

**CITY OF SANTA CLARA
CIVIL SERVICE COMMISSION
SUMMARY OF MINUTES**

**August 9, 2016 at 7:00 P.M.
Special Meeting
Santa Clara City Council Chambers
1500 Warburton Avenue
Santa Clara, California**

Present: Chairperson Brian Doyle, Commissioners Mario Bouza, Willie Brown, Carolyn McAllister and Pat Staffelbach; Vanessa Guerra, Human Resources Division Manager, Diana Fazely, Deputy City Attorney, and Jennifer Dauenhauer, Recording Secretary

Recommendations for Council Action

- A. Approve new job specification for Police Training Coordinator**
- B. Approve modified job specification for Park Maintenance Crafts Worker**
- C. Approve modified job specification for Grounds Maintenance Worker III**
- D. Approve modified job specification for Automotive Technician I**

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Brian Doyle called the meeting to order at 7:05 p.m., and led the meeting in the Pledge of Allegiance.

B. MINUTES OF MAY 9, 2016 CIVIL SERVICE COMMISSION MEETING

There being no objections or changes,
MOTION by Commissioner Staffelbach, seconded by Commissioner Brown, **to approve the minutes of the May 9, 2016 Civil Service Commission meeting, as written.**
MOTION carried, 5-0

C. CHANGE OF STATUS REPORT for May and June, 2016

D. CURRENT RECRUITMENT ACTIVITY REPORT for May and June, 2016

E. EXAMINATION REPORT for May and June, 2016

CSC Summary of Minutes – August 9, 2016 continued

Ms. Vanessa Guerra, Human Resources Division Manager, stated that in the month of May, Commissioner Mario Bouza reviewed the oral examination for Principal Engineering Aide and the written examination for Human Resources Technician. In the month of June, Commissioner Carolyn McAllister reviewed the oral examinations for Human Resources Technician, Street Maintenance Worker III, Senior Accounting Technician, Library Program Coordinator – Reference and Recreation Coordinator - Therapeutics. In the above cases, the examinations were found to be job-related and appropriate **MOTION** by Commissioner Bouza, seconded by Commissioner McAllister, to **NOTE AND FILE Items I-C, I-D, and I-E.**
MOTION carried, 5-0

II. UNFINISHED BUSINESS

III. NEW BUSINESS

- A. **CONSIDER REQUEST** to Establish Dates for an Appeal of a Disciplinary Action
There was no MOTION made. The Commission asked for new dates to select for the Board of Review. They also requested staff to provide information regarding the process for scheduling dates for future Disciplinary Actions.
- B. **CONSIDER REQUEST** to Approve New Job Specification and Establish Examination Weighting and Recruitment Type for Police Training Coordinator
MOTION by Commissioner Brown, seconded by Commissioner Stafflebach, **to approve the new job specification and establish examination weighting and recruitment type for Police Training Coordinator.**
MOTION carried, 5-0
- C. **CONSIDER REQUEST** to Abolish Eligible List for Police Records Specialist II
MOTION by Commissioner McAllister, seconded by Commissioner Bouza, **to abolish the Eligible List for Police Records Specialist II**
MOTION carried, 5-0
- D. **CONSIDER REQUEST** to Modify Job Specification for Park Maintenance Crafts Worker

MOTION by Commissioner Brown, seconded by Commissioner Bouza, **to modify the job specification for Park Maintenance Crafts Worker**

MOTION carried, 5-0

- E. **CONSIDER REQUEST** to Modify Recruitment Type of Grounds Maintenance Worker II on a one-time non-precedent-setting basis.
MOTION by Commissioner Brown, seconded by Commissioner Stafflebach, **to modify the recruitment type of Grounds Maintenance Worker II on a one-time non-precedent-setting basis.**

MOTION carried, 5-0

- F. **CONSIDER REQUEST** to Modify Job Specification for Grounds Maintenance Worker III.
MOTION by Commissioner Stafflebach, seconded by Commissioner McAllister, **to modify the job specification for Grounds Maintenance Worker III.**

MOTION carried, 5-0

- G. **CONSIDER REQUEST** to Modify Job Specification for Automotive Technician I.
MOTION by Commissioner Brown, seconded by Commissioner Bouza, **to modify the job specification for Automotive Technician I.**
MOTION carried, 5-0

- H. **CONSIDER REQUEST** to extend Eligible List for Water & Sewer Maintenance Worker I
MOTION by Commissioner McAllister, seconded by Commissioner Bouza, **to modify the job specification for Automotive Technician I.**
MOTION carried, 5-0

IV. INFORMATIONAL ITEMS – None

V. REPORTS OF COMMISSIONERS

- A. **REPORTS** Regarding Meetings or Conferences Attended (if any)

VI. ORAL COMMUNICATIONS

CSC Summary of Minutes – August 9, 2016 continued

The law does not permit Commission Action on, or extended discussion of, any item not on the Agenda except under special circumstances. Note the instructions in the Agenda regarding Oral Communications.

VII. ADJOURNMENT

MOTION by Commissioner Brown, seconded by Commissioner Stafflebach, to **ADJOURN** the meeting at 8:10 p.m., until Monday, September 12, 2016, at 7:00 p.m., the next regularly scheduled meeting of the Civil Service Commission.

MOTION carried, 5-0