



CIVIL SERVICE COMMISSION
Meeting Minutes
February 6, 2020

CALL TO ORDER: 4:00 p.m.

PRESENT: Chair Bill Brill, Commission Members, Sharon Hightower, Joan Smith, Michael Wilcoxon, and Roy Truitt.

ABSENT: All Present.

STAFF: Senior Deputy City Attorney, Colleen Winchester; Deputy City Clerk Ruth Krantz.

CALL TO ORDER AND ADOPTION OF ORDERS OF THE DAY

Upon motion by Commissioner Hightower, seconded by Commissioner Smith and carried unanimously, the Orders of the Day were approved. (5-0.)

CONSENT CALENDAR

Upon motion by Commissioner Hightower, seconded by Commissioner Smith and carried unanimously, the Consent Calendar was approved. (5-0.)

END OF CONSENT CALENDAR

HEARINGS SCHEDULED

None provided.

HUMAN RESOURCES

1. Update on Environmental Services Department Position Reallocation Requests (H.R.)

Director of Employee Relations/Human Resources, Jennifer Schembri provided a response to the reallocation appeal classification study and responded to questions from the Commission. She indicated that in response to the reallocation appeals and per the request of the Commissioners, the Human Resources Department conducted a classification and compensation study for the Environmental Services Program Manager classification. The outcome of the study is to create a higher level classification, Senior Environmental Services Program Manager.

The current Environmental Services Program Manager classification remains; however, the Senior Environmental Services Program Manager classification has higher level duties and significant impact on City-wide organizational priorities.

Director of Employee Relations/Human Resources, Jennifer Schembri further noted that, in coordination with the Environmental Services Department, the three pending/denied reallocations will be reallocated to the newly created classification of Senior ESPM. All other positions will remain in the ESPM classification. The April 2020 Civil Service Commission is targeted for filing of the new classification.

Action: The update was accepted by the Commission. No formal action required.

FUTURE AGENDA ITEMS

- **Appeal of denial of position reallocation request for Shikha Gupta and Steven Osborn, Environmental Services Department, *pending Human Resources Action.***

ADJOURNMENT

Upon motion by Commissioner Hightower, seconded by Commissioner Smith and carried unanimously, the Civil Service Commission meeting of the City of San José adjourned at 4:35 p.m. to the regularly scheduled meeting of March 5, 2020. (5-0.)

Bill Brill

BILL BRILL, CHAIR

ATTEST:
CIVIL SERVICE COMMISSION
CITY CLERK, TONI J. TABER, CMC, SECRETARY

Ruth Krantz

Ruth Krantz, Deputy Secretary