



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

4:07 P.M.

ORDER OF BUSINESS

MAY 2, 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 Giovannetti, Hightower, Louie, Young and Brill
Absent: None

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 April 24, 2002 listing complaints about hiring issues and a summary of hiring activity for the period July 8, 2001 through April 13, 2002, was filed.

CONSENT CALENDAR (Cont.)

- Human Resources Department Report dated April 24, 2002 listing the following amendments to the classification plan, was filed.

REALLOCATIONS OF POSITIONS

<u>Pos. #</u>	
12579	Information Systems Analyst (1355) (formerly Telecommunications Specialist (8520)) Airport
7489	Analyst I (1627) (formerly Staff Specialist (1622)) Airport
5286	Sr Construction Inspector (3772) (formerly Associate Engineering Technician (3713)) Airport
6547	Sr Account Clerk (1219) (formerly Account Clerk II (1215)) Airport
9168	Administrative Officer (1646) (formerly Department Training & Safety Administrator (1440)) Airport
12574	Staff Specialist (1622) (formerly Sr Account Clerk (1219)) Airport
3905	Associate Engineering Technician (3713) (formerly Engineering Technician II (3712)) Airport
3087	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) CAE
8088	Sr Analyst (1654) (formerly Analyst II (1632)) CAE
5756	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) CAE
0302	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) Clerk
9040	Analyst I (1627) (formerly Staff Specialist (1623)) DOT
6223	Safety Officer (1262) (formerly Analyst II (1627)) DOT
2437	Sr Construction Inspector (3772) (formerly Sr Engineering Technician (3714)) DOT
2445	Sr Engineering Technician (3714) (formerly Associate Engineering Technician (3713)) DOT
5089	Principal Engineering Technician (3715) (formerly Sr Engineering Technician (3714)) DOT
6170	Principal Office Specialist (1116) (formerly Sr Office Specialist (1135)) ESD
2203	Account Technician (1225) (formerly Principal Account Clerk (1223)) ESD
9057	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) ESD
8125	Sr Account Clerk (1219) (formerly Account Clerk II (1215)) ESD
6988	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) Finance
0186	Sr Account Clerk (1219) (formerly Account Clerk II (1215)) Finance
6073	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) Finance
4490	Sr Account Clerk (1219) (formerly Account Clerk II (1215)) Finance
0452	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) Finance
0213	Principal Office Specialist (1116) (formerly Office Specialist II (1130)) Finance
4829	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) Finance
0175	Accounting Tech (1225) (formerly Sr Account Clerk (1219)) Finance
4685	Sr Account Clerk (1219) (formerly Account Clerk II (1215)) Finance
1492	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) Fire
3034	Facility Attendant (3231) (formerly Custodian (3211)) GS
2996	Sr Facility Attendant (3233) (formerly Sr Custodian (3213)) GS
8325	Network Engineer (1328) (formerly Network Technician II (1326)) GS
3034	Facility Attendant (3231) (formerly Custodian (3211)) GS
2251	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) GS

CONSENT CALENDAR (Cont.)

- Human Resources Department Report dated April 24, 2002 listing the following amendments to the classification plan, was filed.

REALLOCATIONS OF POSITIONS (Cont.)

Pos. #

7432	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) Housing
6634	Senior Accountant (1235) (formerly Accountant II (1233)) Housing
6952	Sr Development Officer (4226) (formerly Development Officer (4222)) Housing
4205	Principal Account Clerk (1223) (formerly Sr Account Clerk (1219)) HR
0440	Sr Analyst (1654) (formerly Analyst II (1632)) HR
0096	Information Systems Analyst (1355) (formerly Sr Systems Applications Programmer (1345)) IT
4967	Sr Office Specialist P/T (1137) (formerly Library Clerk P/T (6214)) Library
3629	Sr Account Clerk (1219) (formerly Account Clerk II (1215)) Library
13246	Sr Library Clerk (6215) (formerly Library Clerk (6213)) Library
13528	Principal Office Specialist (1116) (formerly Sr Library Clerk (6216)) Library
3813	Office Specialist II P/T (1133) (formerly Library Clerk P/T (6214)) Library
3760	Library Assistant (6221) (formerly Sr Library Clerk (6215)) Library
3824	Library Assistant (6221) (formerly Library Clerk (6213)) Library
3605	Principal Account. Clerk (1223) (formerly Sr Account Clerk (1219)) Library
5139	Library Assistant (6221) (formerly Sr Library Clerk (6215)) Library
3622	Library Assistant (6221) (formerly Sr Library Clerk (6215)) Library
7363	Accounting Tech (1225) (formerly Sr Account Clerk (1219)) Manager
7951	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) OED
0344	Principal Office Specialist (1116) (formerly Sr Office Specialist (1135)) PBCE
12285	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) PBCE
12978	Supervisor, Administration (1138) (formerly Principal Office Specialist (1116)) PBCE
12281	Supervisor, Administration (1138) (formerly Principal Office Specialist (1116)) PBCE
6334	Principal Office Specialist (1116) (formerly Sr Office Specialist (1135)) PBCE
13725	Supervisor, Administration (1138) (formerly Principal Office Specialist (1116)) PBCE
2089	Senior Supervisor, Administration (1139) (formerly Staff Specialist (1622)) PBCE
13346	Principal Office Specialist (1116) (formerly Sr Office Specialist (1135)) PBCE
13183	Supervisor, Administration (1138) (formerly Principal Office Specialist (1116)) PBCE
0387	Senior Supervisor, Administration (1139) (formerly Staff Specialist (1622)) PBCE
13074	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) PBCE
6265	Systems Applications Programmer II (1341) (formerly Code Enforcement Inspector II (3939)) PBCE

