

**CIVIL SERVICE COMMISSION**  
**Regular Meeting Minutes**  
**December 5, 2024**

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

**PRESENT:** Chair Sharon Hightower, Vice Chair Joan Smith, Commissioner Cochran, Commissioner Samuel Swift, and Commissioner Gary Diquisto.

**ABSENT:** All present.

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

**CALL TO ORDER & ROLL CALL**

Chair Hightower announced the election of the Civil Service Commission Chair and Vice Chair for Calendar Year 2025.

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

Action: Upon motion by Commissioner Swift, seconded by Commissioner Cochran, and carried unanimously, 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 following items were approved on the Consent Calendar: the Memorandum from Human Resources dated November 25, 2024 providing the Hiring Summary Report for October 2024; and the November 7, 2024 Regular Meeting Minutes. (5-0-0)

## END OF CONSENT CALENDAR

## CITY ATTORNEY/CLERK'S OFFICE REPORT

Deputy City Clerk Megan Roche spoke to the potential cancellation of the regular Civil Service Commission meeting scheduled for January 2, 2025.

Action: Upon motion by Commissioner Swift, seconded by Commissioner Smith, and carried unanimously, the regular Civil Service Commission meeting scheduled for January 2, 2025 was cancelled. (5-0-0)

## SCHEDULING HEARINGS (OPEN SESSION)

- Union Representative, Krista De La Torre, on behalf of the Appellant, who was present, and Deputy City Attorney, Florence Mathews, on behalf of the City of San José, agreed to the following Hearing dates set for: Monday, February 10, 2025 at 5:30 p.m.; Tuesday, February 11, 2025 at 5:30 p.m.; and Thursday, February 13, 2025 at 5:30 p.m.; the date of Tuesday, February 18, 2025 at 5:30 p.m. was set as a *tentative placeholder (if needed)*, regarding the 80 Hour Suspension of Vijaykumar Uppin, Senior Analyst, Finance Department. **Case No. 24-12.**
- Deputy City Clerk Megan Roche spoke to the process for the Hearing regarding the *tentative* Appeal(s) for the Police Lieutenant Promotional Exam
- The Hearing for the *tentative* Appeal(s) for the Police Lieutenant Promotional Exam was set for: Thursday, January 23, 2025 at 5:00 p.m.(*if needed*); with the understanding that one of the Commissioners would not be present.

## HEARINGS (OPEN SESSION)

The *tentative* hearing for the Appeal(s) for Police Sergeant Promotional Exam was cancelled. No appeals were received.

## SCHEDULING HEARINGS (CLOSED SESSION)

No reportable actions were taken in closed session.

## FUTURE AGENDA ITEMS

The hearing dates for **Case No. 24-09** previously set for: Tuesday, January 28, 2025 at 5:30 p.m.; Monday, February 3, 2025 at 5:30 p.m.; and Tuesday, February 4, 2025 at 5:30 p.m. were confirmed by the Commissioners.

## ADJOURNMENT

Commissioner Smith called for the meeting to be adjourned, it was seconded by Commissioner Swift.

Chair Hightower adjourned the Civil Service Commission meeting of the City of San José at 4:12 p.m.

Approved on:

Attest:

Civil Service Commission  
City Clerk, Toni Taber, MMC



---

Yasmin Johnson  
Deputy City Clerk, City of San José