CITY OF SANTA CLARA

CIVIL SERVICE COMMISSION

SUMMARY OF MINUTES

November 14, 2011 – 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California

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

Recommendation for Council Action:

A) Approve the Modified Job Specification for Police Sergeant
B) Approve the Modified Job Specification for Street Maintenance Worker I and Street Maintenance Worker II

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 September 12, 2011 Civil Service Commission meeting
There being no objection, the minutes of the Civil Service Commission meeting of September 12, 2011 were adopted.

C. CHANGE OF STATUS REPORTS for September and October, 2011

D. CURRENT RECRUITMENT ACTIVITY REPORTS for September and October, 2011

E. EXAMINATION REPORTS for September and October, 2011
There were no examinations reviewed in the months of September and October, 2011.
MOTION by Commissioner Silva, seconded by Commissioner Chan, 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 Extend the Eligible List for Meter Reader
MOTION by Commissioner Silva, seconded by Commissioner Chan, **to EXTEND the eligible list for Meter Reader for an additional twelve months to November 29, 2012.**
MOTION carried 5-0.

B. **CONSIDER REQUEST** to Modify Job Specification for Electric and Water System Operator
This item has been removed from the agenda at the request of the International Brotherhood of Electrical Workers Local 1245 and the Electric Utility Department.

C. **CONSIDER REQUEST** to Modify Job Specification for Police Sergeant
MOTION by Commissioner Silva, seconded by Commissioner Chan, **to APPROVE the modification of the job specification for Police Sergeant.**
MOTION carried, 5-0.

D. **CONSIDER REQUEST** to Modify Job Specifications for Street Maintenance Worker I and Street Maintenance Worker II
MOTION by Commissioner Silva, seconded by Commissioner Chan, **to APPROVE the modification of the job specifications for Street Maintenance Worker I and Street Maintenance Worker II.**
MOTION carried, 5-0.

IV. INFORMATIONAL ITEMS - None

V. REPORTS OF COMMISSIONERS

A. **Citizens' Police Academy** – Commissioner Nadeem stated that he completed the Citizens' Police Academy, run by the Santa Clara Police Department, and recommends it highly to all the other commissioners.

VI. ORAL COMMUNICATIONS –

A. NEOGOV

Ms. Murphy informed the Commission that the on-going NEOGOV project of an interactive application and the move towards paperless recruitments has begun, and is coming along nicely. She promised to keep the Commission updated as to the continued success and development of this project.

B. LEADERSHIP SANTA CLARA 2012

Leadership Santa Clara 2012 seminar information was given to the Commissioners, and the individual members who have already attended this leadership opportunity agreed that it is indeed an excellent opportunity to learn, and an experience to remember. Ms. Murphy encouraged the Commissioners to take this class if they have not yet done so.

VII. ADJOURNMENT

MOTION by Commissioner Silva, seconded by Commissioner Chan, **to adjourn the meeting at 7:12 p.m., until the next regular scheduled Civil Service Commission meeting on Monday, January 9, 2012.**
MOTION carried, 5-0.