

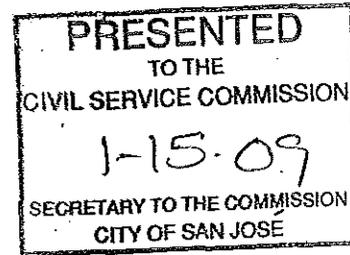


CITY OF SAN JOSE, CALIFORNIA

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CIVIL SERVICE COMMISSION

Bill Brill, Chair
Sharon L. Hightower, Vice Chair
Dave Busse
Peter Soulé
Jon Fitch



Minutes of the Commission December 4, 2008

The Civil Service Commission of the City of San José convened in regular session on December 4, 2008, in the City Council Chambers of San José City Hall at approximately 4:10 p.m.

ROLL CALL

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

1. Oath of Office for re-appointed commissioner

City Clerk Lee Price administered the Oath of Office to Sharon Hightower.

2. Election of Chair and Vice Chair.

Upon motion by Commissioner Soulé, seconded by Commissioner Fitch and unanimously carried, the Civil Service Commission elected Commissioner Brill and Commissioner Hightower as Chair and Vice Chair. Vote: 5-0-0.

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.

3. Information Only

- a. Hiring Summary – Memorandum from Human Resources dated November 24, 2008, listing complaints about hiring issues and a summary of hiring activity for the period October 19, 2008, through November 15, 2008, was filed.

4. The minutes of November 3, 2008, were approved:

END OF CONSENT CALENDAR

5. The following hearings were scheduled:

- a. The appeal of dismissal of Augustine Martinez, Maintenance Supervisor (3116) was scheduled for January 20 – 21, 2009 at 6:30 p.m.

Senior Deputy City Attorney Colleen Winchester, appearing on behalf of the City, and Mark Renner, 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.

- b. The appeal of discipline of Police Officer, Case No. 08-45 was scheduled for February 23 – 25, 2009 at 6:30 p.m.

Senior 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.

- c. The appeal of suspension of Jessica Araiza, Public Safety Radio Dispatcher (8514) was scheduled for December 15, 2008 at 6:30 p.m.

Senior Deputy City Attorney Brian Hopper, appearing on behalf of the City, and 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.

6. Discussion as to possible cancellation of the January 1, 2009 meeting due to the City Hall furlough closure.

Discussion was held on appeals that may be filed during the City Hall closure. Senior Deputy City Attorney Vera Todorov read Civil Service Rules stating that appeals in person or by mail are deemed received on date of postmark.

Upon motion by Commission Soulé, seconded by Commissioner Busse, and unanimously passed, the Commission tentatively scheduled a special meeting for January 15, 2009, for scheduling appeal hearings that may have been filed during the closure.

7. Quarterly verbal report of the Employee Oversight Committee (EOC).

Human Resources Deputy Director Heather Ruiz provided an overview of issues regarding the online job application (Hotline).

8. Status on Council Salary Setting Commission recruitment.

City Clerk Lee Price stated that no applications have been received and that the Office is still actively recruiting.

ORAL PETITIONS

There were none.

ADJOURN

The meeting adjourned at 4:28 p.m.



BILL BRILL, CHAIR

ATTEST:
CIVIL SERVICE COMMISSION
LEE PRICE, MMC, SECRETARY



Michelle Radcliffe, Deputy Secretary