



**CIVIL SERVICE COMMISSION**  
**Meeting Minutes**  
**April 6, 2017**

**CALL TO ORDER: 4:00 p.m.**

**PRESENT:** Chair Bill Brill, Commission Members Sharon Hightower, Roy Truitt, and Michael Wilcoxen.

**ABSENT:** Joan Smith.

**STAFF:** Senior Deputy City Attorney, Colleen Winchester; Deputy City Clerk Ruth Krantz and Deputy City Clerk Rebecca Hall.

**PUBLIC COMMENT**

None.

**ORDERS OF THE DAY**

Upon motion by Commissioner Hightower, seconded by Commissioner Wilcoxen and carried unanimously, the Orders of the Day were approved. (4-0-1. Absent: Smith.)

**CONSENT CALENDAR**

Upon motion by Commissioner Hightower, seconded by Commissioner Wilcoxen and carried unanimously, the Consent Calendar was approved. (4-0-1. Absent: Smith.)

**END OF CONSENT CALENDAR**

**HEARINGS SCHEDULED**

None scheduled.

### **INTRODUCTION OF NEW LEGAL COUNSEL TO THE CIVIL SERVICE COMMISSION**

Vera Todorov introduced Senior Deputy City Attorney, Colleen Winchester, as the new legal counsel to the Civil Service Commission. Commissioners welcomed Ms. Winchester and offered their thanks to Ms. Todorov for her service to the Commission.

### **APPEAL OF DENIAL OF POSITION REALLOCATION REQUEST FOR CELINA CARRASCO**

Barbara Howard spoke on behalf of Celina Carrasco, regarding Ms. Carrasco's denial of a Position Reallocation Request for reallocation from Office Specialist II to Sr. Office Specialist.

Director of Human Resources, Joe Angelo, spoke on behalf of Human Resources decision to deny the reallocation request.

Both Barbara Howard and the Director of Human Resources responded to questions from the Commission.

Motion: Commissioner Wilcoxon moved approval of the appeal of the reclassification, citing substantial evidence to support that Ms. Carrasco was performing duties at the Senior Office Specialist level, and with the understanding that the Principal Office Specialist position will not be filled, and that Ms. Carrasco will be taking on a good portion of that responsibility.

Action: On a call for the question and carried unanimously, appeal of the reclassification of the position was approved, with the understanding that the Principal Office Specialist position will not be filled, and that Ms. Carrasco will be taking on a good portion of that responsibility. (4-0-1. Absent: Smith.)

### **ADJOURNMENT**

Upon motion by Vice-Chair Hightower, seconded by Commissioner Wilcoxon and carried unanimously, the Civil Service Commission meeting of the City of San José adjourned at 4:35 p.m. to the next regularly scheduled meeting at 4:00 p.m. May 4, 2017. (4-0-1. Absent: Smith.)

  
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BILL BRILL, CHAIR

ATTEST:  
CIVIL SERVICE COMMISSION  
CITY CLERK, TONI J. TABER, CMC, SECRETARY

  
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Ruth Krantz, Deputy Secretary