



# 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**

**JULY 11, 2002**

THE CIVIL SERVICE COMMISSION MEETS ON THE FIRST THURSDAY OF EACH MONTH IN THE CITY COUNCIL CHAMBERS, SECOND FLOOR OF CITY HALL.  
**JULY 11, 2002 MEETING WAS HELD IN ROOM 204 OF CITY HALL**

### ROLL CALL

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

### ORDERS OF THE DAY UNANIMOUSLY ADOPTED AS AMENDED

Commission Chair Brill noted the request by David Wall to defer item #5 until August 1, 2002.

### CONSENT CALENDAR UNANIMOUSLY ADOPTED AS AMENDED

HRD (Human Resources Department) noted the correction to Public Works new class title/number on all position reallocations formerly Building Project Specialist I (3845) should be Structure/Landscape Designer I (3858) instead of Architect/Landscape Architect I (3841).

1. Information Only
  - a. Hiring Summary – Memorandum from Human Resources Department (HRD) dated June 26, 2002 listing complaints about hiring issues and a summary of hiring activity for the period July 8, 2001 through June 22, 2002, was filed.
2. Minutes of May 30, 2001, June 7, 2001 and July 31, 2001 were approved.
3. Human Resources Department Report dated June 26, 2002 listing the following amendments to the classification plan, was filed.

## REVISED AND RETITLED CLASS SPECIFICATIONS

From	To
Engineer I (CE) UR (3817)	Engineer I (3817)
Civil Engineer I REG (3812)	Engineer I (Exempt) (3812)
Engineer II (CE) UR (3818)	Engineer II (3818)
Civil Engineer II REG (3813)	Engineer II (Exempt) (3813)
Associate Engineer (CE) UR (3819)	Associate Engineer (3819)
Associate Civil Engineer REG (3814)	Associate Engineer (Exempt) (3814)
Senior Civil Engineer (3815)	Senior Engineer (3815)

## RETITLED CLASS SPECIFICATIONS

From	To
Landscape Architect I (UR) (3858)	Structure/Landscape Designer I (3858)
Architect I (3841)	Architect/Landscape Architect I (3841)
Landscape Architect II (UR) (3842)	Structure/Landscape Designer II (3842)
Architect II (3852)	Architect/Landscape Architect II (3852)
Associate Landscape Architect (UR) (3855)	Associate Structure/Landscape Designer(3855)
Associate Architect (3843)	Associate Architect /Landscape Architect (3843)
Senior Architect (3844)	Senior Architect/Landscape Architect (3844)

## POSITION REALLOCATIONS

Position #	From	To (New Class)	Department
All positions	Landscape Architect I (3857)	Architect/Landscape Architect I (3841)	P/W
All positions	Building Project Specialist I (3845)	<del>Architect/Landscape Architect I (3841)</del> <b>Structure/Landscape Designer I (3858)</b>	PW <b>Corrected</b>
All positions	Building Project Specialist II (3846)	Structure/Landscape Designer II (3842)	PW
All positions	Landscape Architect II (3853)	Architect/Landscape Architect II (3852)	PW, PRNS
All positions	Associate Building Project Specialist (3947)	Associate Structure/Landscape Design (3855)	PW
All positions	Associate Architect (3843)	Associate Architect/Land Architect (3843)	PW, PBCE
All positions	Associate Landscape Architect (3854)	Associate Architect/Land Architect (3843)	PW
All positions	Senior Landscape Architect (3856)	Senior Architect/Landscape Architect (3844)	PW
All positions	Principal Architect (3849)	Division Manager (8074)	PW

