



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
Dave Busse

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.

PLEASE NOTE

Items for December 5, 2002 Agenda due by 12:00 Noon on
Monday, November 25, 2002

4:02 P.M. ORDER OF BUSINESS NOVEMBER 7, 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 Busse, Giovannetti, Leon, Hightower and Brill
Absent: None

ORDERS OF THE DAY UNANIMOUSLY ADOPTED

CONSENT CALENDAR UNANIMOUSLY ADOPTED

1. Information Only
 - a. Hiring Summary – Memorandum from Employee Services Department dated September 25, 2002 listing complaints about hiring issues and a summary of hiring activity for the period June 7, 2002 through September 14, 2002, was filed. Deferred from October 3, 2002.

CONSENT CALENDAR (Cont.)

1. Information Only

b. Hiring Summary – Memorandum from Employee Services Department dated October 30, 2002 listing complaints about hiring issues and a summary of hiring activity for the period June 7, 2002 through October 12, 2002, was filed.

2. Minutes of January 3, 2002, February 7, 2002 and March 7, 2002, were approved.

3a. Employee Services Department report dated September 25, 2002 listing the following amendments to the classification plan, was filed. Deferred from October 3, 2002.

REVISED CLASS SPECIFICATIONS

- a. Airport Operations Specialist (3511)
- b. Airport Operations Specialist PT (3512)
- c. Senior Airport Operations Specialist (3514)
- d. Senior Airport Operations Specialist PT (3515)

POSITION REALLOCATIONS

Position #	From	To	Department
00007074	Sr. Communication Service Operator (1178)	Sr. Airport Operations Specialist (3514)	Airport
00007797	Sr. Communication Service Operator (1178)	Sr. Airport Operations Specialist (3514)	Airport
00008308	Sr. Communication Service Operator (1178)	Sr. Airport Operations Specialist (3514)	Airport
00003964	Airport Operations Specialist (3511)	Sr. Airport Operations Specialist (3514)	Airport
00003970	Airport Operations Specialist (3511)	Sr. Airport Operations Specialist (3514)	Airport
00003973	Airport Operations Specialist (3511)	Sr. Airport Operations Specialist (3514)	Airport
00004713	Airport Operations Specialist (3511)	Sr. Airport Operations Specialist (3514)	Airport
00008300	Airport Operations Specialist (3511)	Sr. Airport Operations Specialist (3514)	Airport
00009120	Airport Operations Specialist (3511)	Sr. Airport Operations Specialist (3514)	Airport
00009143	Airport Operations Specialist (3511)	Sr. Airport Operations Specialist (3514)	Airport
00012584	Airport Operations Specialist (3511)	Sr. Airport Operations Specialist (3514)	Airport
00013637	Airport Operations Specialist (3511)	Sr. Airport Operations Specialist (3514)	Airport
00013638	Airport Operations Specialist (3511)	Sr. Airport Operations Specialist (3514)	Airport

POSITION REALLOCATIONS (Cont.)

Position #	From	To	Department
00013639	Airport Operations Specialist (3511)	Sr. Airport Operations Specialist (3514)	Airport
00012623	Airport Operations Specialist (3511)	Sr. Airport Operations Specialist (3514)	Airport

The following reallocation is a result of a significant change to the position’s responsibilities.

00007520	Supervisor of Facilities (3237)	DT Promo & Events Officer (6315)	CAE
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3b. Employee Services Department report dated October 30, 2002 listing the following amendments to the classification plan, was filed.

REVISED CLASS SPECIFICATIONS

- a. Senior Airport Operations Specialist (3514)
- b. Senior Airport Operations Specialist PT (3515)

POSITION REALLOCATIONS

The following reallocations are the result of a change to the positions’ responsibilities:

Position #	From	To	Department
00012745	Office Specialist II (1130) Jennifer Styczynski	Sr. Office Specialist (1135)	PBCE
00007615	Office Specialist II (1130) Stephanie Malvini	Sr. Office Specialist (1135)	PBCE

The following reallocations are the result of adding the curbside traffic control duties to the Sr. Airport Operations Specialist classification. Senior Parking Control Officers currently performing those duties and are being reallocated to Sr. Airport Operations Specialist.

Position #	From	To	Department
00008324	Sr. Parking Control Officer (2453) Jose Guerrero	Sr. Airport Operations Specialist (3514)	Airport
00008326	Sr. Parking Control Officer (2453) Louise Lee	Sr. Airport Operations Specialist (3514)	Airport
00013930	Sr. Parking Control Officer (2453) Valerie Timoteo	Sr. Airport Operations Specialist (3514)	Airport
00008309	Sr. Parking Control Officer (2453) Manuel Bettencourt	Sr. Airport Operations Specialist (3514)	Airport

END OF CONSENT CALENDAR

4. Hearings to be scheduled:
None
5. 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 from September 5, 2002 and October 3, 2002. Commission declined to investigate.
6. Resolution No. 135 extending the probationary period to one year for Police Data Specialist I (1181) was unanimously adopted amending Resolution No. 133. (Requested by Police Chief Lansdowne) Deferred from October 3, 2002.
7. Update on Civil Service Reform Task Force recommendations and hiring summary update. Continued from September 5, 2002 and October 3, 2002. Employee Services reported productive meet and confer sessions with City bargaining groups should facilitate completed side letters by January 2003 for Commission review and endorsement. Continued to December 5, 2002.
8. Discussion regarding the scheduling, subject matter, and funding for a Civil Service Commission retreat. Deferred from October 3, 2002. Retreat scheduling to be revisited at January 2, 2003 meeting in consideration of newly appointed Commissioner and full Commission calendars.
9. Discussion on upcoming appointments to the Council Salary Setting Commission. Deferred from October 3, 2002. Interview of the six applicants is scheduled for December 5, 2002 at 7:00 p.m.

ORAL PETITIONS

None.

ADJOURNED at 5:14 p.m.