



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 March 6, 2008

The Civil Service Commission of the City of San José convened in regular session on March 6, 2008, in the City Council Chambers of San José City Hall at 4:02 p.m.

ROLL CALL

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

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 February 27, 2008, listing complaints about hiring issues and a summary of hiring activity for the period July 2, 2007, through February 9, 2008, was filed.

2. Human Resources Report dated February 27, 2008, listing the following amendments to the classification plan was filed.

- a. Reallocations of Positions

Position#	From (Current Class)	To (#New Class)	Dept.
00007363	Accounting Tech (1225)	Analyst I C (1627)	CMO
00002203	Accounting Tech (1225)	Analyst I C (1627)	IT
00013142	Analyst II C (1632)	Senior Analyst (1654)	PRNS
00008020	Office Specialist II (1130)	Senior Account Clerk (1219)	Finance
00009102	Office Specialist II (1130)	Senior Account Clerk (1219)	Finance
00014324	Office Specialist II (1130)	Senior Office Specialist (1135)	PBCE
00000213	Principal Office Specialist (1116)	Accounting Tech (1225)	Finance
00000176	Senior Account Clerk (1219)	Accounting Tech (1225)	Finance
00000180	Senior Account Clerk (1219)	Principal Account Clerk (1223)	Finance
00014273	Senior Account Clerk (1219)	Principal Account Clerk (1223)	Finance
00004685	Senior Account Clerk (1219)	Principal Account Clerk (1223)	Finance
00000181	Senior Account Clerk (1219)	Principal Account Clerk (1223)	Finance
00000453	Senior Account Clerk (1219)	Principal Account Clerk (1223)	HR
00000178	Senior Account Clerk (1219)	Principal Account Clerk (1223)	Finance
00012281	Supervisor, Administration (1138)	Senior Supervisor, Administration (1139)	PBCE
00013183	Supervisor, Administration (1138)	Senior Supervisor, Administration (1139)	PBCE

3. The following minutes were approved:

- a. February 7, 2008 (regular meeting)
 - b. February 7, 2008 (hearing)

END OF CONSENT CALENDAR

4. The following hearings were scheduled:

No hearings to be scheduled.

5. Quarterly verbal report of the Employment Oversight Committee (EOC).

Human Resources Administrative Manager Sarah Nunes stated that the Employment Oversight Committee reviewed current and year-to-date hiring activity. Ms. Nunes stated that the Committee currently has a number of new members and is providing training to new members on the reallocation process and layoff procedures.

6. Adjourn to Closed Session in Council Chambers Conference Room in Room W133 pursuant to Government Code Section 54957: CANCELED

- Police Officer appeal of denial of Outside Work Permit

7. Reconvene to Regular Session in City Council Chambers – CANCELLED

ORAL PETITIONS

Chair Brill presented Senior Deputy City Attorney Susan Devencenzi with a commendation for her years of service with the Commission.

ADJOURN

The meeting adjourned at 4:12 p.m. to April 3, 2008 at 4:00 p.m.

BILL BRILL, CHAIR

**ATTEST:
CIVIL SERVICE COMMISSION
LEE PRICE, MMC, SECRETARY**

Michelle Radcliffe, Deputy Secretary