



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Lee Price, MMC
City Clerk

SUBJECT: CIVIL SERVICE COMMISSION
INTERVIEWS

DATE: 05-20-08

RECOMMENDATION

Interview one (1) applicant and appoint one to serve one unexpired term ending November 30, 2011.

BACKGROUND

There is one vacancy on the Civil Service Commission. The vacant seat is for a citizen-at-large representative. The Office of the City Clerk conducted an open recruitment and three (3) applications were received.

The following are the names of the candidates who will interviewed by the City Council on Tuesday, May 27 2008:

Jon C. Fitch
Alexander Ramos
Sherrell Richard Watson

The applications, City Attorney's Office conflict of interest review, and the Notice of Vacancy are attached. The Code Enforcement Officer's review will be distributed under separate cover.

ANALYSIS

After the interviews, the Council will select one (1) applicant to serve. A successful applicant must receive, at minimum, six (6) votes, or the highest number of votes over six, of the Council to be appointed to serve on the Civil Service Commission.

HONORABLE MAYOR AND CITY COUNCIL

Subject: Civil Service Commission Interviews and Appointment

05-27-08

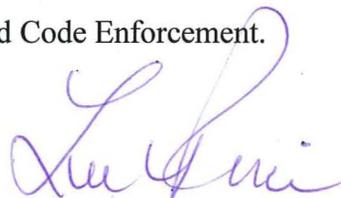
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PUBLIC OUTREACH

The Notice of Vacancy was posted in April and sent to over 400 community groups, agencies, chambers of commerce, associations and organizations. Additionally, the Notice was posted on the Website and Council Offices also assisted with getting the word out to the citizenry.

COORDINATION

This item was coordinated with the City Attorney and Code Enforcement.



LEE PRICE, MMC
CITY CLERK

Attachments: 1) Applications
2) City Attorney's Review
3) Notice of Vacancy



CITY OF SAN JOSÉ, CALIFORNIA APPLICATION FOR BOARDS AND COMMISSIONS

MEMBERS OF SAN JOSÉ'S BOARDS AND COMMISSIONS MUST BE RESIDENTS OF SAN JOSÉ. PLEASE USE BLACK TYPE OR PRINT. Submit application to the Office of the City Clerk, 200 East Santa Clara Street, San José, California, 95113, Telephone (408) 535-1260. If more space is needed, please attach additional pages. Applications are valid for one year from the date of receipt and are public record.

Board or Commission applying for:

Civil Service Commission

Are you a resident of San José?

YES

Length of Residency

5 yrs

Council District No.

6

Name (last, first, middle)

JON C FITCH

Home Phone No.

Work Phone No.

E-Mail Address

Address

San José, CA

Zip

Present Employer (Name/Address)

MOVE INC

Job Title/Description of Duties:

VP, Marketing, PR & Communications

Current Employer of Spouse (Name/Address)

OAK GROVE SCHOOL DISTRICT

Spouse's Job Title/Description of Duties:

TEACHER (FROST)

College, Professional, Vocational or Other Schools Attended

Major Subject

Dates Attended

Degree & Date

AMERICAN UNIV

POLI SCI

1986-1990

B.A., 1990

VANDERBILT UNIV.

BUSINESS

1994-1996

M.B.A., 1996

List any position or office held in any governmental agency, civic or charitable organization including the dates:

S. J. SALARY SETTING COMMISSION 2007 - PRESENT

Languages spoken:

ENGLISH



Special Awards or Recognitions Received:

Please state why you want to become a member of this Board or Commission including specific objectives which you would work toward as a member.

Interest in serving the public.
Helping to ensure accountability among city employees.
Providing thoughtful review and analysis of each investigation.

CONFLICT OF INTEREST: State and local law require that you abstain from participation in decisions that may affect your financial interests, including sources of income, interests in real property or investments. In addition, if appointed, you may be required to fill out a disclosure statement which identifies certain of your financial interests beginning with the immediate twelve-month period prior to your appointment. Based on your best judgement, does this Board or Commission make decisions that may affect sources of income, interests in real property or investments of you or your spouse? If yes, please explain. Please identify any organizations, associations, corporations or entities by which you are employed or associated that might be affected by decisions of this Board or Commission, and the positions you hold.

