



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.

**Agenda Closing 12:00 Noon Wednesday
Eight Days before Commission Meeting**

4:00 p.m. Council Chambers – Room 205 April 7, 2005

ORDER OF BUSINESS

ROLL CALL

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

ORDERS OF THE DAY UNANIMOUSLY ADOPTED

CONSENT CALENDAR UNANIMOUSLY ADOPTED AS AMENDED

Employee Services Administrative Manager Sarah Nunes noted that OE3 had filed a request to remove items #2 b (4) (5) and (6) from the agenda, stating that Employee Services had no objection to the request and would bring these items back to the Commission at a later date.

1. Information Only
 - a. Hiring Summary – Memorandum from Employee Services Department (ES) dated March 30, 2005 listing complaints about hiring issues and a summary of hiring activity for the period July 4, 2004 through February 26, 2005, was filed.
2. Employee Services Report dated March 30, 2005 listing the following amendments to the classification plan was filed with the exception of items #2 b (4) (5) and (6).

CONSENT CALENDAR (Cont.)

2. Employee Services Report dated March 30, 2005 (Cont.)

a. New Class Specifications

- 1) Sr. Instrument Control Technician (3763)
- 2) Animal Shelter Coordinator (3258)
- 3) Animal Behaviorist (3259)

b. Revisions of Class Specifications

- 1) Animal Care Attendant (3258) and PT (3257) (formerly titled Kennel Attendant (3258) and PT (3257))
- 2) Instrument Control Technician (3761)
- 3) Instrument Control Supervisor (3762)
- ~~4) Parking & Traffic Control Officer (2451) and PT (2452) (formerly titled Parking Control Officer)~~
- ~~5) Sr. Parking & Traffic Control Officer (2453) (formerly titled Sr. Parking Control Officer)~~
- ~~6) Parking & Traffic Control Supervisor (2455) (formerly titled Parking Control Supervisor)~~
- 7) Sanitary Engineer (5232) and PT (5231)
- 8) Contract Compliance Assistant (1616)
- 9) Contract Compliance Coordinator (1617)
- 10) Contract compliance Specialist (1618)

c. Reclassification of Positions

| <u>Position #</u> | <u>From (Current Class)</u> | <u>To (New Class)</u> | <u>Dept.</u> |
|-------------------|-----------------------------|------------------------------------|--------------|
| 00006732 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | DOT |
| 00002293 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00005815 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | Fire |
| 00013952 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00013665 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | DOT |
| 00005714 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PBCE |
| 00002301 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00004548 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00002299 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00007479 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | ESD |
| 00014235 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00006083 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | DOT |
| 00013669 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | DOT |
| 00005517 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00002383 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00006613 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | DOT |

| <u>Position #</u> | <u>From (Current Class)</u> | <u>To (New Class)</u> | <u>Dept.</u> |
|-------------------|-----------------------------|------------------------------------|--------------|
| 00013911 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00013589 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | ESD |
| 00002291 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00002289 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | DOT |
| 00013209 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00002307 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00001522 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | Fire |
| 00007663 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | ESD |
| 00013530 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | ESD |
| 00002304 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00013661 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | DOT |
| 00007786 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00007036 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | DOT |
| 00001561 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | Fire |
| 00012312 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PW |
| 00006746 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | ESD |
| 00006049 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | PBCE |
| 00007601 | Associate Engineer (3819) | Associate Engineer (3814) (Exempt) | ESD |
| 00005797 | Engineer I (3817) | Engineer I (3812) (Exempt) | ESD |
| 00003902 | Engineer II (3818) | Engineer II (3813) (Exempt) | Airport |
| 00012620 | Engineer II (3818) | Engineer II (3813) (Exempt) | Airport |
| 00006522 | Engineer II (3818) | Engineer II (3813) (Exempt) | DOT |
| 00002318 | Engineer II (3818) | Engineer II (3813) (Exempt) | DOT |
| 00007092 | Engineer II (3818) | Engineer II (3813) (Exempt) | DOT |
| 00002417 | Engineer II (3818) | Engineer II (3813) (Exempt) | DOT |
| 00012122 | Engineer II (3818) | Engineer II (3813) (Exempt) | DOT |
| 00013664 | Engineer II (3818) | Engineer II (3813) (Exempt) | DOT |
| 00012838 | Engineer II (3818) | Engineer II (3813) (Exempt) | DOT |
| 00006661 | Engineer II (3818) | Engineer II (3813) (Exempt) | DOT |
| 00007091 | Engineer II (3818) | Engineer II (3813) (Exempt) | DOT |
| 00007719 | Engineer II (3818) | Engineer II (3813) (Exempt) | DOT |
| 00007942 | Engineer II (3818) | Engineer II (3813) (Exempt) | DOT |
| 00002312 | Engineer II (3818) | Engineer II (3813) (Exempt) | DOT |
| 00013104 | Engineer II (3818) | Engineer II (3813) (Exempt) | DOT |
| 00012040 | Engineer II (3818) | Engineer II (3813) (Exempt) | DOT |
| 00014460 | Engineer II (3818) | Engineer II (3813) (Exempt) | ESD |
| 00013231 | Engineer II (3818) | Engineer II (3813) (Exempt) | Fire |
| 00013230 | Engineer II (3818) | Engineer II (3813) (Exempt) | Fire |
| 00007446 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00013498 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00012849 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00007787 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00002314 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00007442 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00002313 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00002315 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |

| <u>Position #</u> | <u>From (Current Class)</u> | <u>To (New Class)</u> | <u>Dept.</u> |
|-------------------|-----------------------------|-----------------------------------|--------------|
| 00012882 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00012532 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00005801 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00007171 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00013951 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00004957 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00007169 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00012850 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00013549 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00002327 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00012883 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00007448 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00002311 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00002320 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00006019 | Engineer II (3818) | Engineer II (3813) (Exempt) | PW |
| 00007752 | Sanitary Engineer UR (5235) | Sanitary Engineer (5232) (Exempt) | ESD |
| 00007668 | Sanitary Engineer UR (5235) | Sanitary Engineer (5232) (Exempt) | ESD |

- Minutes of March 3, 2005, were approved.

END OF CONSENT CALENDAR

- Hearings to be scheduled:

None.

- Monthly verbal report of the Employment Oversight Committee (EOC).
Employee Services Administrative Manager Sarah Nunes reported that the Committee had discussed: 1) External job announcements, hiring activity and complaints filed and 2) Changes to the Standard Operating Procedures which incorporated the new policy on nepotism issued by Employee Relations.

ORAL PETITIONS

There were none.

ADJOURNED at to May 2, 2005 at 6:30 p.m. to hear the appeal of suspension of William Gonzales, Police Officer (2215). (Churchill/Luca)

Hearing Officer Hightower reminded the Commissioners that the Gonzales hearing was scheduled for 3 evenings: May 2, 3 and 4, 2005.