

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

**March 9, 2015 at 7:00 PM  
Northside Library Community Room  
695 Moreland Way  
Santa Clara, California**

**Present:** Commissioners Mario Bouza, Brian Doyle, Andrew “Kim” Kristalyn, Fran Palacio, and Pat Staffelbach; Tina Murphy, Assistant Director of Human Resources, and Sheila Ivers, Recording Secretary

**Recommendation for Council Action:**

- A) **APPROVE the modification of the job specification for Maintenance Systems Specialist.**
- B) **APPROVE the modification of the job specification for Librarian I-Reference.**
- C) **APPROVE the modification of the job specification for Sr. Plans Examiner.**
- D) **APPROVE the modification of the job specification for Sr. Electrical Utility Engineer - Fiber**

**I. ROUTINE ITEMS**

- A. **CALL TO ORDER - PLEDGE OF ALLEGIANCE**  
Chairperson Doyle called the meeting to order at 7:00 p.m., and led the meeting in the Pledge of Allegiance.
- B. **MINUTES OF JANUARY 12, 2015 CIVIL SERVICE COMMISSION MEETING**  
**MOTION** by Commissioner Kristalyn, seconded by Commissioner Bouza, to **APPROVE the minutes of the January 12, 2015 Civil Service Commission meeting.**  
**MOTION carried, 5-0.**
- C. **CHANGE OF STATUS REPORT** for January and February, 2015
- D. **CURRENT RECRUITMENT ACTIVITY REPORT** for January and February, 2015
- E. **EXAMINATION REPORT** for January and February, 2015

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Ms. Tina Murphy, Assistant Director of Human Resources, stated that there were no examinations reviewed by Commissioners in either January or February of 2015.

Chairperson Doyle asked about the Change of Status Report and the number of retirements. Ms. Murphy explained that this report includes December 2014, and many employees choose to retire at the end of the calendar year.

**MOTION** by Commissioner Kristalyn, seconded by Commissioner Bouza, to **NOTE AND FILE Items I-C, I-D, and I-E.**

**MOTION carried, 5-0.**

**II. UNFINISHED BUSINESS - None**

**III. NEW BUSINESS**

- A. CONSIDER REQUEST to Modify Examination Weighting for Water Resource Planner**

**MOTION** by Commissioner Kristalyn, seconded by Commissioner Staffelbach, to **APPROVE the modification of the examination weighting for Water Resource Planner from 50% written examination, 50% oral examination to 100% oral examination.**  
**MOTION carried, 5-0.**

- B. CONSIDER REQUEST to Modify the Job Specification for Maintenance Systems Specialist**

**MOTION** by Commissioner Kristalyn, seconded by Commissioner Bouza, to **APPROVE the modification of the job specification for Maintenance Systems Specialist.**  
**MOTION carried, 5-0.**

- C. CONSIDER REQUEST to Modify the Job Specification for Librarian I-Reference**

**MOTION** by Commissioner Staffelbach, seconded by Commissioner Kristalyn, to **APPROVE the modification of the job specification for Librarian I-Reference.**  
**MOTION carried, 5-0.**

- D. CONSIDER REQUEST to Modify the Job Specification for Sr. Plans Examiner**

**MOTION** by Commissioner Bouza, seconded by Commissioner Kristalyn, to **APPROVE the modification of the job specification for Sr. Plans Examiner.**

**MOTION carried, 4-1, with Commissioner Palacio abstaining.**

- E. **CONSIDER REQUEST** to Modify the Job Specification for Senior Electric Utility Engineer - Fiber  
**MOTION** by Commissioner Kristalyn, seconded by Commissioner Bouza, **to APPROVE the modification of the job specification for Senior Electrical Utility Engineer – Fiber.**  
**MOTION carried, 5-0.**

**IV. INFORMATIONAL ITEMS**

- A. **CONFLICT OF INTEREST** Letter  
Ms. Murphy noted the letter from the City Clerk, which was handed to the Commissioners at the meeting, reminding them to fill out the required Conflict of Interest forms and turn them in to the Clerk's Office by April 1st.

**V. REPORTS OF COMMISSIONERS - None**

- VI. ORAL COMMUNICATIONS** – The law does not permit Commission action, 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 Kristalyn, seconded by Commissioner Staffelbach, **to ADJOURN the meeting at 7:20 p.m., until the next scheduled meeting of the Civil Service Commission at 7:00 p.m. on Monday, May 11, 2015.**  
**MOTION carried, 5-0.**