No

Please state any other information which you feel would be useful in reviewing your application.

SAN JOSÉ REFERENCES:

Name TOM COCHRAN

Phone No. [REDACTED]

Address [REDACTED]

Name TINY WEBER

Phone No. [REDACTED]

Address [REDACTED]


SIGNATURE OF APPLICANT

5/15/09
DATE SIGNED

SOCIO-DEMOGRAPHIC INFORMATION: (OPTIONAL)

Male Female 18-35 36-45 46-55 56-65 65+

Disability: Yes No Any special needs during interview process? Yes No

Racial/Ethnic Identification: CAUCASIAN

Sexual Orientation _____

How did you learn of this vacancy? CITY CLERK'S OFFICE

RECEIVED
San Jose City Clerk

CITY OF SAN JOSÉ, CALIFORNIA

APPLICATION FOR BOARDS AND COMMISSIONS

2008 MAY 15 AM 11:05
MEMBERS OF SAN JOSÉ'S BOARDS AND COMMISSIONS MUST BE RESIDENTS OF SAN JOSÉ.
PLEASE USE BLACK TYPE OR PRINT. Submit application to the Office of the City Clerk,
200 East Santa Clara Street, San José, California, 95113, Telephone
(408) 535-1260. If more space is needed, please attach additional pages. Applications
are valid for one year from the date of receipt and are public record.

Board or Commission applying for: Civil Service Commission

Are you a resident of San José? Yes Length of Residency 5 Years Council District No. District 3

Name (last, first, middle) Ramos, Alexander R

Home Phone No. [REDACTED]
Work Phone No. [REDACTED]
E-Mail Address [REDACTED]

Address [REDACTED]

San José, CA Zip [REDACTED]

Present Employer (Name/Address) Housing Authority of the County of Santa Clara

Job Title/Description of Duties: Budget Analyst - Develop, analyze, and execute budgets, which are used to allocate current resources & estimate future financial needs.

Current Employer of Spouse (Name/Address)

Spouse's Job Title/Description of Duties:

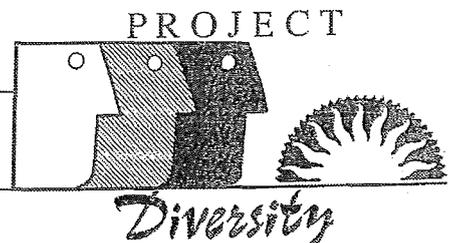
N/A

College, Professional, Vocational or Other Schools Attended	Major Subject	Dates Attended	Degree & Date
San Jose State University	Business: Finance	Aug 02 - Dec 07	B.S. - Dec 07

List any position or office held in any governmental agency, civic or charitable organization including the dates:

Controller/CFO - Associated Students, SJSU (01/05 - 05/07)
Board of Director - Spartan Shops, SJSU (08/06 - 05/07)

Languages spoken: Ilocano and Conversational Japanese



Special Awards or Recognitions Received:

Joe West Hall Most Friendly Award, Inter-Residence Halls Association Most Valuable Officer Award, Theta Chi Fraternity National Citation of Honors, SJSU Leadership Development University Recognition

Please state why you want to become a member of this Board or Commission including specific objectives which you would work toward as a member.

I have previously worked in a Civil Service Commission related committee and believe my skills and experiences gained will be of benefit to this committee. My goal as a resident is to listen, ask questions, and make the appropriate ethical recommendations according to the duties and responsibilities of this commission.

CONFLICT OF INTEREST: State and local law require that you abstain from participation in decisions that may affect your financial interests, including sources of income, interests in real property or investments. In addition, if appointed, you may be required to fill out a disclosure statement which identifies certain of your financial interests beginning with the immediate twelve-month period prior to your appointment. Based on your best judgement, does this Board or Commission make decisions that may affect sources of income, interests in real property or investments of you or your spouse? If yes, please explain. Please identify any organizations, associations, corporations or entities by which you are employed or associated that might be affected by decisions of this Board or Commission, and the positions you hold.

No.

Please state any other information which you feel would be useful in reviewing your application.

