

**CIVIL SERVICE COMMISSION**  
**Regular Meeting Minutes**  
**December 4, 2025**

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

**PRESENT:** Chair Sharon Hightower; Vice Chair Joan Smith; Commissioner Tom Cochran; Commissioner Sam Swift; and Commissioner Gary Diquisto.

**ABSENT:** All present.

**VACANCY:** None.

**STAFF:** Gabriel Rodriguez, Senior Deputy City Attorney; Megan Roche, Deputy City Clerk.

**ABSENT:** Yasmin Johnson, Deputy City Clerk.

**CALL TO ORDER & ROLL CALL**

Chair Hightower announced the election of the Civil Service Commission Chair and Vice Chair for Calendar Year 2026.

Commissioner Swift nominated Sharon Hightower for the Commission Chair position and Joan Smith for the Commission Vice Chair position.

Action: Upon motion by Commissioner Swift, seconded by Commissioner Cochran, and carried unanimously, Sharon Hightower was reappointed as the Civil Service Commission Chair and Joan Smith was reappointed as the Civil Service Commission Vice Chair. (5-0-0)

**ORDERS OF THE DAY**

Action: Upon motion by Commissioner Smith, seconded by Commissioner Swift, and carried unanimously, the Orders of the Day were approved. (5-0-0)

**PUBLIC COMMENTS**

None provided.

**CONSENT CALENDAR**

Action: Upon motion by Commissioner Smith, seconded by Commissioner Swift, and carried unanimously, the Commission approved the following items on the Consent Calendar: The Memorandum from Human Resources dated November 20, 2025, providing the Amendments to the Classification Plan; the

Memorandum from Human Resources dated November 24, 2025, providing the Hiring Summary Report for October 2025; and the November 6, 2025 Regular Meeting Minutes. (5-0-0)

## **CITY ATTORNEY/CLERK'S OFFICE REPORT**

Deputy City Clerk Megan Roche informed that the regular Civil Service Commission meeting schedule would place the first 2026 meeting on January 1, 2026; San José City Hall will be closed on that day. Megan provided the Commissioners the following options: to schedule the January Civil Service Commission meeting on a different day, as a special meeting, not in accordance with the regular Civil Service Commission meeting schedule, or the option for the Commission to cancel the January 1, 2026 meeting.

Action: Upon motion by Commissioner Smith, seconded by Commissioner Swift, and carried unanimously, the regular Civil Service Commission meeting scheduled for January 1, 2026 was *cancelled*. (5-0-0)

## **HEARINGS SCHEDULED (OPEN SESSION)**

None provided.

## **HEARINGS SCHEDULED (CLOSED SESSION)**

No reportable actions were taken in closed session.

## **ADJOURNMENT**

Chair Hightower adjourned the Civil Service Commission meeting of the City of San José at 4:05 p.m.

Approved on:

Attest:

Civil Service Commission

City Clerk, Toni Taber, MMC, Secretary



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Yasmin Johnson

Deputy City Clerk, City of San José