CITY OF SANTA CLARA

CIVIL SERVICE COMMISSION

SUMMARY OF MINUTES

September 12, 2011 – 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California

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

Recommendation for Council Action:

None

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE
Chairperson Palacio called the meeting to order at 7:00 p.m., and led the group in the Pledge of Allegiance.

B. MINUTES of July 11, 2011 Civil Service Commission meeting
There being no objection, the minutes of the Civil Service Commission meeting of July 11, 2011 were adopted.

C. CHANGE OF STATUS REPORT for July and August, 2011

D. CURRENT RECRUITMENT ACTIVITY REPORT for July and August 2011

E. EXAMINATION REPORTS for July and August, 2011
MOTION by Commissioner Silva, seconded by Commissioner Nadeem, to **NOTE AND FILE Items I-C, I-D, and I-E**.
MOTION carried 5-0.

II. UNFINISHED BUSINESS – None

III. NEW BUSINESS

A. <u>ELECTION OF OFFICERS FOR 2011-2012</u>

MOTION by Commissioner Chan, seconded by Commissioner Nadeem, **to RE-ELECT Chairperson Fran Palacio for the 2011-2012 term.**
MOTION carried 4-0, with one abstention by Chairperson Palacio.
MOTION by Chairperson Palacio, seconded by Commissioner Nadeem, **to RE-ELECT Commissioner Beverly Silva as Vice-Chairperson for the 2011-2012 term.**
MOTION carried 4-0, with one abstention by Commissioner Silva.

B. <u>CONSIDER REQUEST</u> to Extend the Eligible List for Assistant Water Superintendent

MOTION by Commissioner Silva, seconded by Commissioner Nadeem, **to APPROVE the extension of the eligible list for Assistant Water Superintendent an additional twelve months to October 28, 2012.**
MOTION carried, 5-0.

C. <u>CONSIDER REQUEST</u> to Modify Examination Weighting for Senior Electric Utility Engineer – Distribution Planning

MOTION by Commissioner Kristalyn, seconded by Commissioner Silva, **to APPROVE the modification of the examination weighting for Senior Electric Utility Engineer-Distribution Planning from a Qualifying Written Supplemental Examination and 100% oral examination to 100% Oral Examination.**
MOTION carried, 5-0.

D. <u>CONSIDER REQUEST</u> to Modify Examination Weighting and Recruitment Type for Senior Customer Service Representative

MOTION by Commissioner Silva, seconded by Commissioner Chan, **to APPROVE the modification of examination weighting for Senior Customer Service Representative from 100% oral examination to 50% written 50% oral examination.**
MOTION carried, 5-0.
MOTION by Commissioner Chan, seconded by Commissioner Nadeem, **to APPROVE the modification of the recruitment type for Senior Customer Service Representative from Closed/Promotional to Open/Promotional on a one-time, non-precedent setting basis.**
MOTION carried, 5-0.

IV. <u>INFORMATIONAL ITEMS</u> - None

V. <u>REPORTS OF COMMISSIONERS</u> – None

VI. <u>ORAL COMMUNICATIONS</u> – None

VII. <u>ADJOURNMENT</u>

MOTION by Commissioner Silva, seconded by Commissioner Chan, **to adjourn the meeting at 7:28 p.m., until the next regular Civil Service Commission meeting on Monday, November 14, 2011.**
MOTION carried, 5-0.