



CITY OF SAN JOSÉ, CALIFORNIA

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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.

Please Note:
Due to Thanksgiving Holiday
Agenda Deadline - Monday, November 24, 2003 at 12:00 Noon

4:00 p.m. Council Chambers – Room 205 November 6, 2003

THE CIVIL SERVICE COMMISSION MEETS ON THE FIRST THURSDAY OF EACH MONTH IN THE CITY COUNCIL CHAMBERS, SECOND FLOOR OF CITY HALL

ORDER OF BUSINESS

ROLL CALL

Present: Commissioners Busse, Giovannetti, Hightower, Louie and Brill
Absent: None

ORDERS OF THE DAY UNANIMOUSLY ADOPTED AS AMENDED

Chair Brill noted that Item #6, Karl E. Fredstrom's appeal to permanent disqualification as an applicant for position of Police Officer Recruit was withdrawn by the appellant.

CONSENT CALENDAR UNANIMOUSLY ADOPTED AS AMENDED

Employee Services Deputy Director Russ Strausbaugh filed a memorandum dated November 6, 2003, to remove Item #3b(1), revision of the Facility Repair Worker (3238) class specification, with the intention of re-submitting at a future Commission meeting.

CONSENT CALENDAR (Cont.)

1. Information Only
 - a. Hiring Summary – Memorandum from Employee Services Department (ES) dated October 29, 2003 listing complaints about hiring issues and a summary of hiring activity for the period July 6, 2003 through October 11, 2003, was filed.
2. Minutes of September 23, 2003 and October 2, 2003 were approved.
3. Employee Services Report dated October 29, 2003 listing the following amendments to the classification plan, was filed.

a. New Class Specifications

- 1) Investigator Collector II (1273)
- 2) Animal Shelter Veterinarian (3255)
- 3) Events Coordinator I (6330) and Events Coordinator I PT (6340)
- 4) Section Manager, CAE (1641)

b. Revisions/Retitles of Class Specifications

- 1) ~~Facility Repair Worker (3238)~~ **Removed (to be re-submitted at a later date)**
- 2) Planning Technician (4111) and Planning Technician PT (4112)
- 3) Planner I (4121)
- 4) Planner II (4122) and Planner II PT (4123)
- 5) Senior Planner (4124)
- 6) Investigator Collector I (1272) (Formerly titled Investigator Collector)
- 7) Operations Manager (3776)
- 8) Events Coordinator II (6332) and PT (6333) (Formerly titled Events Coordinator)
- 9) Sr. Events Coordinator (6336)
- 10) Sr. Arts Programs Coordinator (6313) (Formerly titled Arts Program Officer)
- 11) Arts Programs Coordinator (6311)

c. Reallocation of Positions

Position #	From (Current Class)	To (New Class)	Dept.
00007520	Downtown Prom & Events Officer (6315)	Sr. Events Coordinator (6336)	CAE
00007740	Downtown Prom & Events Officer (6315)	Sr. Events Coordinator (6336)	CAE
00007739	Downtown Prom & Events Dir (6314)	Section Manager, CAE (1641)	CAE
00007193	Event & Technical Services Supv (6341)	Section Manager, CAE (1641)	CAE
00003066	Arts Program Director (6312)	Section Manager, CAE (1641)	CAE
00013221	Arts Program Director (6312)	Section Manager, CAE (1641)	CAE

Position #	From (Current Class)	To (New Class)	Dept.
00009051	Principal Construction Inspector (3773)	Operations Manager (3776)	DOT

Position #	From (Current Class)	To (New Class)	Dept.
00005368	Senior Analyst (1654)	Administrative Officer (1646)	ESD

CONSENT CALENDAR (Cont.)

d. Deletion of Job Classifications

- 1) Associate Building Project Specialist (3847)
- 2) Associate Electrical Engineer (3823)
- 3) Associate Sanitary Engineer (5237)
- 4) Deputy Director (1644)
- 5) Deputy Director Public Works (3863)
- 6) Librarian I Specialist (7231)
- 7) Librarian II Specialist (7233)
- 8) Plan Check Engineer (3952)
- 9) Planning Intern PT (4117)
- 10) Research Attorney SII (2117)
- 11) Senior Electrical Engineer (3824)
- 12) Senior Sanitary Engineer (5233)
- 13) Chief of Operations & Maintenance (6339)
- 14) Library Assistant Specialist (7221)
- 15) Downtown Promotion & Events Officer (6315)
- 16) Downtown Promotion & Events Director (6314)
- 17) Arts Program Director (6312)
- 18) Event & Technical Services Supervisor (6341)

END OF CONSENT CALENDAR

4. Hearings to be scheduled:
None.
5. Kevin P. Wood's appeal to permanent disqualification as an applicant for position of Police Officer Recruit. **Appeal of permanent disqualification denied by the Commission.**
6. Karl E. Fredstrom's appeal to permanent disqualification as an applicant for position of Police Officer Recruit. **Appeal withdrawn by appellant.**
7. Camille Hooks' appeal to permanent disqualification as an applicant for position of Police Officer Recruit. **Appeal of permanent disqualification denied by the Commission.**
8. Monthly verbal report of the Employment Oversight Committee (EOC). **Employee Services Deputy Director Russ Strausbaugh reported issues discussed at two EOC meetings and an additional special meeting held since the last Commission meeting included: 1) review of hiring activity with special attention to external hiring; 2) identification of specific hires which the EOC would like an audit performed to insure proper hiring procedures are being followed by departments; and 3) review of employee complaints received.**

ORAL PETITIONS

Chair Brill noted the January 2004 Commission meeting is a City holiday and requested an item be placed on the December agenda to discuss the possibility of cancellation or postponement until mid-January.

Chair Brill requested Senior Deputy Attorney Norm Sato review the staggering mechanism in place for Civil Service Commission member terms in light of the simultaneous term expirations of three Commissioners.

ADJOURNED at 5:10 p.m.