



City of San José Civil Service Commission

COMMISSIONERS:

Sharon Hightower-Chair
Joan P. Smith-Vice Chair
Samuel Swift-Commissioner
Tom Cochran- Commissioner
Gary J. Diquisto- Commissioner

STAFF:

Gabriel Rodriguez, Sr. Deputy City Attorney
Megan Roche, Deputy City Clerk
Yasmin Johnson, Deputy City Clerk

MEETING AGENDA December 4, 2025 4:00 p.m.

San José City Hall
200 E. Santa Clara St., San José, CA
14th Floor, Conference Room T-1446

Time: Thursday, December 4, 2025, 4:00 p.m. Pacific Time (US and Canada)

Location: San José City Hall, 14th Floor, Conference Room T-1446

How to submit written Public Comment:

1) By email to clerkcivilservicecom@sanjoseca.gov by 9:00 a.m. the day of the meeting.

I. Call to Order & Roll Call

1. Election of Civil Service Commission Chair and Vice Chair for Calendar Year 2025.

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, 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. [Memorandum from Human Resources](#) dated November 20, 2025 providing the Amendments to the Classification Plan.

1. Revisions of Class Specifications

- a. [Battalion Chief \(2314\)](#)
- b. [Memorandum from Human Resources](#) dated November 24, 2025 providing the Hiring Summary.
1. [Hiring Summary Report](#) – October 2025.

2. Minutes for Approval

[Regular Meeting Minutes](#) – November 6, 2025.

END OF CONSENT CALENDAR

V. City Attorney/Clerk's Office Report

1. Discussion and possible action regarding the potential cancellation of the regular Civil Service Commission meeting scheduled on January 1, 2026.

VI. Scheduling Hearings (Open Session)

VII. Adjourn to Closed Session

VIII. Scheduling Hearings (Closed Session)

IX. Return to Open Session, Closed Session Report

X. Future Agenda Items

- **Thursday, January 22, 2026 (5:30 p.m.): Hearing: Case No. 25-18(A).** Police Recruit Applicant, Amanda Buhay, Police Department. Gov. Code §54957 (b); SJMC §3.04.1410; SJMC §3.04.780. Waiver Filed. (Mirshafiei/Appellant) (Open Session)

XI. Adjournment

1. Closed session report (if applicable).
2. Adjourn to the next regular meeting scheduled for Thursday, January 1, 2026 at 4:00 p.m., to be held in person on the 14th Floor in City Hall Conference Room T-1446.

AVAILABLE HEARING DATES

December: 8, 9, 16, 18.

January: 12, 13, 15, 20, 27.

February: 2, 3, 5, 9, 10, 12, 17, 24.

The [Code of Conduct](#) is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, their Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

Levine Act Disclosure Requirements: [The Levine Act](#) requires a Party in a Proceeding before the City of San José that involves any action related to their contract, license, permit, or use entitlement to disclose any campaign contributions to City elected or appointed officials totaling more than \$500 within the 12 months prior to the City decision. A Participant to a Proceeding may voluntarily report a campaign contribution on the form located on [the Levine Act webpage](#).

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

<https://www.sanjoseca.gov/home/showpublisheddocument/11915/638526834589570000>.

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 14th 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 408-535-1260 or 408-294-9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

Accommodations: Any member of the public who needs accommodations should email the ADA Coordinator at ADA@sanjoseca.gov or by calling (408) 535-8430. The ADA Coordinator will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

· Adaptaciones para discapacitados serán proporcionadas a pedido. Mande correo electrónico ADA@sanjoseca.gov; Llame (408) 535-8430

· Nhu cầu cho người khuyết tật được cung cấp theo yêu cầu. Email ADA@sanjoseca.gov; Gọi (408) 535-8430

· 應要求提供殘疾人便利設施。電子郵件ADA@sanjoseca.gov;致電 (408) 535-843