



CITY OF SAN JOSÉ, CALIFORNIA

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CIVIL SERVICE COMMISSION

Bill Brill, Chair
Sharon L. Hightower, Vice Chair
Richard J. Giovannetti
Leon Louie
Tanya C. Young

SYNOPSIS CIVIL SERVICE COMMISSION

TO ARRANGE AN ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CALL (408) 277-4429 OR (408) 998-5299 (TTY) AT LEAST 48 HOURS BEFORE THE MEETING.

Agenda Closing 12:00 Noon Wednesday
Eight Days before Commission Meeting

4:00 P.M.

ORDER OF BUSINESS

JANUARY 3, 2002

THE CIVIL SERVICE COMMISSION MEETS ON THE FIRST THURSDAY OF EACH MONTH IN THE CITY COUNCIL CHAMBERS, SECOND FLOOR OF CITY HALL

ROLL CALL

Present: Commissioners Louie, Young and Brill
Absent: Commissioners Giovannetti and Hightower

ADOPTION OF THE ORDERS OF THE DAY

By motion unanimously adopted, the Orders of the Day were approved.

CONSENT CALENDAR UNANIMOUSLY ADOPTED

1. Information Only

- a. Hiring Summary – Memorandum from Human Resources Department (HRD) dated December 17, 2001 listing complaints about hiring issues and a summary of hiring activity for the period November 11 through December 8, 2001 was filed.
- b. 2001 Employee Survey, Report of Survey Results (follow up to HRD's oral report on December 6, 2001) was filed.
- c. City of San Jose Annual Report for Fiscal Year 2000-01 dated December 13, 2001 was filed.

- Human Resources Department Report dated December 19, 2001 listing the following amendments to the classification plan was filed.

REALLOCATIONS OF POSITIONS

Position #	New Classification	Prior Classification	Department
00006617	Environmental Inspector I (5225)	from Code Enforcement Inspector II (3939)	PBCE
00007763	Environmental Inspector I (5225)	from Code Enforcement Inspector II (3939)	PBCE

END OF CONSENT CALENDAR

- Hearings to be scheduled:
None
- Patricia Gibbons' report on appeal of the reallocation of her position from Chief Communications Technology Supervisor to Information Systems Analyst (1355). Continued from December 6, 2001. Defer to February 7, 2002.
- Jose G. Anaya's appeal to decision of HRD Director to reallocate his position from Code Enforcement Inspector II (3939) to Environmental Inspector I (5225). Deferred from December 6, 2001. Appeal withdrawn.
- Pedro "Pete" C. Cruz's appeal to decision of HRD Director to reallocate his position from Code Enforcement Inspector II (3939) to Environmental Inspector I (5225). Deferred from December 6, 2001. Appeal withdrawn.
- Carol Fredrickson's appeal to decision of HRD Director to reallocate her position from Code Enforcement Inspector II (3939) to Environmental Inspector I (5225). Deferred from December 6, 2001. Appeal withdrawn.
- Catherine Hoang-Mendoza's appeal to decision of HRD Director to reallocate her position from Code Enforcement Inspector II (3939) to Environmental Inspector I (5225). Deferred from December 6, 2001. Appeal withdrawn.
- Ralph Rodriguez's appeal to decision of HRD Director to reallocate his position from Code Enforcement Inspector II (3939) to Environmental Inspector I (5225). Deferred from December 6, 2001. Appeal withdrawn.
- Jose Silva's appeal to decision of HRD Director to reallocate his position from Code Enforcement Inspector II (3939) to Environmental Inspector I (5225). Deferred from December 6, 2001. Appeal withdrawn.
- Michael Johnson's appeal to decision of HRD Director to reallocate his position from Code Enforcement Inspector II (3939) to Environmental Inspector I (5225). Deferred from December 6, 2001. Appeal withdrawn.

12. Presentation by Bill Potter, Airport Department, on personnel policies/procedures and training opportunities for Airport employees, including management employees. Continued from November 1, 2001. Deferred until further notice.
13. Update on Civil Service Reform Task Force recommendations and hiring summary update, including request for the Civil Service Commission's endorsement of HRD's recommendation to the City Council to extend the interim hiring rules for one year, through March 31, 2003. Continued from December 6, 2001. Commission endorsed HRD's recommendation to City Council.
14. Update by HRD on the City's classification-compensation plans and actions. Deferred from December 6, 2001. Russ Strausbaugh reported that HRD activities to date are on schedule.

ORAL PETITIONS

David S. Wall submitted memo dated December 17, 2001 requesting Commission to investigate truthfulness of testimony given by ESD Deputy Director at December 6, 2001 meeting regarding One on One Communication Program. Item to be placed on February 7, 2002 agenda and ESD representative requested to attend.

Bill Pope, President of MEF (Municipal Employees' Federation) clarified his position on the ESD One on One Communication program stating that he is not against the program but only unfamiliar with its process.

Commission Chair Brill noted that the July 2002 meeting falls on July 4, a legal holiday. He announced that the meeting will be canceled, unless any appeals are filed, in which case the meeting will be held at 4:00 p.m. on July 11, 2002.

ADJOURNED at 4:47 p.m.

STUDY SESSION TO BE RESCHEDULED.

**AGENDA
CIVIL SERVICE COMMISSION
STUDY SESSION ON EMPLOYEE DISCIPLINE
JANUARY 3, 2002**

TO BE HELD IMMEDIATELY FOLLOWING THE REGULAR AGENDA

1. Presentation by Employee Relations on the employee disciplinary process, including the Skelly hearing.
2. Oral Petitions
3. Adjourn