

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

**March 12, 2012 – 7:00 PM  
City Council Chambers, City Hall  
1500 Warburton Avenue  
Santa Clara, California**

**Present:** Chairperson Fran Palacio, Commissioners Steve Chan, Mohammed Nadeem and Beverly Silva; Tina Murphy, Assistant Director of Human Resources, and Sheila Ivers, Recording Secretary.

**Absent:** Commissioner Kim Kristalyn

**Recommendation for Council Action:**

- A) Approve the Modified Job Specification for Fire Captain**

**I. ROUTINE ITEMS**

**A. CALL TO ORDER - PLEDGE OF ALLEGIANCE**

Chairperson Palacio called the meeting to order at 7:00 p.m., noted the absence of Commissioner Kristalyn, and led the group in the Pledge of Allegiance.

- B. MINUTES of January 9, 2012 Civil Service Commission meeting  
**There being no objection, the minutes of the Civil Service Commission meeting of January 9, 2012 were adopted.****

- C. CHANGE OF STATUS REPORTS for January and February, 2012**

- D. CURRENT RECRUITMENT ACTIVITY REPORTS for  
January and February, 2012**

- E. EXAMINATION REPORTS for January and February, 2012**  
Ms. Tiny Murphy, Assistant Director of Human Resources, stated that in the month of January, Commissioner Nadeem reviewed the oral examination for Sr. Electric Utility Engineer. In February, Commissioner Palacio reviewed the written examinations for Firefighter, Police Sergeant and Mechanical Maintenance Worker, as well as the oral examination for Mechanical Maintenance Worker. All examinations were found to be job-related and appropriate.

**Civil Service Commission Summary of Minutes- March 12, 2012 (Continued)**

**MOTION** by Commissioner Silva, seconded by Commissioner Nadeem, to **NOTE AND FILE** Items I-C, I-D, and I-E.  
**MOTION** carried 4-0.

**II. UNFINISHED BUSINESS – None**

**III. NEW BUSINESS**

- A. CONSIDER REQUEST** to Modify the Job Specification for Fire Captain  
**MOTION** by Commissioner Nadeem, seconded by Commissioner Silva, to **APPROVE** the modification of the job specification for Fire Captain.  
**MOTION** carried 4-0.

**IV. INFORMATIONAL ITEMS –**

- A. NEOGOV Update** – Ms. Murphy gave a brief update on the new Neogov applicant tracking software, which allows candidates to apply online and includes tracking and all other aspects of a recruitment. The software is up and running and very popular with applicants. One of the changes that must be made with the new system, however, is the appearance of the Recruitment Activity Report (RAR). Due to various differences in Neogov versus the previous software, the RAR is now listed by department, both by position and number of vacancies, thus the change in the report's appearance.

**V. REPORTS OF COMMISSIONERS - None**

**VI. ORAL COMMUNICATIONS – None**

**VII. ADJOURNMENT**

**MOTION** by Commissioner Nadeem, seconded by Commissioner Chan, to **adjourn the meeting at 7:17p.m., until the next regular scheduled Civil Service Commission meeting on Monday, May 14, 2012.**  
**MOTION** carried, 4-0.