NOTICE

OF SPECIAL MEETING

(Government Code Section 54956)

CITY OF SANTA CLARA CIVIL SERVICE COMMISSION AGENDA

The Civil Service Commission Special Meeting is scheduled to commence Monday, April 8, 2013 at 7:00 p.m. in the City Council Chambers at City Hall, 1500 Warburton Avenue, Santa Clara, CA.

NOTE: YOU, AS A MEMBER OF THE PUBLIC, ARE PROVIDED WITH AN OPPORTUNITY TO DIRECTLY ADDRESS THE CIVIL SERVICE COMMISSION ON ITEMS OF PUBLIC INTEREST THAT ARE WITHIN THE JURISDICTION OF THE COMMISSION. YOUR COMMENT IS WELCOME ON ANY ITEM ON THE AGENDA. YOU ARE INVITED TO SUBMIT ORAL COMMUNICATIONS ON ITEMS WHICH ARE NOT LISTED ON THE AGENDA BUT ARE WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION. HOWEVER, NO ACTION SHALL BE TAKEN ON A COMMUNICATION OR AN ITEM OF BUSINESS NOT APPEARING ON THE AGENDA. THE ONLY EXCEPTIONS ARE AS FOLLOWS:

(1) UPON A DETERMINATION BY A MAJORITY VOTE OF THE COMMISSION THAT ANY OF THE FOLLOWING EMERGENCY SITUATIONS EXIST:
   A) WORK STOPPAGE OR OTHER ACTIVITY WHICH SEVERELY IMPAIRS PUBLIC HEALTH, SAFETY, OR BOTH, AS DETERMINED BY A MAJORITY OF THE MEMBERS OF THE COMMISSION.
   B) CRIPPLING DISASTER WHICH SEVERELY IMPAIRS PUBLIC HEALTH, SAFETY, OR BOTH, AS DETERMINED BY THE MAJORITY OF THE COMMISSION.

(2) UPON A DETERMINATION BY A TWO-THIRDS VOTE OF THE CIVIL SERVICE COMMISSION, OR, IF LESS THAN TWO-THIRDS OF THE MEMBERS ARE PRESENT, A UNANIMOUS VOTE OF THOSE MEMBERS PRESENT, THAT THE NEED TO TAKE ACTION AROSE AFTER THE AGENDA WAS POSTED.

(3) THE ITEM WAS POSTED FOR A PRIOR MEETING OF THE COMMISSION OCCURRING NOT MORE THAN FIVE CALENDAR DAYS PRIOR TO THE DATE ACTION IS TAKEN.

IF AN ORAL COMMUNICATION IS MADE, THE CIVIL SERVICE COMMISSION SHALL PROCEED TO THE NEXT ITEM OF BUSINESS OR ADJOURN. THE COMMUNICATION NOT ACTED ON SHALL BE ACCEPTED BY THE COMMISSION FOR PLACEMENT ON THE AGENDA FOR THE FOLLOWING COMMISSION MEETING, IF REQUESTED BY THE CITIZEN. **(Above policy is pursuant to California Government Code Sections 54954.2, 54954.3 and 54956.5)**

JUDICIAL REVIEW/STATUTE OF LIMITATIONS

ADMINISTRATIVE DECISIONS OF THE CIVIL SERVICE COMMISSION ARE SUBJECT TO A NINETY (90) CALENDAR DAY STATUTE OF LIMITATIONS FOR JUDICIAL REVIEW PURSUANT TO CALIFORNIA CODE OF CIVIL PROCEDURE SECTION 1094.6 (ADOPTED BY ORDINANCE NO. 1630). THE CIVIL SERVICE COMMISSION ACTIONS WHICH ARE SUBJECT TO THE PROVISIONS OF SECTION 1094.6 AS ADMINISTRATIVE DECISIONS ARE THE HEARINGS CONDUCTED BEFORE THE CIVIL SERVICE COMMISSION REVIEWING THE DISCIPLINARY ACTIONS OF THE APPOINTING AUTHORITY WHEN SAID ACTIONS ARE APPEALED TO THE CIVIL SERVICE COMMISSION. THE ACTIONS INCLUDE THE SUSPENDING, DEMOTING, OR DISMISSING OF A PERMANENT EMPLOYEE IN THE CLASSIFIED SERVICE.
THE DECISION OF THE CIVIL SERVICE COMMISSION IS FINAL FOR PURPOSE OF COMMENCING THE NINETY (90) CALENDAR DAY STATUTE OF LIMITATIONS UPON THE FILING OF THE WRITTEN DECISION AND FINDINGS IN SUPPORT OF THE DECISION.

AMERICANS WITH DISABILITIES ACT (ADA)

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, THE CITY OF SANTA CLARA WILL ENSURE THAT ALL EXISTING FACILITIES WILL BE MADE ACCESSIBLE TO THE MAXIMUM EXTENT FEASIBLE. REASONABLE MODIFICATIONS IN POLICIES, PROCEDURES AND/OR PRACTICES WILL BE MADE AS NECESSARY TO ENSURE FULL AND EQUAL ACCESS FOR ALL INDIVIDUALS WITH A DISABILITY.
INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CONTACT THE CITY'S ADA OFFICE AT (408) 261-5200 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ALLOW PARTICIPATION BY SUCH INDIVIDUALS, PLEASE DO NOT WEAR SCENTED PRODUCTS TO MEETINGS AT CITY FACILITIES.

FOR INDIVIDUALS WITH A HEARING IMPAIRMENT, THE COUNCIL CHAMBERS HAS A HEADSET SYSTEM WHICH ALLOWS ONE TO HEAR MORE CLEARLY FROM ANY SEAT IN THE ROOM. ASK A CITY STAFF MEMBER FOR DETAILS.

City of Santa Clara
Civil Service Commission Special
Meeting Agenda

April 8, 2013 at 7:00 p.m.
City Council Chambers
1500 Warburton Avenue
Santa Clara, California

I. ROUTINE ITEMS

A. CALL TO ORDER/PLEDGE OF ALLEGIANCE

B. MEETING MINUTES of March 11, 2013

C. CHANGE OF STATUS REPORT for March, 2013

D. CURRENT RECRUITMENT ACTIVITY REPORT for March, 2013

E. EXAMINATION REPORT for March, 2013

II. UNFINISHED BUSINESS – None

III. NEW BUSINESS

A. CONSIDER REQUEST to Modify Job Specification and Recruitment Type for Library Program Coordinator - Technical Services

B. CONSIDER REQUEST to Waive Examination Process for Senior Electrician Technician

C. CONSIDER REQUEST to Waive Examination Process for Senior Electric Meter Technician

D. **CONSIDER REQUEST** to Extend Probationary Period for Water Sewer Maintenance Worker II

IV. INFORMATIONAL ITEMS

V. REPORTS OF COMMISSIONERS

A. **REPORTS** Regarding Meetings or Conferences Attended (if any)

VI. ORAL COMMUNICATIONS

– The law does not permit Commission Action on, or extended discussion of, any item not on the Agenda except under special circumstances. Note the instructions in the Agenda regarding Oral Communications.

VII. ADJOURNMENT

–Adjourn to the next regularly scheduled meeting of the Civil Service Commission at 7:00 p.m. on Monday, May 13, 2013.