



# 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 for the December 2, 2004 Meeting  
is Monday, November 22, 2004 - 12:00 Noon**

**4:00 p.m. Council Chambers – Room 205 November 4, 2004**

## ORDER OF BUSINESS

### ROLL CALL

Present: Commissioners Hightower, Louie and Brill  
Absent: Commissioners Busse, Giovannetti

### ORDERS OF THE DAY UNANIMOUSLY ADOPTED

### CONSENT CALENDAR UNANIMOUSLY ADOPTED

1. Information Only
  - a. Hiring Summary – Memorandum from Employee Services Department (ES) dated October 27, 2004 listing complaints about hiring issues and a summary of hiring activity for the period July 4, 2004 through October 9, 2004, was filed.
2. Department of General Services surplus procedures update report was filed.

**END OF CONSENT CALENDAR**

3. Hearings scheduled:
  - a. The appeal of dismissal of Victor De La Cerda, Maintenance Worker II (3114) was scheduled for January 13, 2004 at 6:30 p.m. Scheduling deferred from August 5, 2004 and October 7, 2004. Presiding Officer Hightower requested that both parties participate in a prehearing telephone conference with her one week prior to the hearing. (Dodson/De La Cerda)
  - b. The appeal of suspension of Christopher Drew, Police Officer (2215) was withdrawn due to appellant's decision to pursue arbitration. Scheduling deferred from October 7, 2004. (Smyth-Mendoza/Brown)
  - c. The appeal of suspension of William Gonzales, Police Officer (2215) was scheduled for January 31, February 1, and 2, 2004 at 6:30 p.m. Scheduling deferred from October 7, 2004. Presiding Officer Hightower requested that both parties participate in a prehearing telephone conference with her one week prior to the hearing. (Churchill/Luca)
  - d. The appeal of suspension of James Reinhardt, Animal Services Officer (3252) was scheduled for January 24, 2004 at 6:30 p.m. Last day to hear without waiver: 11/28/04. Appellant agreed to provide written time waiver. Presiding Officer Hightower requested that both parties participate in a prehearing telephone conference with her one week prior to the hearing. (Employee Relations/Reinhardt)
  - e. The appeal of demotion of Betty Keith, Recreation Superintendent (3129) was scheduled for January 3 and 4, 2004 at 6:30 p.m. Hearing of October 27, 2004 canceled. Presiding Officer Hightower requested that Mr. Hopper and the appellant's counsel participate in a prehearing telephone conference with her one week prior to the hearing. (Hopper/Cohn)
4. Employee Services Library Aide Classification follow up report. Employee Services Deputy Director Russ Strausbaugh briefly highlighted portions of the report and stated that the creation of this classification has been an invaluable addition to library operations.
5. Discussion regarding upcoming City Council Salary Setting Commission appointments effective January 1, 2005. The Commission directed the secretary to send correspondence to the ten applicants scheduling interviews on December 2, 2004 beginning at 6:30 p.m.
6. Monthly verbal report of the Employment Oversight Committee (EOC). There was no report given as there was no meeting held this past month.

#### **ORAL PETITIONS**

There was none.

**ADJOURNED** at 4:24 p.m.