



# Memorandum

**TO: Civil Service Commission**

**FROM: Mark Danaj  
Human Resources**

**SUBJECT: HIRING SUMMARY**

**DATE: June 23, 2009**

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<b>Approved:</b>	<b>Date:</b>
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This monthly report is submitted in accordance with the policies used in support of the Civil Service Rules covering hiring. The report presents a statistical summary of hiring activity and covers complaints about hiring issues.

### Hiring Activity

The attached spreadsheet provides a summary of hiring activities from Pay Period 15 of 2008 through Pay Period 13 of 2009 (June 29, 2008 through June 13, 2009).

Year-to-date highlights include the following:

- 34% of new job postings have been for internal candidates only.
- 74% of non-sworn appointments (excluding entry-level hires) were filled by internal employees.
- 11% of non-sworn appointments were non-entry level external hires.

Highlights for Pay Periods 12 and 13 (May 17, 2009 to June 13, 2009):

- Entry-level external hires were in the following classifications: Accountant I, Council Assistant, Temp Employee U, Community Services Aide PT, Food Services Coordinator PT, Maintenance Assistant PT, Parking & Traffic Control Officer PT, Recreation Leader PT, Regional Park Aide PT, and School Crossing Guard PT.
- 1 Fire Fighter was promoted in pay period 13.
- Non-competitive appointments were placements due to reassignments/bumping as the result of mid-year Budget actions.

### Complaints

No complaints for this reporting period.

*for*   
**MARK DANAJ**  
 Director, Human Resources

Attachment





## CITY OF SAN JOSE, CALIFORNIA

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### CIVIL SERVICE COMMISSION

Bill Brill, Chair  
Jon Fitch, Vice Chair  
Dave Busse  
Peter Soulé  
Emily Côté

### Minutes of the Commission Regular Meeting June 4, 2009

The Civil Service Commission of the City of San José convened in regular session on June , 2009, in the City Council Chambers of San José City Hall at 4:00 p.m.

#### ROLL CALL

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

#### 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, May 26, 2009, listing complaints about hiring issues and a summary of hiring activity for the period June 29, 2008, through May 16, 2009, was filed.

2. The following minutes were approved:

- a. March 25, 2009
- b. March 26, 2009
- c. April 20, 2009
- d. April 22, 2009
- e. April 29, 2009
- f. May 7, 2009
- g. May 11, 2009
- h. May 14, 2009

### END OF CONSENT CALENDAR

3. The following hearings were scheduled:

- a. The scheduling of the appeal of Police Officer discipline, Case No. 09-27 was deferred to July 2, 2009. Written time waiver filed. (Hopper/Brown)
- b. The scheduling of the appeal of dismissal of Art Ramirez, Community Activity Worker (6101) was taken off calendar. The parties have entered into a settlement agreement. (Hopper/Dittes)
- c. The scheduling the appeal of demotion of Quoc Nguyen, Network Engineer (1328) was deferred to July 2, 2009. Written time waiver was filed. (Hopper/Dittes)

4. Request from Farid Shahrivar to postpone the hearing on the appeal of dismissal of Farid Shahrivar, Associate Engineer (3814) scheduled for June 8, 2009, at 6:30 p.m.

Senior Deputy City Attorney Rob Fabela, appearing on behalf of the City, and Bert Garcia and Nasser Kazemi, appearing on behalf of the appellant, were present. Discussion was held. The appeal of dismissal of Farid Shahrivar, Associate Engineer (3814) was scheduled for August 26, 2009 and August 27, 2009 at 6:30 p.m.

5. Request form Trish L. Glassey, President of the Confidential Employees Organization, to appeal the proposed reallocation of a Staff Technician to Administrative Assistant in the Department of Human Resources.

Confidential Employees Organization President Trish Glassey, Human Resources Director Mark Danaj, Human Resources Deputy Director Heather Ruiz, and Deputy City Attorney Suzanne Hutchins were present. Discussion was held on the proposed reallocation of a Staff Technician to Administrative Assistant in the Human Resources Department.

Upon motion by Commissioner Busse, seconded by Commissioner Soulé, and unanimously passed, the Commission denied the appeal of the reallocation. (Vote: 5-0-0)

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

Human Resources Administrative Manager Sarah Nunes provided a verbal report of the Employee Oversight Committee.

### **ORAL PETITIONS**

There were none.

**ADJOURN** at 5:04 p.m. to June 15, 2009 at 6:30 p.m. to hear the appeal of dismissal of Susan Amaro, Recreation Program Specialist (6112). (Smyth-Mendoza/Dittes)

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BILL BRILL, CHAIR

ATTEST:  
CIVIL SERVICE COMMISSION  
LEE PRICE, MMC, SECRETARY

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Michelle Radcliffe, Deputy Secretary