



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: DENNIS D. HAWKINS, CMC
CITY CLERK

SUBJECT: CIVIL SERVICE COMMISSION
APPOINTMENTS

DATE: October 28, 2011

RECOMMENDATION

1. Interview applicants for appointment to the Civil Service Commission
2. Appoint up to three (3) members to the Civil Service Commission to full four-year terms expiring November 30, 2015
3. If any vacancy remains, direct the City Clerk to continue recruitment efforts and bring additional applicants forward for consideration within 90-days

BACKGROUND

The Civil Service Commission is created in the City Charter, Section 1001 and consists of five members, all of whom must be qualified registered voters of the City at all times during their terms of office and not more than four (4) shall be of the same sex. The current Commission is composed of four (4) males and one (1) female. Under the Charter, the Commission has the following powers, duties and responsibilities:

- (1) To recommend to the Council the adoption, amendment or repeal of Civil Service Rules relating to the matters specified in Section 1102 of Article XI of this Charter;*
- (2) To make any investigation which it may consider desirable concerning the administration of personnel in the Classified Service;*
- (3) To make recommendations to the Council, the City Manager or to any other appointive power on matters relating to the administration of personnel in the Classified Service;*
- (4) To exercise and perform such other powers and duties as are expressly given to it by other provisions of this Charter; and to exercise such other powers and perform such other functions and duties as may be prescribed by the Council not inconsistent with the provisions of this Charter.*

In addition, under Council Policy 0-4, former or retired City employees shall not be appointed to the Civil Service Commission.

Under the Charter, the Commission is required to include one (1) member who is appointed by the Council from a list of persons nominated through an election of all full-time officers and employees in the Civil Service of the City. That position is currently held by Bill Brill whose term expires November 30, 2013. In addition, the Charter requires that one (1) member shall be an attorney-at-law, licensed to practice law in the State of California, who shall have practiced law in California for at least five (5) years. That position is currently held by Margaret Akdeniz, who acts as the Commission's Presiding Officer during hearings, and her term expires November 30, 2014.

Effective November 30, 2011, the terms of office of three (3) members of the Civil Service Commission will expire. All three members, Jon Fitch, Vice-Chair; Peter Soule; and Isaac Vaughn, have indicated that they will not seek reappointment due to personal or professional commitments.

Upon notice from the three Commissioners, the Office of the City Clerk conducted an open recruitment from September 19 through October 14, 2011. A total of ten (10) applications were received, but one applicant is ineligible to serve as they are retired City employee. The Council may make up to three appointments to fill three (3) terms, each ending November 30, 2015.

Selection Process:

As required by Council Policy 0-4, Consolidated Board and Commission Policies, the Office of the City Clerk submitted nine (9) applicants to the Mayor and City Council for their review. Prior to submitting the applications for Council review, the Office of the City Clerk verified with the Santa Clara County Registrar of Voters that all nine applicants are qualified registered voters in the City of San Jose. The Council Policy specifies that, following a review of all applicants, each Council Member shall notify the Clerk in writing of the applicants he/she wishes to interview. "Indications of interest" are defined as individual recommendations by each Councilmember as to having an interest in interviewing an applicant. Any applicant receiving an indication of interest from four (4) or more Councilmembers will be invited to be interviewed by the full City Council.

The applicants submitted for Council consideration include:

Name	Council District
Rolando Alvarado	9
Candace Begay	7
Melinda George	9
Holden Green	3
Galvin Jackson	3
Randy Martinez	10
Gordon Rule	6
Joan Smith	9
Roy Truitt	1

Honorable Mayor and City Council
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ANALYSIS

At this time, our office has not received the indications of interest from all Councilmembers. Therefore, a supplemental memo will be issued early next week which will contain the names of those applicants invited to be interviewed. The supplemental memo will also include information provided by the Office of the City Attorney and the Department of Planning, Building, and Code Enforcement regarding a conflict of interest analysis performed for each applicant.

COORDINATION:

This memo and the process has been coordinated with the Office of the City Attorney and the Department of Planning, Building, and Code Enforcement



DENNIS D. HAWKINS, CMC
City Clerk

For questions, please contact Dennis Hawkins, City Clerk, at (408)-535-1275

C: Debra Figone, City Manager
Richard Doyle, City Attorney
Alex Gurza, Deputy City Manager