CONSENT CALENDAR (Cont.)

2. Human Resources Department Report dated April 24, 2002 listing the following amendments to the classification plan, was filed.

REALLOCATIONS OF POSITIONS (Cont.)

Pos. #

7405	Accountant I (1231) (formerly Accounting Tech (1225)) Police
5060	Staff Specialist (1622) (formerly Office Specialist II (1130)) Police
7964	Crime Data Specialist (1187) (formerly Office Specialist II (1130)) Police
0611	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) Police
598	Principal Office Specialist (1116) (formerly Sr Office Specialist (1135)) Police
0472	Sr Account Clerk (1219) (formerly Account Clerk II (1215)) Police
4521	Sr Account Clerk (1219) (formerly Office Specialist II (1130)) Police
0590	Sr Account Clerk (1219) (formerly Account Clerk II (1215)) Police
12333	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) PRNS
6971	Principal Office Specialist (1116) (formerly Sr Office Specialist (1135)) PRNS
12441	Sr Recreation Leader P/T (6111) (formerly Recreation Leader P/T (6109)) PRNS
9222	Sr. Recreation Leader P/T (6111) (formerly Recreation Leader P/T (6108)) PRNS
8427	Youth Outreach Worker II (P/T) (8066) (formerly Recreation Leader P/T (6109)) PRNS
12420	Recreation Programmer Specialist (6122) (formerly Sr Recreation Leader (6110)) PRNS
7208	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) PRNS
12427	Sr Recreation Leader P/T (6111) (formerly Recreation Leader P/T (6109)) PRNS
3115	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) PRNS
7702	Sr Recreation Leader P/T (6111) (formerly Recreation Leader P/T (6109)) PRNS
6063	Sr Recreation Leader P/T (6111) (formerly Recreation Leader P/T (6109)) PRNS
11211	Sr Recreation Leader (6110) (formerly Recreation Leader (6109)) PRNS
5551	Recreation Program Specialist P/T (6123) (formerly Recreation Leader P/T (6109)) PRNS
7825	Sr Recreation Leader P/T (6111) (formerly Recreation Leader P/T (6109)) PRNS
12502	Sr Office Specialist (1135) (formerly Office Specialist II (1130)) PW
6651	Principal Office Specialist (1116) (formerly Secretary (1156)) PW
6220	Staff Specialist (1622) (formerly Secretary (1156)) RDA

The following two reallocations will allow class consolidations to be completed and were not part of the negotiated reallocation process:

Pos. #

7487	Office Specialist II (1130) (formerly Word Micro Processor Oper (1122)) Airport
0421	Administrative Officer (1646) (formerly Workers' Compensation Mgr (1432)) Finance

REVISIONS OF CLASS SPECIFICATIONS

- a. Secretary (1155, 1156, 1157)

END OF CONSENT CALENDAR

3. Hearings to be scheduled:
None.
4. Follow-up item by HRD on the City's classification-compensation plans and actions. Continued from April 4, 2002. HRD noted the reallocation process has been completed with the results reported in Item 2 of the Consent Calendar and indicated that a small number of appeals are still pending.
5. Update on Civil Service Reform Task Force recommendations and hiring summary update. Continued from April 4, 2002. HRD reported on the initiatives for permanent changes to Hiring Rules and presented the completed hiring satisfaction survey and hiring documentation assessment initiatives. Continued to June 6, 2002.
6. Presentation by Bill Potter, Airport Department, on personnel policies/procedures and training opportunities for Airport employees, including management employees. Deferred from January 3, 2002. Bill Potter presented an overview of the Team Development Programs utilized for orientation and training of Airport personnel.

ORAL PETITIONS

None.

ADJOURNED AT 5:06 p.m.