



CITY OF SAN JOSE, CALIFORNIA

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CIVIL SERVICE COMMISSION

Bill Brill, Chair
Sharon L. Hightower, Vice Chair
Dave Busse
Cynthia Cobb
Peter Soulé

Minutes of the Commission January 7, 2008

The Civil Service Commission of the City of San José convened in special session on January 7, 2008, in the City Council Chambers of San José City Hall at 5:08 p.m.

1 ROLL CALL

Present: Commissioners Busse, Cobb, Hightower, Soulé and Brill
Absent: None

2. PRESENTATION BY THE CITY ATTORNEY'S OFFICE

Senior Deputy City Attorney Susan Devencenzi summarized key provisions of the San José City Charter and Municipal Code. She also gave an overview of the matters that the Civil Service Commission hears and stated that the City Attorney's Office represents the City in disciplinary hearings. Chief Deputy City Attorney Norm Sato presented an overview of City policies regarding ethics, conflicts of interest, gifts, outside work, and travel. Senior Deputy City Attorney Devencenzi provided presentation on the Brown Act. Questions followed.

3. PRESENTATION BY THE HUMAN RESOURCES DEPARTMENT

Human Resources Administrative Manager Sarah Nunes presented an overview of the City's hiring practices, and summarized the classification and reallocation process.

4. PRESENTATION BY THE OFFICE OF EMPLOYEE RELATIONS

Office of Employee Relations Director Alex Gurza presented an overview of key City policies, the discipline procedure, and the types of hearings the Commission hears and provided information on the City's Bargaining Units.

City Employee Brad Imamura commented on the discipline process.

5. OVERVIEW OF THE HEARING PROCESS

Presiding Officer Sharon Hightower presented an overview on the hearing process and stated that the Commission only needs a preponderous of evidence for making a decision.

City Clerk Lee Price thanked the Commission and City staff for attending the meeting.

ADJOURN

The meeting adjourned at 7:03 p.m.

BILL BRILL, CHAIR

ATTEST:
CIVIL SERVICE COMMISSION
LEE PRICE, MMC, SECRETARY

Michelle Radcliffe, Deputy Secretary