

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

**April 8, 2013, 7:00 PM – Special Meeting  
City Council Chambers, City Hall  
1500 Warburton Avenue  
Santa Clara, California**

**Present:** Chairperson Steve Chan, Commissioners Mario Bouza, Kim Kristalyn and Fran Palacio; Tina Murphy, Assistant Director of Human Resources, and Ingrid Miranda, Recording Secretary.

**Absent:** Commissioner Beverly Silva

**Recommendation for Council Action:**

- A) Approve the Modified Job Specification for Library Program Coordinator – Technical Services**

**I. ROUTINE ITEMS**

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

Chairperson Chan called the meeting to order at 7:05 p.m. He then led the group in the Pledge of Allegiance.

- B. MINUTES of March 11, 2013, Civil Service Commission meeting  
**There being no objection, the minutes of the Civil Service Commission meeting of March 11, 2013, were approved and adopted by the Commission.****

- C. CHANGE OF STATUS REPORT for March, 2013**

- D. CURRENT RECRUITMENT ACTIVITY REPORT for March, 2013**

- E. EXAMINATION REPORTS for March, 2013**

Ms. Tina Murphy, Assistant Director of Human Resources, stated that in March, Commissioner Palacio reviewed the oral examinations for Staff Analyst I and Park Foreperson. Commissioner Palacio also reviewed the performance examinations for Park Foreperson and Driver/Engineer. In addition, Commissioner Silva reviewed the oral examination for Accounting Technician I. In all cases, the examinations were found to be job-related and appropriate.

**MOTION** by Commissioner Kristalyn, seconded by Commissioner Bouza, 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 Job Specification and Recruitment Type for Library Program Coordinator – Technical Services  
**MOTION** by Commissioner Palacio, seconded by Commissioner Kristalyn, to **APPROVE the modification of the job specification for Library Program Coordinator – Technical Services, and change the recruitment type from Closed/Promotional to Open/Promotional.**  
**MOTION** carried, 4-0.

**B. CONSIDER REQUEST** to Waive Examination Process for Senior Electrician Technician  
**After a short discussion it was decided that Items III-B and III-C be handled together.**

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

**MOTION** by Commissioner Kristalyn, seconded by Commissioner Bouza, to **WAIVE the examination process for Senior Electrician Technician and Senior Electric Meter Technician.**  
**MOTION** carried, 4-0.

**D. CONSIDER REQUEST** to Extend Probationary Period for Water Sewer Maintenance Worker II  
**MOTION** by Commissioner Kristalyn, to **APPROVE the extended probationary period for Water Sewer Maintenance Worker II.**  
**Lacking a second, motion died.**

**ALTERNATE MOTION** by Commissioner Palacio, seconded by Commissioner Bouza, to **APPROVE the extended probationary period for Water Sewer Maintenance Worker II for a period of no more than twelve months.**  
**MOTION** carried, 4-0.

IV. INFORMATIONAL ITEMS - None

V. REPORTS OF COMMISSIONERS - None

VI. ORAL COMMUNICATIONS - None

VII. ADJOURNMENT

**MOTION** by Commissioner Palacio, seconded by Commissioner Kristalyn, to adjourn the meeting at 7:25 p.m., until the next regularly scheduled Civil Service Commission meeting on Monday, May 13, 2013 at 7:00 p.m. **MOTION** carried, 4-0.