



CIVIL SERVICE COMMISSION
Meeting Minutes
November 7, 2019

CALL TO ORDER: 4:00 p.m. in San Jose City Hall, Conference Room T-1446.

PRESENT: Chair Bill Brill, Commission Members Sharon Hightower, Joan Smith, and Roy Truitt.

ABSENT: Commissioner Wilcoxon. (Excused)

STAFF: Senior Deputy City Attorney, Colleen Winchester; Deputy City Clerk Ruth Krantz Senior Analyst Joy Rodriguez, and Shane Patrick Connolly, Council Chief of Staff, District 10.

CALL TO ORDER AND ADOPTION OF ORDERS OF THE DAY

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

CONSENT CALENDAR

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

END OF CONSENT CALENDAR

HEARINGS TO BE SCHEDULED

None.

HUMAN RESOURCES

- 1. Appeal of Denial of Position Reallocation Request for Shikha Gupta, Environmental Services Department (ESD).**

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Shikha Gupta offered remarks, indicating that duties and responsibilities of her position more accurately match the classification of Division Manager than that of Environmental Services Program Manager.

Director of Employee Relations/Human Resources, Jennifer Schembri spoke on behalf of Human Resources decision to deny the reallocation request, presenting the opinion that the position in question is appropriately classified as Environmental Services Program Manager. She and Division Manager, Linh Le further noted that discussions are underway with the Department, and analysis is being conducted to review this classification in more detail, including a comparison with other agencies.

Commissioner Truitt asked that consideration be given to defer the hearing of Shikha Gupta to a later date, after the City has completed a full review of this matter, and once Human Resources Department can return with a more complete analysis to present to the Commission. Director of Employee Relations/Human Resources, Jennifer Schembri agreed upon submission of a comprehensive report after conferring with the Environmental Services Department and continued analysis. The Commission agreed to agendaize this item, along with the hearing of Shikha Gupta to February 2020.

Action: Upon motion by Vice Chair Hightower, seconded by Commissioner Truitt and carried unanimously, the hearing of Shikha Gupta was rescheduled to February 2020, with the agreement that the City continue its analysis of this classification and return with a report to the Civil Service Commission at that time. (4-0-1. Absent: Wilcoxen.)

ADJOURNMENT

Upon motion by Vice Chair Hightower, seconded by Commissioner Smith and carried unanimously, the Civil Service Commission meeting for January 2020 was scheduled for the second week of January due to the closure of City Hall for the holidays, and the meeting was adjourned at 4:58 p.m. to 4:00 p.m., January 9, 2020.

BILL BRILL, CHAIR

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

Ruth Krantz, Deputy Secretary