



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Toni J. Taber, CMC  
City Clerk

**SUBJECT: BOARDS AND COMMISSIONS  
APPOINTMENT**

**DATE:** January 24, 2022

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## **RECOMMENDATION**

- (a) Interview applicant and consider appointment to fill one (1) Member-at-Large seat with term ending November 30, 2023 on the Civil Service Commission.
- (b) If any vacancies remain, direct the City Clerk to continue recruitment efforts and bring forward additional applicants for consideration.

## **OUTCOME**

Appointment to the vacant seats on each of the Commissions will allow the commission to continue conducting business.

## **BACKGROUND**

The Civil Service Commission is established in the City Charter, Section 1001. The Commission consists of five members appointed by Council, no more than four members shall be of the same sex, and at least one member shall be an attorney-at-law. The attorney must be licensed to practice law in the State of California and shall have practiced law in the State for at least five years prior to appointment. All members must be registered voters in the City of San José during their term of office. There are no term limits for the Civil Service Commission.

Under the City Charter, Section 1001, the Civil Service Commission has the following functions, powers, and duties:

- A. To recommend to the Council the adoption, amendment or repeal of Civil Service Rules relating to the matters specified in Section 1102 of Article XI of this Charter;
- B. To make any investigation which may consider desirable concerning the administration of personnel in the Classified Service;
- C. To make recommendations to the Council, the City Manager or to any other appointive power on matters relating to the administration of personnel in the Classified Service; and
- D. To exercise and perform such other powers and duties as are expressly given to it by other provisions of this Charter; and to exercise such other powers and perform such

other functions and duties as may be prescribed by the Council not inconsistent with the provisions of this Charter.

The appointment is for one (1) Member-at-Large seat with term ending November 30, 2023 on the Civil Service Commission.

### **ANALYSIS**

The applicant has been invited to be interviewed by the City Council on February 1, 2022. As required by the Municipal Code, a successful applicant must receive six (6) or more votes to be appointed to the Civil Service Commission. If any seat remains unfilled, it is recommended that the recruitment be referred back to the City Clerk to secure additional applicants for consideration by the Council in 90 days.

The application of the candidate is attached. The Memorandum from the Office of the City Attorney regarding their conflicts of interest code is also attached.

### **EVALUATION AND FOLLOW-UP**

A duty of the Office of the City Clerk is to minimize vacancies on the Boards and Commissions.

### **PUBLIC OUTREACH**

The memorandum has been posted on the City Clerk's website as part of the February 1, 2022 City Council Meeting Agenda.

### **COORDINATION**

This memorandum has been coordinated with the Office of the City Attorney.

### **CEQA**

Not a Project, File No. PP17-010, City Administrative Activities, resulting in no changes to the physical environment.

TONI J. TABER, CMC  
City Clerk

For questions, please contact Toni Taber, City Clerk, at (408) 535-1260.