



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 February 7, 2008

The Civil Service Commission of the City of San José convened in regular session on February 7, 2008, in the City Council Chambers of San José City Hall at 4:06 p.m.

ROLL CALL

Present: Commissioners Busse, Hightower, Soulé and Brill
Absent: Commissioner Cobb

ORDERS OF THE DAY

By motion unanimously adopted, the Orders of the Day were approved.

CONSENT CALENDAR

By motion unanimously adopted, the Consent Calendar was approved.

1. Information Only

- a. Hiring Summary – Memorandum from Human Resources dated January 30, 2008, listing complaints about hiring issues and a summary of hiring activity for the period July 1, 2007, through January 12, 2008, was filed.

2. Human Resources Report dated January 30, 2008, listing the following amendments to the classification plan was filed.
 - a. Reallocations of Positions

| Position # | From (Current Class) | To (New Class) | Dept. |
|-------------------|----------------------------------|----------------------------------|--------------|
| 00000190 | Account Clerk II (1215) | Senr Account Clerk (1219) | Finance |
| 00000191 | Account Clerk II (1215) | Senr Account Clerk (1219) | Finance |
| 00000216 | Account Clerk II (1215) | Senr Account Clerk (1219) | Finance |
| 00008014 | Account Clerk II (1215) | Senr Account Clerk (1219) | Finance |
| 00009167 | Account Clerk II (1215) | Senr Account Clerk (1219) | LIB |
| 00005378 | Accountant II (1233) | Senr Accountant (1235) | ESD |
| 00000466 | Accountant II (1233) | Senr Accountant (1235) | PD |
| 00000169 | Accounting Tech (1225) | Accountant I (1231) | Finance |
| 00002198 | Accounting Tech (1225) | Accountant I (1231) | PW |
| 00000287 | Administrative Assist C (1159) | Staff Technician (1623) | CLERK |
| 00000300 | Administrative Assist C (1159) | Staff Technician (1623) | CLERK |
| 00014861 | Building Maint Supt (3226) | Building Management Admin (3228) | CAE |
| 00014860 | Building Maint Supt (3226) | Building Management Admin (3228) | CAE |
| 00013507 | Engineering Technician II (3712) | Assoc Engineering Tech (3713) | DOT |
| 00008024 | Prin Office Specialist (1116) | Staff Specialist (1622) | IT |
| 00014849 | Recreation Leader PT (6109) | Senr Office Specialist PT (1137) | PRNS |
| 00013326 | Recreation Supervisor (7124) | Parks Facilities Supvr (7122) | PRNS |
| 00015629 | Senr Analyst (1654) | Program Manager I (8073) | HR |
| 00013405 | Senr Analyst (1654) | Program Manager I (8073) | PRNS |
| 00000302 | Senior Office Specialist | Legislative Secretary (8042) | CLERK |
| 00007701 | Senr Recr Leader PT (6111) | Recreation Specialist PT (6115) | PRNS |
| 00003190 | Park Maint Repair Wkr II | Senior Maintenance Worker | PRNS |
| 00005550 | Park Maint Repair Wkr II | Senior Maintenance Worker | PRNS |

3. The following minutes were approved:

- a. December 6, 2007
- b. January 7, 2008

END OF CONSENT CALENDAR

4. The following hearings were scheduled:

- a. Rescheduling the appeal of discipline of Police Officer, Case No. 07-15 was taken off the calendar. (Smyth-Mendoza/Peterson)
- b. Rescheduling the appeal of discipline of Police Officer, Case No. 07-16 was taken off the calendar. (Smyth-Mendoza/Peterson)

- c. Rescheduling the appeal of discipline of Police Officer, Case No. 07-22 was scheduled for April 14 – 16, 2008 at 6:30 p.m. Written time waiver filed. (Hopper/Peterson)

Deputy City Attorney Brian Hopper, appearing on behalf of the City, and Larry Peterson, appearing on behalf of the appellant, were present. Hearing Officer Hightower advised that both parties participate in a prehearing conference with her two weeks prior to the hearing date, be prepared to discuss issues, witnesses and have already exchanged documents.

- d. Rescheduling the appeal of discipline of Police Officer, Case No. 07-37 was scheduled for April 28 – 30, 2008 at 6:30 p.m. Written time waiver filed. (Hopper/Peterson)

Deputy City Attorney Brian Hopper, appearing on behalf of the City, and Larry Peterson, appearing on behalf of the appellant, were present. Hearing Officer Hightower advised that both parties participate in a prehearing conference with her one week prior to the hearing date, be prepared to discuss issues, witnesses and have already exchanged documents.

5. Update on the Sunshine Reform Task Force (SRTF) Phase I Recommendations.

Senior Deputy City Attorney Susan Devencenzi provided an update on the SRTF Phase I Recommendations and stated that the exceptions to the Civil Service Commission will be brought back to the Rules and Open Government Committee for discussion in late March.

ORAL PETITIONS

There were none.

ADJOURN

The meeting adjourned at 4:19 p.m. to February 7, 2008, at 6:30 p.m. to hear the appeal of one-step salary reduction of Felipe Juarez, Library Clerk (6213). (Acree/Nishigaya)

BILL BRILL, CHAIR

ATTEST:
CIVIL SERVICE COMMISSION
LEE PRICE, MMC, SECRETARY

Michelle Radcliffe, Deputy Secretary