CITY OF SANTA CLARA

CIVIL SERVICE COMMISSION

SUMMARY OF MINUTES

January 9, 2012 – 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California

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

Recommendation for Council Action:

A) Approve the Modified Job Specification for Mechanical Maintenance Worker

I. ROUTINE ITEMS

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

B. MINUTES of November 14, 2011 Civil Service Commission meeting
There being no objection, the minutes of the Civil Service Commission meeting of November 14, 2011 were adopted.

C. CHANGE OF STATUS REPORTS for November and December, 2011

D. CURRENT RECRUITMENT ACTIVITY REPORTS for November and December, 2011

E. EXAMINATION REPORTS for November and December, 2011
In the month of November, Commissioner Nadeem reviewed the oral and written examinations for Senior Customer Service Representative, and the oral examination for Police and Recruit Police Officer, and found them all to be job-related and appropriate.
MOTION by Commissioner Silva, seconded by Commissioner Kristalyn, 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 the Job Specification for Mechanical Maintenance Worker

MOTION by Commissioner Silva, seconded by Commissioner Nadeem, **to APPROVE the modification of the job specification for Mechanical Maintenance Worker, and the change in examination weighting from 100% written with qualifying performance examination to 50% written and 50% oral examination.**
MOTION carried 4-0.

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 – None

VII. ADJOURNMENT

MOTION by Commissioner Kristalyn, seconded by Commissioner Nadeem, **to adjourn the meeting at 7:10 p.m., until the next regular scheduled Civil Service Commission meeting on Monday, March 12, 2012.**
MOTION carried, 4-0.