



## City of San José Civil Service Commission

Bill Brill - Chair  
Sharon Hightower - Vice Chair  
Joan P. Smith – Board Member  
Michael Wilcoxon – Board Member  
Roy Truitt – Board Member

STAFF:  
Colleen Winchester, Sr. Deputy City Attorney  
Toni J. Taber, City Clerk  
Ruth Krantz, Deputy City Clerk  
Rebecca Hall, Deputy City Clerk

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### MEETING AGENDA AMENDED March 4, 2021 4:00 p.m.

#### \* COVID-19 NOTICE \*

*Consistent with the California Governor's Executive Order No. N-29-20, City of San Jose's Resolution No. 79485, and the Santa Clara County Health Officer's March 16, 2020 Shelter in Place Order, the Civil Service Commission meeting will not be physically open to the public and the Commissioners will be teleconferencing from remote locations.*

Ruth Krantz is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/98275664344?pwd=cTkvbFMvdmlTTFiOU29vU0VRQjJ6QT09>

**Meeting ID: 982 7566 4344**

**Passcode: 235878**

One tap mobile

+16699009128,,98275664344# US (San Jose)

+12133388477,,98275664344# US (Los Angeles)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 213 338 8477 US (Los Angeles)

+1 669 219 2599 US (San Jose)

**Meeting ID: 982 7566 4344**

Find your local number: <https://zoom.us/u/aeN22TmZr>

#### **How to submit written Public Comment:**

- 1) By email to [city.clerk@sanjoseca.gov](mailto:city.clerk@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. Webinar ID: **982 7566 4344** Click \*9 to raise a hand to speak.
- 2) By online [https://sanjoseca.zoom.us/j/982 7566 4344](https://sanjoseca.zoom.us/j/98275664344)
  - 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. Amendments to the Classification Plan – [Memorandum from Human Resources dated February 23, 2021](#), providing:

(1) Retitles and Revisions of Class Specifications:

- a. [Program Manager](#) (8073) (Formerly Program Manager I)
- b. [Survey Party Chief](#) (3782) (Formerly Survey Field Supervisor)

(2) Revisions of Class Specifications:

- a. [Account Clerk I/II](#) (FT/PT) (1211/1213/1215/1217)
- b. [Administrative Officer](#) (1646)
- c. [Chief of Surveys](#) (3783)
- d. [Division Manager](#) (8074)
- e. [Instrument Person](#) (3781)
- f. [Land Surveyor](#) (3875)
- g. [Office Specialist I/II](#) (FT/PT) (1126/1128/1130/1133)
- h. [Senior Account Clerk](#) (FT/PT) (1219/1221)
- i. [Senior Office Specialist](#) (FT/PT) (1135/1137)

(3) Deletions:

- a. [Program Manager II](#) (8076)

### **2. Minutes for approval**

None provided.

**END OF CONSENT CALENDAR**

## **V. Hearings to be Scheduled**

Schedule the appeal regarding the demotion of Stephen Rodrigues, from position of Wastewater Foreperson II to Wastewater Operator III in the Environmental Services Department. Written Time Waiver Filed. (McGee-Davies/Matthew Mason IFPTE 21)

## **VI. Human Resources**

None provided.

## **VII. Future Agenda Items**

None.

## **VIII. Adjournment**

Adjourn to regularly scheduled CSC Meeting, 4:00 p.m., April 1, 2021, via teleconferencing.

### **AVAILABLE HEARING DATES**

March: 9, 10, 11, 16, 17, 18, 23, 24.

April: 20, 21, 22, 27, 28, 29.

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](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 14<sup>th</sup> 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.