



City of San José Civil Service Commission

Sharon Hightower - Chair
Joan P. Smith - Vice Chair
Vacancy – Commissioner
Samuel Swift – Commissioner
Tom Cochran – Commissioner

STAFF:
Colleen Winchester, Sr. Deputy City Attorney
Yasmin Johnson, Deputy City Clerk
Megan Roche, Deputy City Clerk

AMENDED MEETING AGENDA **December 1, 2022** ***4:00 p.m.***

COVID-19 NOTICE

Consistent with AB 361 and City of San Jose Resolution Numbers 80628, 80659, 80685, 80724 and 80758, this meeting will not be physically open to the public and the Civil Service Commissioners will be teleconferencing from remote locations.

Time: December 1, 2022, 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting:

<https://sanjoseca.zoom.us/j/81702434216>

Meeting ID: 817 0243 4216

Passcode: None

One tap mobile

+12133388477,,81702434216# US (Los Angeles)

+14086380968,,81702434216# US (San Jose)

Dial by your location:

+1 213 338 8477 US (Los Angeles)

+1 408 638 0968 US (San Jose)

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 817 0243 4216

Find your local number: <https://sanjoseca.zoom.us/u/kerAg89tse>

How to submit written Public Comment:

1) By email to clerkcivilservicecom@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. Meeting ID: 817 0243 4216 Click *9 to raise a hand to speak.

2) By online: <https://sanjoseca.zoom.us/j/81702434216>

(Instructions Continued on the Next Page)

- 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 THREE 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 22, 2022, providing Amendments to the Classification Plan:

2. Revisions of Class Specifications

- a. [Assistant/Associate/Environmental Services Specialist \(8201/8202/8203\)](#)
- b. [Building Inspector Combination/Certified I/II/III/Senior \(3917/3915/3902/3903/3904\)](#)
- c. [Senior Investigator Collector \(1274\)](#)

3. Minutes for Approval

[Regular Meeting Minutes](#) – September 1, 2022 (Revised 11/28/2022)

[Regular Meeting Minutes](#) – October 6, 2022

END OF CONSENT CALENDAR

V. City Attorney/Clerk's Office

- Discussion and possible action on cancellation/rescheduling of the January 5, 2022 regular Commission meeting (Clerk).
- Update on employee-elected commissioner appointment (Clerk).

VI. Hearings to be Scheduled (Open Session)

None provided.

VII. Adjourn to Closed Session.

- **Withdrawn/Cancellation:** Hearing (scheduled for December 8, 2022) re: Police Officer Applicant, Case No. 22-96A, Gov. Code §54957. (Human Resources/Van Roo/Applicant)

Hearings to be Scheduled and Motions (Closed Session)

- Reschedule Hearing (previously scheduled for December 12 and 13, 2022) re: Public Employee Discipline: Police Officer, Case No. 22-06; Gov. Code §54957; SJMC §3.04.1410(D). Waiver Filed. (Van Roo/Murphy) (Closed Session)
- Schedule Hearing re: Dismissal of Senior Park Ranger, Parks, Recreation, and Neighborhood Services Department, Case No. 22-97; Gov. Code §54957; SJMC §3.04.1410(D). No Waiver Filed. (Van Roo/Buffington)

VIII. Adjourn to Open Session

IX. Future Agenda Items

- **Tentative: 12/6/22:** Protest for PD Sergeant Exam (if needed)
- Hearings (Consolidated) to be Rescheduled: Suspension of Joanna Keys, Public Safety Radio Dispatcher, SJPD, Case No. 22-70 and Suspension of Julie Albin, Senior Public Safety Radio Dispatcher, SJPD, Case No. 22-71. (Van Roo/Tomlinson Business Agent)
- **Tentative: 2/13/23:** Protest for Arson Investigator Exam (if needed)
- Update on Public Employee Discipline: Police Officer, Case No. 22-85; Gov. Code §54957; SJMC §3.04.1410(D). Waiver Filed. (Van Roo/Peterson) (Closed Session)
- Update on Public Employee Discipline: Police Officer, Case No. 22-86; Gov. Code §54957; SJMC §3.04.1410(D). Waiver Filed. (Van Roo/Peterson) (Closed Session)

X. Adjournment

AVAILABLE HEARING DATES

December- 8, 12, 13, 15, 19, 20.

January 2023- 9, 10, 12, 23, 24.

February 2023- 2, 6, 7, 9, 13, 16, 21.

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.

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

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 408-535-1252 or 408-294-9337 (TTY) as soon as possible, but at least three business days before the meeting/event.