From Aug 05 - May 07 I have been active in the Associated Students Personnel Committee where I took an active part in assisting the President in completing the periodic evaluations of the Executive Director, recommended COLA and Merit Based salary raises, and helped adjudicate grievances originating with all employees and complaints relating to personnel matters originating from among members of the organization.

SAN JOSÉ REFERENCES:

Name Cheryl Vargas

Phone No. [REDACTED]

Address [REDACTED] Square, San José, CA

Name Christy Riggins

Phone No. [REDACTED]

Address [REDACTED] 28

[Handwritten Signature]

5/14/08

SIGNATURE OF APPLICANT

DATE SIGNED

SOCIO-DEMOGRAPHIC INFORMATION: (OPTIONAL)

Male Female 18-35 36-45 46-55 56-65 65+

Disability: Yes No Any special needs during interview process? Yes No

Racial/Ethnic Identification: _____

Sexual Orientation _____

How did you learn of this vacancy? SAN JOSE CITY WEBSITE



CITY OF SAN JOSÉ, CALIFORNIA

APPLICATION FOR BOARDS AND COMMISSIONS

MEMBERS OF SAN JOSÉ'S BOARDS AND COMMISSIONS MUST BE RESIDENTS OF SAN JOSÉ. PLEASE USE BLACK TYPE OR PRINT. Submit application to the Office of the City Clerk, 200 East Santa Clara Street, San José, California, 95113, Telephone (408) 535-1260. If more space is needed, please attach additional pages. Applications are valid for one year from the date of receipt and are public record.

Board or Commission applying for: **Civil Service Commission**

Are you a resident of San José? **Yes** Length of Residency **32 yrs.** Council District No. **7**

Name **Watson, Sherrell Richard**
(last, first, middle)

Home Phone No. [REDACTED]
Work Phone No. [REDACTED]
E-Mail Address [REDACTED]

Address [REDACTED]

San José, CA Zip [REDACTED]

Present Employer (Name/Address)

Job Title/Description of Duties:

Next Generation Churches
[REDACTED]
[REDACTED]

Consultant

Current Employer of Spouse (Name/Address)

Spouse's Job Title/Description of Duties:

Cheryl D. Watson
[REDACTED]
[REDACTED]

Unemployed

College, Professional, Vocational or Other Schools Attended	Major Subject	Dates Attended	Degree & Date
University of Phoenix	Business Admin.	1982-1984	Bachelors 1984
Pasadena City College	Business Admin.	1970-1972	

List any position or office held in any governmental agency, civic or charitable organization including the dates:

Board of Directors, Calvary Church, Los Gatos, CA 1980-83

CB America, Denver, CO. 2005-2006

Languages spoken: **English**



Special Awards or Recognitions Received: Paul Harris Fellowship Award - Rotary Club

Please state why you want to become a member of this Board or Commission including specific objectives which you would work toward as a member.

I have lived in San Jose for over 32 years. There have been many changes in the city, most of them positive. I retired at age 57 and now have time to give back to the city to try to make it a better place. I have extensive business experience in banking and in non-profit organizations, including human resources experience. I would appreciate the opportunity to use these skills for the benefit of this fine city.

CONFLICT OF INTEREST: State and local law require that you abstain from participation in decisions that may affect your financial interests, including sources of income, interests in real property or investments. In addition, if appointed, you may be required to fill out a disclosure statement which identifies certain of your financial interests beginning with the immediate twelve-month period prior to your appointment. Based on your best judgement, does this Board or Commission make decisions that may affect sources of income, interests in real property or investments of you or your spouse? If yes, please explain. Please identify any organizations, associations, corporations or entities by which you are employed or associated that might be affected by decisions of this Board or Commission, and the positions you hold.

I know of no organizations, associations, corporations or entities that would be affected by my serving on this commission or create any conflict of interest. I have no financial interests in San Jose other than my home.

Please state any other information which you feel would be useful in reviewing your application.