**POSITION REALLOCATIONS (Cont.)**

<b>Position #</b>	<b>From</b>	<b>To (New Class)</b>	<b>Department</b>
All positions	Engineer I (EE) UR (3825)	Engineer I (3817)	PW, DOT
All positions	Engineer I (ME) UR (3835)	Engineer I (3817)	PW
All positions	Electrical Engineer I REG (3821)	Engineer I (Exempt) (3812)	PW, DOT
All positions	Mechanical Engineer I (REG) (3831)	Engineer I (Exempt) (3812)	PW
All positions	Engineer II (EE) UR (3826)	Engineer II (3818)	PW
All positions	Engineer II (ME) UR (3836)	Engineer II (3818)	PW
All positions	Fire Protection Engineer Assistant UR (3873)	Engineer II (3818)	Fire
All positions	Electrical Engineer II REG (3822)	Engineer II (Exempt) (3813)	DOT, PW
All positions	Mechanical Engineer II REG (3832)	Engineer II (Exempt) (3813)	PW
All positions	Fire Protection Engineer Assistant (3871)	Engineer II (Exempt) (3813)	Fire
6049, 12380	Associate Plan Check Engineer (3951)	Associate Engineer (3819)	PBCE
All positions	Associate Engineer (EE) UR (3827)	Associate Engineer (3819)	PW, DOT, ESD
All positions	Fire Protection Engineer (UR) (3873)	Associate Engineer (3819)	Fire
All positions	Associate Engineer (ME) UR (3837)	Associate Engineer (3819)	ESD
All positions	Associate Electrical Engineer (3823)	Associate Engineer (Exempt) (3814)	PW, DOT, ESD
All positions	Fire Protection Engineer (3872)	Associate Engineer (Exempt) (3814)	Fire
All positions	Plan Check Engineer (3952)	Associate Engineer (Exempt) (3814)	PBCE
All positions	Associate Mechanical Engineer (3833)	Associate Engineer (Exempt) (3814)	PW
All positions	Associate Sanitary Engineer (5237)	Associate Engineer (Exempt) (3814)	ESD
All positions	Supervising Fire Protection Engineer (8071)	Senior Engineer (3815)	Fire
All positions	Senior Electrical Engineer (3824)	Senior Engineer (3815)	PW, ESD
All positions	Supervising Plan Check Engineer (3956)	Senior Engineer (3815)	PBCE

**POSITION REALLOCATIONS (Cont.)**

<b>Position #</b>	<b>From</b>	<b>To (New Class)</b>	<b>Department</b>
All positions	Senior Sanitary Engineer (5233)	Senior Engineer (3815)	ESD
All positions	Senior Traffic Engineer (3881)	Senior Engineer (3815)	DOT
All positions	Structural Engineer (3878)	Senior Engineer (3815)	PW
All positions	Principal Sanitary Engineer (5234)	Division Manager (8074)	ESD
All positions	Principal Division Manager (3816)	Division Manager (8074)	PW, ESD

**OTHER POSITION REALLOCATIONS**

<b>Position #</b>	<b>From</b>	<b>To (New Class)</b>	<b>Department</b>
12579	Information Systems Analyst (1355)	Program Manager II (8076)	Airport
13116	Staff Specialist (1622)	Staff Technician C (1623)	HR
0464	Supervising Statistic Analyst (1699)	Senior Analyst (1654)	Police
6223	Safety Officer (1262)	Senior Analyst (1654)	DOT

**END OF CONSENT CALENDAR**

4. Hearings to be scheduled:
  - a. Hearing of appeal of dismissal of Stephen Ottens, Painter (3123) was rescheduled for September 16, 2002 and September 17, 2002 at 7:00 p.m. (Scheduled hearing of June 13, 2002 canceled.) Written time waiver filed. (Hopper/Cohn)
5. David S. Wall's request to investigate truthfulness of testimony given by ESD Deputy Director at December 6, 2001 meeting regarding One on One Communication Program. Deferred from March 7, 2002. Deferred to August 1, 2002 per Mr. Wall's request.
6. Update on Civil Service Reform Task Force recommendations and hiring summary update. Continued from June 6, 2002. HRD reported the status of the initiatives for permanent changes to Hiring Rules continuing to move forward with the six-session training for HR liaisons starting July 16, 2002; the initial meeting to formulate the concepts for the employment oversight committee; and noted an updated customer satisfaction survey and assessment of department hiring practices to be completed for the August Commission meeting. Continued to August 1, 2002.

7. Follow up discussion on employee probationary issues. Continued from June 6, 2002. HRD reported their findings relating to employee extensions and terminations during probationary periods noting the compiled data reflects January 2001 through June 2002. The Commission requested HRD provide an updated report for the February 6, 2003 Commission meeting.

#### ORAL PETITIONS

Commission Chair Brill noted the upcoming IPMA International Conference in Ottawa, Canada and asked Commissioners to contact Secretary, Ann Stults if interested in attending.

ADJOURNED at 5:00 p.m.