



CITY OF SAN JOSÉ, CALIFORNIA

801 North First Street, Room 116
San José, California 95110
Telephone (408) 277-4429
FAX (408) 277-3285

CIVIL SERVICE COMMISSION

Bill Brill, Chair
Sharon L. Hightower, Vice Chair
Dave Busse
Richard J. Giovannetti
Leon Louie

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 February 6, 2003

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, Louie and Brill
Absent: Commissioner Hightower

ORDERS OF THE DAY UNANIMOUSLY ADOPTED AS AMENDED

Commission Chair Brill noted a correction to the wording on the Addendum for Item 7 to read "Recommendation to the City Council of a member of the Civil Service Commission to be appointed to the Federated City Employees' Retirement System Board of Administration (FCERS)."

CONSENT CALENDAR UNANIMOUSLY ADOPTED AS AMENDED

At the request of MEF President Bill Pope, the revised and retitled classification specification of Community Services Aide PT (6017) on Employee Services' report dated January 29, 2003 was removed from the Consent Calendar for discussion.

1. Information Only

- a. Hiring Summary – Memorandum from Employee Services Department (ES) dated January 29, 2003 listing complaints about hiring issues and a summary of hiring activity for the period June 7, 2002 through January 18, 2002, was filed.

2. Minutes of September 16, 2002, October 3, 2002, November 7, 2002, and December 5, 2002 were approved.
3. Employee Services Department report dated January 29, 2003 listing the following amendments to the classification plan was filed, with the exception of the revised and retitled classification of Community Services Aide PT (6017), which was continued to March 6, 2003.

REVISED AND RETITLED CLASS SPECIFICATIONS

- a. Community Services Aide PT (6017) (Formerly titled Recreation Aide PT) **Continued to 3/6/03**

REVISED CLASS SPECIFICATIONS

- a. Architect/Landscape Architect I (3841)
- b. Architect/Landscape Architect II (3852)
- c. Associate Architect/Landscape Architect (3843)
- d. Associate Structure/Landscape Designer (3855)
- e. Senior Architect/Landscape Architect (3844)
- f. Structure/Landscape Designer I (3858)
- g. Structure/Landscape Designer II (3842)
- h. Public Safety Dispatcher II FT (8514) & PT (8534)

DELETED CLASSIFICATIONS

Job Code	Title	Job Code	Title
1424	Affirmative Action Coord	1669	Dir Mktg & Pub Info U
4131	Airport Planner	1420	Disability Access Coord
6244	Assist City Librarian U	3821	Electrical Engineer I Reg
1667	Assist Marketing Officer U	3822	Electrical Engineer II Reg
3837	Assoc Engineer (ME) UR	3825	Engineer I (EE) UR
3827	Assoc Engineer (EE) UR	3835	Engineer I (ME) UR
3854	Assoc Landscape Arch	3826	Engineer II (EE) UR
3833	Assoc Mechanical Engineer	3836	Engineer II (ME) UR
3951	Assoc Plan Ck Engineer	3873	Fire Protec Engineer UR
3957	Assoc Plan Ck Engineer UR	3872	Fire Protect Engineer
5238	Assoc Sanitary Engr UR	3871	Fire Protect Engr Assist
5239	Assoc Sanitary Engr UR PT	3877	Fire Protect Engr Asst UR
3845	Building Proj Spec I	8014	Fund Develop Spec U FT
3846	Building Proj Spec II	8016	Fund Develop Spec U PT
3223	Building Trades Supt	1639	Grants Mgmt Officer U
3221	Building Trades Supvr	3987	Housing Development Admin
3914	Chief Bldg Const Insp	1263	Insurance Assistant
3934	Chief Electrical Insp	3857	Landscape Architect I
3953	Chief Plan Check Engineer	2190	Law Clerk (SII)
3924	Chief Plumb/Mech Insp	2126	Legal Assistant I
2198	Chief Trial Atty (SII)	2128	Legal Assistant I PT
3420	Community Garden Coord PT	2119	Legal Assistant II
1619	Contract Compl Spec PT	2118	Legal Assistant II PT
1440	Dept Trng & Safety Admin	2121	Legal Services Admin SII
2191	Deputy City Attorney SII	7232	Librarian I Specialist PT
2192	Deputy City Attorney SII	7234	Librarian II Speclist PT
2151	Deputy City Attorney U 2	7222	Library Assistant Spec PT
1422	Deputy Dir Human Res U	3324	Motorcycle Mechanic
3444	Deputy Dir Pk Rec Ng Sv U	8010	Municipal Health Proj Off

DELETED CLASSIFICATIONS (Cont.)

Job Code	Title	Job Code	Title
8126	Office Automation Spec	1633	Staff Analyst II U
8351	Permit Center Manager	3878	Structural Engineer
4116	Planning Trainee PT	8071	Supervg Fire Prot Engr
3816	Prin Division Manager	3956	Supervg Plan Check Eng
5234	Prin Sanitary Engineer	3922	Supervg Plumb/Mech Insp
1262	Safety Officer	1699	Supervg Statistic Analyst
5236	Sanitary Engineer UR PT	8520	Telecommunication Spec
2195	Senr Deputy City Atty SII	7113	Therapeutic Specialist PT
2152	Senr Deputy City Atty U 1	7131	Therapeutic Supervisor PT
1239	Senr Edp Auditor U	3895	Water Pol Cntl Plnt Mgr U
3856	Senr Landscape Architect	8122	Word/micro Proc Oper C
3834	Senr Mechanical Engineer	1123	Word/micro Proc Oper PT
3881	Senr Traffic Engineer	8068	Youth Outreach Specialist (PT)

END OF CONSENT CALENDAR

- 3a. Revised and retitled class specification of Community Services Aide PT (6017) formerly titled Recreation Aide PT – Removed from Employee Services report dated January 29, 2003 on the Consent Calendar. This item was discussed and continued to March 6, 2003 for action by Commission on request to investigate.
4. Hearings to be scheduled:
 - a. Hearing of appeal of suspension of Judith Harsany, Public Safety Dispatcher I (8515) was scheduled for March 4, 2003 at 6:30 p.m. Written time waiver filed. (Donnelly/Dittes)
 - b. Hearing of appeal of suspension of Oscar Peterson, Facility Attendant was scheduled for April 10, 2003 at 6:30 p.m. Verbal time waiver filed. (Winchester/Silver)
5. Update on Civil Service Reform Task Force recommendations and hiring summary update. Employee Services reported continuing dialogue with labor organizations with an anticipated recommendation to be presented to the Commission on March 6, 2003. Item continued to March 6, 2003.
6. Memorandum from Assistant City Clerk Nancy Alford requesting funds for City Council Salary Setting Commission to update salary survey and provide for miscellaneous Commission expenses was approved.
7. Recommendation to the City Council of a member of the Civil Service Commission to be appointed to the Federated City Employees' Retirement System Board of Administration (FCERS). Commission recommended Commission Member Dave Busse for appointment to the Federated City Employees' Retirement System Board of Administration (FCERS).

ORAL PETITIONS

Acting Employee Services Director Kay Winer announced the appointment of Mark Danaj to the position of Director of Employee Services effective February 10, 2003.

ADJOURNED at 5:26 p.m.