SAN JOSÉ REFERENCES:

Name Steve or Linda Rosenberry Phone No. [REDACTED]

Address [REDACTED]

Name Wilma Lea Phone No. [REDACTED]

Address [REDACTED]

Richard Watson
SIGNATURE OF APPLICANT

May 5, 2008
DATE SIGNED

SOCIO-DEMOGRAPHIC INFORMATION: (OPTIONAL)

Male Female 18-35 36-45 46-55 56-65 65+

Disability: Yes No Any special needs during interview process? Yes No

Racial/Ethnic Identification: Caucasian

Sexual Orientation _____

How did you learn of this vacancy? District 7 Newsletter



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: RICHARD DOYLE
City Attorney

SUBJECT: Civil Service Commission
Applications

DATE: May 19, 2008

BACKGROUND

This Office routinely reviews applications for appointment to City boards and commissions. The applications generally do not provide complete information; however, they do occasionally disclose potential conflicts of interest or incompatible offices. The purpose of this memorandum is to highlight major areas of known potential conflicts that are disclosed by the applications.

COMMISSION DUTIES

As established by the City Charter, the Civil Service Commission makes recommendations to the Council and the City Manager and conducts investigations concerning the administration of personnel in the Classified Service. The Commission acts as an appellate body for certain personnel decisions affecting City employees and applicants. The Commission also reviews and recommends changes to Civil Service Rules and appoints members of the City Council Salary Setting Commission.

COMMISSION COMPOSITION

The Civil Service Commission consists of five members. The City Charter requires that one member must be an attorney who has practiced law in the State of California for at least five years and that no more than four members may be of the same sex.

APPLICANTS

Jon Fitch – Mr. Fitch's application indicates that is employed as a Vice President with Move, Inc. He is currently a member of the San Jose Salary Setting Commission. His application discloses neither incompatible offices nor apparent conflicts of interest.

Alexander Ramos – Mr. Ramos application discloses that he is employed as a Budget Analyst with the Housing Authority of Santa Clara County. His application discloses neither incompatible offices nor apparent conflicts of interest.

Sherrell Richard Watson – Mr. Watson's application indicates that he employed as a Consultant with Next Generation Churches in Stockton, California. His application discloses neither incompatible offices nor apparent conflicts of interest.

CONCLUSION

None of these applicants appears to have any incompatible offices or pervasive conflicts that would prevent any of them from serving on the Civil Service Commission. The City Council may wish to consider the above comments in making its appointments to the Commission.

RICHARD DOYLE,
City Attorney

By: 

NORM SATO
Chief Deputy City Attorney

cc: Debra Figone
Lee Price



CITY OF SAN JOSE, CALIFORNIA

Office of the City Clerk
200 East Santa Clara Street
San José, California 95113
Telephone (408) 535-1260
FAX (408) 292-6207

LEE PRICE, MMC
City Clerk

NOTICE OF VACANCY

CIVIL SERVICE COMMISSION

DEADLINE TO APPLY EXTENDED: FRIDAY, MAY 16, 2008

The Office of the City Clerk, on behalf of the San José City Council, will be accepting applications until **Friday, May 16, 2008 at 5:00 p.m.** for an appointment to the Civil Service Commission. The Civil Service Commission makes recommendations to the City Council and the City Manager and conducts investigations concerning the administration of personnel in the Classified Service. The Commission acts as an administrative hearing body for appeals of personnel decisions affecting City employees and applicants. It reviews and recommends changes to Civil Service regulations, and it appoints the members of the City Council Salary Setting Commission.

There is one (1) position available on the Commission for an unexpired term ending November 30, 2011 and is for a citizen-at-large representative. Civil Service Commissioners must be both residents and registered voters of the City of San José and must remain so throughout their term in office. Successful applicants will be interviewed during a Council meeting prior to appointment.

Appointment Process: Following posting of a Notice of Vacancy, all applications received by the deadline will be submitted to the Mayor and Councilmembers who, in turn, will notify the City Clerk as to whom they would like to interview. Applicants receiving four or more such indications of interest will be notified and asked to appear during a regular or special Council Meeting to be interviewed by the Mayor and Council. The applicant receiving six or more votes, or the highest number of votes over six, will be appointed to serve on the Commission.

Applications may be obtained from the Office of the City Clerk, City Hall – Council Wing, Second Floor. If you would like additional information regarding the Commission, please call Michelle Radcliffe at (408) 535-1265.

Dated: May 1, 2008