the City of Santa Clara continues to have methods for the public to participate remotely:

To join Zoom Meeting please use this URL to join.

<https://santaclaraca.zoom.us/j/97059145929?pwd=YnJ4a2NSNXplaDZrc0FOaFpIWDBKdz09>

Meeting ID: 970 5914 5929

Passcode: 793515

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

**Chair Felizardo called the meeting to order at 7:01 pm and led the meeting with the Pledge of Allegiance.**

**Present** 5 - Commissioner Carolyn McAllister, Commissioner Willie D. Brown Jr., Chair Franklin Felizardo, Commissioner John Casey, and Vice Chair Tahir Naim

#### **CONSENT CALENDAR**

[22-1772](#)

Action to Approve the Civil Service Commission Meeting Minutes of December 13, 2021.

**Recommendation:** Approve the Meeting Minutes of December 13, 2021.

**A motion was made by Commissioner McAllister, seconded by Vice Chair Naim, to approve the Civil Service Commission Meeting Minutes of December 13, 2021.**

**Aye:** 4 - Commissioner McAllister, Commissioner Brown Jr., Commissioner Casey, and Vice Chair Naim

**Abstained:** 1 - Chair Felizardo

[22-59](#)

Note and File the Current Status and Requisition Report dated December 31, 2021

**Recommendation:** Note and File the Current Status and Requisition Report dated December 31, 2021

**A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to note and file the Current Status and Requisition Report of December 31, 2021.**

**Aye:** 5 - Commissioner McAllister, Commissioner Brown Jr., Chair Felizardo, Commissioner Casey, and Vice Chair Naim

### **PUBLIC PRESENTATIONS**

None

### **GENERAL BUSINESS**

[22-51](#)

Action to Adjust the Examination Weighting Plan for Utility Crew Supervisor (Job Code 881) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Utility Crew Supervisor (Job Code 881) 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 Utility Crew Supervisor (Job Code 881) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 5 - Commissioner McAllister, Commissioner Brown Jr., Chair Felizardo, Commissioner Casey, and Vice Chair Naim

[22-52](#)

Action to Adjust the Examination Weighting Plan for Key Customer Service Representative (Job Code 505) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Key Customer Service Representative (Job Code 505) 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 Key Customer Service Representative (Job Code 505) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 5 - Commissioner McAllister, Commissioner Brown Jr., Chair Felizardo, Commissioner Casey, and Vice Chair Naim

[22-53](#)

Action to Adjust the Examination Weighting Plan for Customer Service Representative (Job Code 364) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Customer Service Representative (Job Code 364) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Commissioner McAllister, seconded by Commissioner Brown, to Adjust the Examination Weighting Plan for Customer Service Representative (Job Code 364) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 5 - Commissioner McAllister, Commissioner Brown Jr., Chair Felizardo, Commissioner Casey, and Vice Chair Naim

[22-54](#)

Action to Adjust the Examination Weighting Plan for Customer Service Representative - Permit Center (Job Code 369) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Customer Service Representative - Permit Center (Job Code 369) 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 Customer Service Representative - Permit Center (Job Code 369) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 5 - Commissioner McAllister, Commissioner Brown Jr., Chair Felizardo, Commissioner Casey, and Vice Chair Naim

[22-55](#)

Action to Adjust the Examination Weighting Plan for Senior Customer Service Representative (Job Code 724) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Senior Customer Service Representative (Job Code 724) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Vice Chair Naim, seconded by Commissioner Casey, to Adjust the Examination Weighting Plan for Senior Customer Service Representative (Job Code 724) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 5 - Commissioner McAllister, Commissioner Brown Jr., Chair Felizardo, Commissioner Casey, and Vice Chair Naim

22-56

Action to Adjust the Examination Weighting Plan for Combination Inspector (Job Code 336) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Combination Inspector (Job Code 336) 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 Combination Inspector (Job Code 336) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 5 - Commissioner McAllister, Commissioner Brown Jr., Chair Felizardo, Commissioner Casey, and Vice Chair Naim

22-58

Action to Abolish the Eligible List for Office Specialist II (Job Code 936)

**Recommendation:** Approve abolishing the eligible list for Office Specialist II

**A motion was made by Commissioner McAllister, seconded by Commissioner Brown, to Abolish the Eligible List for Office Specialist II (Job Code 936).**

**Aye:** 3 - Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

**Abstained:** 2 - Chair Felizardo, and Vice Chair Naim

22-57

Action to Adjust the Examination Weighting Plan for Office Specialist II (Job Code 936) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Office Specialist II (Job Code 936) 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 Office Specialist II (Job Code 936) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

**Aye:** 5 - Commissioner McAllister, Commissioner Brown Jr., Chair Felizardo, Commissioner Casey, and Vice Chair Naim

**STAFF REPORT**

None

**COMMISSIONERS REPORT**

Vice Chair Naim addressed revisions to the Civil Service Rules. Chair Felizardo addressed the annual summary with the City and the Commissioners.

**ADJOURNMENT**

**A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to adjourn the Civil Service Commission Meeting at 7:46 pm.**

**Aye:** 5 - Commissioner McAllister, Commissioner Brown Jr., Chair Felizardo, Commissioner Casey, and Vice Chair Naim

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."

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