



COUNCIL AGENDA: 1-20-09

ITEM: 3.1

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Lee Price, MMC
City Clerk

SUBJECT: CIVIL SERVICE COMMISSION
INTERVIEWS

DATE: 1-8-09

RECOMMENDATION

Interview one (1) applicant and consider the appointment of one (1) to serve one unexpired term ending November 30, 2011.

BACKGROUND

There is one vacancy on the Civil Service Commission. The vacant seat is for an attorney representative and must be a female. The following candidate will interviewed by the City Council on Tuesday, January 20, 2009:

Emily Joan Cote

The applications, City Attorney's Review, Code Enforcement's review, and the Notice of Vacancy are attached.

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

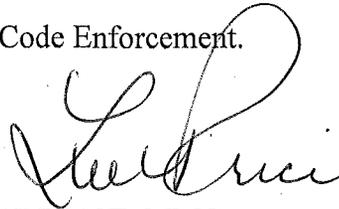
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PUBLIC OUTREACH

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) Code Enforcement Violation Review
4 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

Are you a resident
of San José? Yes

Length of
Residency 8 yrs

Council
District No. 6

Name Emily Joan Cote
(last, first, middle)

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

Address

[REDACTED]

San José, CA Zip 95126

Present Employer (Name/Address)

Santa Clara Valley Water District
[REDACTED]

Job Title/Description of Duties:

Senior Assistant District Couns

Current Employer of Spouse (Name/Address)

Catholic Diocese of San Jose

Spouse's Job Title/Description of Duties:

5th Grade Teacher
St Francis Cabrini

College, Professional, Vocational, or
Other Schools Attended

Major Subject

Dates Attended

Degree & Date

Scripps College

Psychology

1973-1977

B.A. 1977

Santa Clara University

Law

1979-1982

J.D. 1982

Law School

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

Member of Santa Clara County Civil Grand Jury 2000-2001

Judge Pro Tem Santa Clara County Small Claims Court 1990 - present.

Member of School Site Council - Westwood Open

President Santa Clara Parent Participation Nursery SPROJECT

Languages spoken: English



Special Awards or Recognitions Received:

Employee Recognition award for service.

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.

See attached.

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.

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

I enjoy working as a member of a diverse team. I feel that my varied experience and inquisitive nature would be an asset in this position. I have no axes to grind. I want to help ensure that everyone who appears before the commission is treated fairly and with dignity and respect. People will not always be happy with the outcome of a decision but if they feel the process has integrity and they have been listened to, they are more likely to accept the decision and move on.

SAN JOSE REFERENCES:

Name Debra Cauble

Phone No. [REDACTED]

Address [REDACTED]

Name Melanie Richardson

Phone No. [REDACTED]

Address [REDACTED]

Emily J. Cote
SIGNATURE OF APPLICANT

December 17, 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: Other

Sexual Orientation _____

How did you learn of this vacancy? Mercury News advertisement

RECEIVED
San Jose City Clerk
2008 DEC 18 A 11: 37
8/2005

Emily Côté

I have a life long interest in serving my community. I have done so in a number of different capacities: Little League coach, school parent volunteer, Judge Pro Tem, foster parent, member of the Civil Grand Jury, and a wide variety of other service activities. I am interested in serving my City in a volunteer capacity and chose to apply for the Civil Service Commission because I believe the position is a good fit for my qualifications.

I am a female attorney who has practiced law in Santa Clara County for the past 25 years. In the course of my practice I have represented a number of Municipalities; including in personnel matters. I have drafted personnel ordinances, policies and procedures and have served as the attorney for personnel commissions. I have also conducted personnel investigations and have litigated employment controversies. I have conducted training sessions for managers on conduct of Skelly Hearings and provide advice and counsel to managers in disciplinary actions.

My professional experience combined with my community service work as a Small Claims Court Judge, and my temperament make me amply qualified to serve in an appellate capacity listening to both sides of a case and weighing evidence objectively. I fully understand the need to be as well as the need to appear impartial and I have taken the Judicial training required of all who volunteer as Judge Pro Tems for Santa Clara County Courts. I also have had extensive training in conducting of investigations and in Diversity awareness.

I am a very hard worker and a quick study and I believe I could be an asset to the Commission in short order.