CITY OF SANTA CLARA

CIVIL SERVICE COMMISSION

SUMMARY OF MINUTES

January 14, 2013 – 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California

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

Recommendation for Council Action:

A) Approve the Modified Job Specification for Staff Analyst I
B) Approve the New Job Specification for Electric Utility Network Administrator

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE
Chairperson Palacio called the meeting to order at 7:03 p.m. She then led the group in the Pledge of Allegiance.

B. MINUTES of November 19, 2012, Civil Service Commission meeting
There being no objection, the minutes of the Civil Service Commission meeting of November 19, 2012, were approved and adopted by the Commission.

C. CHANGE OF STATUS REPORTS for November and December, 2012

D. CURRENT RECRUITMENT ACTIVITY REPORTS for November and December, 2012

E. EXAMINATION REPORTS for November and December, 2012
Ms. Tina Murphy, Assistant Director of Human Resources, stated that in November, Commissioner Kristalyn reviewed the written examination for Financial Analyst, and in December, Commissioner Palacio reviewed the oral examination for Key Customer Representative and the written examination for Combination

Inspector. In all cases, the examinations were found to be job-related and appropriate.
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. <u>ELECTION OF OFFICERS</u>
Commissioner Chan nominated Commissioner Kristalyn for Chairperson; Commissioner Kristalyn respectfully declined.
MOTION by Chairperson Palacio, seconded by Commissioner Bouza, **to ELECT Commissioner Steve Chan as Chairperson for the 2012-13 term.**
MOTION carried, 5-0.
Commissioner Chan assumed his new position as Chairperson.

MOTION by Commissioner Palacio, seconded by Commissioner Bouza, **to ELECT Beverly Silva as Vice-Chair for the 2012-13 term.**
MOTION carried, 5-0.

B. <u>CONSIDER REQUEST</u> to Waive Examination Process for Chief of Party
MOTION by Commissioner Silva, seconded by Commissioner Kristalyn, **to WAIVE the examination process for Chief of Party.**
MOTION carried, 5-0.

C. <u>CONSIDER REQUEST</u> to Modify the Examination Weighting for Staff Aide II – Environmental Programs
MOTION by Commissioner Silva, seconded by Commissioner Bouza, **to APPROVE the modification of the examination weighting for Staff Aide II – Environmental Programs from 50% written and 50% oral examination to 100% oral examination.**
MOTION carried, 5-0.

D. <u>CONSIDER REQUEST</u> to Modify Job Specification and Examination Weighting for Staff Analyst I
MOTION by Commissioner Palacio, seconded by Commissioner Silva, **to APPROVE the modification of the job specification for**

Staff Analyst I, and the examination weighting change from 100% written to 100% oral examination.
MOTION carried, 5-0.

E. **CONSIDER REQUEST** to Approve New Job Specification and Establish Recruitment Type and Examination Weighting for Electric Utility Network Administrator
MOTION by Commissioner Silva, seconded by Commissioner Kristalyn, **to APPROVE the new job specification of Electric Utility Network Administrator, and establish the recruitment type as Open/Competitive and the examination weighting as 100% oral examination.**
MOTION carried, 5-0.

IV. INFORMATIONAL ITEMS - None

V. REPORTS OF COMMISSIONERS - None

VI. ORAL COMMUNICATIONS - None

VII. ADJOURNMENT

MOTION by Commissioner Palacio, seconded by Commissioner Silva, **to adjourn the meeting at 7:40 p.m., until the next regularly scheduled Civil Service Commission meeting on Monday, March 11, 2013.**
MOTION carried, 5-0.