



City of San José Civil Service Commission

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

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

AMENDED MEETING AGENDA

**May 4, 2023
4:00 p.m.**

Hybrid Meeting –
<https://sanjoseca.zoom.us/j/82607748315>
and San José City Hall
200 E. Santa Clara Street, San José, CA
Room T-1446

Time: May 4, 2023, 04:00 PM Pacific Time (US and Canada)

**Location: Zoom Meeting and
City Hall 14th Floor Conference Room T-1446 (Commissioners)**

To Join Zoom Meeting:

<https://sanjoseca.zoom.us/j/82607748315>

Meeting ID: 826 0774 8315

Passcode: None

One tap mobile

+14086380968,,82607748315# US (San Jose)

+12133388477,,82607748315# US (Los Angeles)

Dial by your location:

+1 408 638 0968 US (San Jose)

+1 213 338 8477 US (Los Angeles)

888 475 4499 US Toll-free

877 853 5257 US Toll-free

Meeting ID: 826 0774 8315

Find your local number: <https://sanjoseca.zoom.us/u/kc2dshg5BJ>

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: 826 0774 8315 Click *9 to raise a hand to speak.
- 2) By online: <https://sanjoseca.zoom.us/j/82607748315>
 - 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. [Memorandum from Human Resources](#) dated April 25, 2023, providing Amendments to the Classification Plan:
 1. Revisions of Class Specifications
 - a. [Permit Specialist FT/PT \(3954/3944\)/Permit Specialist, Senior \(3955\)](#)
- b. [Memorandum from Human Resources](#) dated April 25 2023, providing the Hiring Summary.
 1. [Hiring Summary Report](#)- March 2023

2. Minutes for Approval

[Regular Meeting Minutes](#) – April 6, 2023

END OF CONSENT CALENDAR

V. City Attorney/Clerk’s Office

A. Status of CSC Employee-Elected Commissioner Appointment.

B. Discussion regarding City Issued Emails.

VI. Hearings to be Scheduled (Open Session)

VII. Adjourn to Closed Session.

VIII. Hearings to be Scheduled (Closed Session)

IX. Return to Open Session

X. Future Agenda Items

- **Tentatively: June 1, 2023 (4:00 p.m.) *Update/Discussion only.*** Public Employee Discipline (Suspension): Police Officer, Case No. 22-85; Gov. Code §54957; SJMC §3.04.1410(D). Waiver Filed. (Van Roo/Peterson) (Closed Session)
- **Tentatively: June 1, 2023 (4:00 p.m.) *Update/Discussion only.*** Public Employee Discipline (Dismissal): Police Officer, Case No. 22-86; Gov. Code §54957; SJMC §3.04.1410(D). Waiver Filed. (Van Roo/Peterson) (Closed Session)
- **June 1, 2023 (5:30 p.m.): *Hearings (Consolidated):*** 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. Waivers Filed (Van Roo/Tomlinson Business Agent)
- **June 5, 2023 (6:00 p.m.) and June 8, 2023 (5:30 p.m.): *Hearing:*** Public Employee Discipline: Police Officer, Case No. 22-06; Gov. Code §54957; SJMC §3.04.1410(D). Waiver Filed. (Van Roo/Murphy) (Closed Session)
- **Tentative: July 6, 2023 (4:00 p.m.):** Protest for Fire Prevention Inspector Promotion Exam (if needed)

XI. Adjournment

Adjourn to the next regular meeting scheduled for Thursday, June 1, 2023 at 4:00 p.m., to be held in person on the 14th Floor in City Hall conference room T-1446.

AVAILABLE HEARING DATES

May- 8, 11, 15, 16.

June- 6, 12, 15, 19, 20, 22, 27.

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 <https://www.sanjoseca.gov/home/showpublisheddocument/82171/637801963060500000>.

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.