



CITY OF SAN JOSÉ, CALIFORNIA

200 E. Santa Clara Street
San Jose, Ca 95112
Telephone (408) 535-1252
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CITY CLERK

NOTICE OF VACANCY

CIVIL SERVICE COMMISSION

ONE ATTORNEY-AT-LAW ONE MEMBER AT LARGE

OPEN UNTIL FILLED

The San Jose City Council will be accepting applications **until filled** for appointments to the Civil Service Commission. The Civil Service Commission makes recommendations to the City Council and the City Manager and conducts investigations concerning the administration of personnel in the Classified Service. The Commission acts as an appellate body for personnel decisions affecting City employees and applicants, reviews and recommends changes to Civil Service regulations and appoints members to the City Council Salary Setting Commission.

There are two positions available on the Commission: (1) one for an unexpired term ending November 30, 2011; and (2) one for a four-year term ending November 30, 2014. Pursuant to the City's Charter, one member must be an attorney-at-law licensed to practice in the State of California. The Attorney-at-law serves as the Hearing Presiding Officer. Furthermore, no more than four members may be of the same gender. Currently there are three males on the Commission. Men and Women are encouraged to apply. Civil Service Commissioners must be both residents and registered voters of the City of San Jose and must remain so throughout their term in office. Applicants meeting all the criteria will be considered for appointment.

Appointment Process: All applications will be submitted to the Mayor and Council Members. Applicants will be asked to appear and be interviewed by the City Council during a regularly scheduled Council meeting (date pending). The Mayor and Council will then cast written ballots that are read into the record by the City Clerk. The applicant receiving six or more votes, or the highest number of votes over six, will be appointed to serve on the Commission.

Applications may be obtained from the Office of the City Clerk, Room 243, City Hall, or on the City's Web site at <http://www.sanjoseca.gov/clerk/forms/BoardApp1.pdf>. If you would like additional information regarding the Commission, please call the staff at 535-1252.

Dated: August 4, 2010