



## City of San José Civil Service Commission

Bill Brill - Chair  
Sharon Hightower - Vice Chair  
Joan P. Smith – Board Member  
Michael Wilcoxon – Board Member  
Roy Truitt – Board Member

STAFF:  
Colleen Winchester, Sr. Deputy City Attorney  
Toni J. Taber, City Clerk  
Ruth Krantz, Deputy City Clerk  
Rebecca Hall, Deputy City Clerk

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### MEETING AGENDA

August 6, 2020

4:00 p.m.

#### \* COVID-19 NOTICE \*

Consistent with the California Governor's Executive Order No. N-29-20, City of San Jose's Resolution No. 79485, and the Santa Clara County Health Officer's March 16, 2020 Shelter in Place Order, the Civil Service Commission meeting will not be physically open to the public and the Commissioners will be teleconferencing from remote locations.

#### How to observe the Meeting (no public comment)

Join Zoom Meeting

<https://zoom.us/j/92616692877?pwd=NW1wbEdOR3VGOGxFMzIGc2VFTjNhdz09>

**Meeting ID: 926 1669 2877**

**Passcode: 966672**

One tap mobile

+12133388477,,92616692877# US (Los Angeles)

+16692192599,,92616692877# US (San Jose)

#### How to submit written Public Comment:

- 1) By email to [city.clerk@sanjoseca.gov](mailto:city.clerk@sanjoseca.gov) by 9:00 a.m. the day of the meeting.

#### How to provide Spoken Public Comment during the Civil Service Commission Meeting:

- 1) By phone 888 475 4499. Webinar ID: 926 1669 2877 Click \*9 to raise a hand to speak.
- 2) By online <https://sanjoseca.zoom.us/j/92616692877>
  - a. Use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
  - b. Enter an email address and name. The name will be visible online and will be used to notify you that it is your turn to speak.
  - c. When the Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.
  - d. When called, please limit your remarks to the time limit allotted.

## **I. Call to Order & Roll Call**

## **II. Adoption of Orders of the Day**

ONCE ADOPTED, A VARIATION IN ORDER MUST BE APPROVED. IF YOU WISH AN ITEM TAKEN IN A DIFFERENT ORDER OR ADDED TO THE AGENDA, YOUR REQUEST SHOULD BE MADE AT THIS TIME.

## **III. Public Comments**

## **IV. Consent Calendar**

THE CONSENT CALENDAR, CONSISTING OF TWO ITEMS, IS ACTED ON IN ONE MOTION, AS THE ITEMS ARE GENERALLY ROUTINE. IF YOU WISH TO SPEAK ON A CONSENT CALENDAR ITEM OR WISH ACTION TAKEN OTHER THAN THAT INDICATED, MAKE YOUR REQUEST AT THIS TIME.

### **1. Information Only**

#### **a. [Amendments to the Classification Plan – Memorandum from Human Resources dated July 24 2020, providing:](#)**

##### **(1) New Class Specifications**

- a. [Legal Analyst III \(FT/PT\) \(2122/2125\)](#)
- b. [Police Communications Manager \(8517\)](#)
- c. [Senior Environmental Program Manager \(5214\)](#)

##### **(2) Deletion of Class Specifications**

- a. Associate Legal Analyst FT/PT (8028/8029)

##### **(3) Retitle of Class Specifications**

- a. [Environmental Program Manager](#) (formerly Environmental Services Program Manager) (5213)
- b. [Assistant Police Communications Manager](#) (formerly Assistant Communications Manager) (8522)

##### **(4) Revision of Class Specifications**

- a. [Firefighter Recruit \(2310\)](#)
- b. [Fleet Manager \(3316\)](#)

#### **b. [Memorandum from Human Resources dated July 24 2020, regarding Probationary Period for Police Communications Manager.](#)**

### **2. Minutes for approval**

None provided.

**END OF CONSENT CALENDAR**

## **V. Hearings to be Scheduled**

None.

## **VI. Human Resources**

None provided.

## **VII. Future Agenda Items**

- October 8, 2020, 4 p.m. (tentative): Appeals re: Fire Engineer promotional exam.

## **VIII. Adjournment**

### **AVAILABLE HEARING DATES**

TBD

The City San José is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public. The City Code of Ethics may be viewed on-line at [http://www.sanjoseca.gov/clerk/cp\\_manuel/CPM\\_0\\_15.pdf](http://www.sanjoseca.gov/clerk/cp_manuel/CPM_0_15.pdf)

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall, 200 E. Santa Clara Street, Office of the City Clerk 14<sup>th</sup> Floor, Tower, San José, Ca 95113 at the same time that the public records are distributed or made available to the legislative body.

To request an accommodation or alternative format for City-sponsored meetings, events or printed materials, please call the Office of the City Clerk 408-535-1252 or 408-294-9337 (TTY) as soon as possible, but at least three business days before the meeting/event.