



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

4:05 P.M.

ORDER OF BUSINESS

SEPTEMBER 5, 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 and Brill
Absent: None
Vacant: One

ORDERS OF THE DAY UNANIMOUSLY ADOPTED AS AMENDED

Commission Chair Brill noted deferral of item #8 until October 3, 2002 as the Directors of Retirement Services and Employee Services were unable to attend. Appellant was notified by phone.

CONSENT CALENDAR UNANIMOUSLY ADOPTED AS AMENDED

Employee Services Department noted a revision to the position reallocation of Administrative Assistant C (1159) to Staff Specialist (1622) should instead be reallocated to Staff Technician (1623).

1. Information Only

- a. Hiring Summary – Memorandum from Employee Services Department dated August 28, 2002 listing complaints about hiring issues and a summary of hiring activity for the period June 7, 2002 through August 17, 2002, was filed.
- b. Tanya Young's letter of resignation from the Civil Service Commission, was filed.

CONSENT CALENDAR (Cont.)

- 2. Minutes of September 25, 2001, October 4, 2001, November 1, 2001, and December 6, 2001 were approved.
- 3. Employee Services Department report dated August 28, 2002 listing the following amendments to the classification plan, was filed.

REVISED CLASS SPECIFICATION

- a. Senior Planner (4124)

POSITION REALLOCATIONS

Position #	From	To	Department
*0243	Administrative Assistant C (1159)	Staff Specialist (1622) Staff Technician (1623)	Finance
0372	Planning Technician (4111)	Geographic Systems Specialist (1383)	PBCE

***REVISED**

END OF CONSENT CALENDAR

- 4. Hearings to be scheduled:
None
- 5. Civil Service Commission Resolution No. 134 commending outgoing Commission Member Tanya C. Young was unanimously adopted.
- 6. Update on Civil Service Reform Task Force recommendations and hiring summary update. (Continued from August 1, 2002). Employee Services Department reported the status of the initiatives for permanent changes to Hiring Rules still on track, presented a membership list of the newly formed Employment Oversight Committee, and provided results of the 2002 Customer Satisfaction Survey and 2002 Assessment of Hiring Practices. Continued to October 3, 2002.
- 7. Discussion regarding Council Salary Setting Commission timeline, vacancies, press release, job description, and application. Commission Chair Brill noted two positions are eligible for appointment, with one incumbent eligible for reappointment.
- 8. Tess McClendon’s request for investigation of substandard management practices of Human Resources and Retirement Services Departments related to her wrongful termination, and request for reinstatement as Accountant I. Deferred to October 3, 2002 per request from Employee Services Department.

9. CEO (Confidential Employees' Organization) President Deborah A. Powell's appeal of disciplinary action without cause of Fran Vader. Appeal withdrawn.

ORAL PETITIONS

None.

ADJOURNED at 4:33 p.m.