CITY OF SANTA CLARA

CIVIL SERVICE COMMISSION

SUMMARY OF MINUTES

May 13, 2013, 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California

Present: Chairperson Steve Chan, Commissioners Mario Bouza, Kim Kristalyn, Fran Palacio; and Beverly Silva, Tina Murphy, Assistant Director of Human Resources, Lindsay Beavers, Deputy City Attorney, and Sheila Ivers, Recording Secretary.

Recommendation for Council Action:

A) Approve the Modified Job Title for Civil Engineer II to Senior Engineer (Civil)
B) Approve the Modified Job Specification for Senior Business Analyst
C) Approve the Modified Job Specification for Assistant Sanitary Sewer Superintendent
D) Approve the Modified Job Specification for Water Resource Planner
E) Approve the New Job Specification for Firefighter I
F) Approve the Modified Job Specification for Firefighter II
G) Approve the New Job Specification for Deputy Fire Marshal – Hazardous Materials
H) Approve the Modified Job Specification for Staff Aide I

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE
Chairperson Chan called the meeting to order at 7:05 p.m. He then led the group in the Pledge of Allegiance.

B. MINUTES of April 8, 2013, Civil Service Commission meeting
MOTION by Commissioner Silva, seconded by Commissioner Kristalyn, **to APPROVE the minutes of the April 8, 2013 special meeting of the Civil Service Commission.**
MOTION carried, 5-0.

C. CHANGE OF STATUS REPORT for April, 2013

D. CURRENT RECRUITMENT ACTIVITY REPORT for

April, 2013

E. **EXAMINATION REPORTS** for April, 2013

Ms. Tina Murphy, Assistant Director of Human Resources, stated that in April, Commissioner Kristalyn reviewed the oral examination for Communications Dispatcher II and found it to be job-related and appropriate.

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 Job Title of Civil Engineer II to Senior Engineer (Civil)

MOTION by Commissioner Silva, seconded by Commissioner Bouza, **to APPROVE the modification of the job title of Civil Engineer II to Senior Engineer (Civil).**

MOTION carried, 5-0.

B. **CONSIDER REQUEST** to Modify Job Specification for Senior Business Analyst

MOTION by Commissioner Silva, seconded by Commissioner Kristalyn, **to APPROVE the modification of the job specification for Senior Business Analyst.**

MOTION carried, 5-0.

C. **CONSIDER REQUEST** to Modify Job Specification for Assistant Sanitary Sewer Superintendent

MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, **to APPROVE the modification of the job specification for Assistant Sanitary Sewer Superintendent.**

MOTION carried, 5-0.

D. **CONSIDER REQUEST** to Modify Job Specification for Water Resource Planner

MOTION by Commissioner Bouza, seconded by Commissioner Silva, **to APPROVE the modification of the job specification for Water Resource Planner.**

MOTION carried, 5-0.

E. **CONSIDER REQUEST** to Approve a New Job Specification, Establish Recruitment Type and Examination Weighting for Firefighter I
MOTION by Commissioner Bouza, seconded by Commissioner Kristalyn, **to APPROVE the new job specification for Firefighter I, establish the recruitment type as Open/Competitive, and the examination weighting as 100% Oral Examination with qualifying Oral, Performance and Written Examinations.**
MOTION carried, 5-0.

F. **CONSIDER REQUEST** to Modify Job Specification and Recruitment Type for Firefighter II
MOTION by Commissioner Bouza, seconded by Commissioner Silva, **to APPROVE the modification of the job specification for Firefighter II and a modification of the recruitment type from Open/Competitive to Closed/Promotional.**
MOTION carried, 5-0.

G. **CONSIDER REQUEST** to Approve a New Job Specification, Establish Recruitment Type and Examination Weighting for Deputy Fire Marshal – Hazardous Materials
MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, **to APPROVE the new job specification for Deputy Fire Marshal –Hazardous Materials, and establish the recruitment type as Open/Promotional with a recommended examination weighting of 100% oral examination.**
MOTION carried, 4-0, Commissioner Silva choosing to abstain.

H. **CONSIDER REQUEST** to Modify Job Specification and Examination Weighting for Staff Aide I
MOTION by Commissioner Silva, seconded by Commissioner Bouza, **to APPROVE the modification of the job specification for Staff Aide I and modification of the examination weighting to 100% Oral with Qualifying Performance and Qualifying Written Examinations.**
MOTION carried, 5-0.

IV. INFORMATIONAL ITEMS

A. **BUDGET MESSAGE 2013-14**

Ms. Murphy briefly reviewed the City Manager's Budget message with the Commission.

B. **PROMOTION** of Vacancy on Civil Service Commission
Ms. Murphy explained that Chairperson Chan's term as Commissioner is coming to an end, and therefore he will be presenting the vacancy to City Council on Tuesday, May 14, 2013. She also thanked Commissioner Chan for his long-standing service to his community and to this Commission.

V. REPORTS OF COMMISSIONERS - None

VI. ORAL COMMUNICATIONS - None

VII. ADJOURNMENT

MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, **to adjourn the meeting at 7:50 p.m., until the next regularly scheduled Civil Service Commission meeting on Monday, July 8, 2013 at 7:00 p.m. MOTION carried, 5-0.**