



CIVIL SERVICE COMMISSION

BILL BRILL, CHAIR
MARGARET AKDENIZ
JOAN P. SMITH, VICE CHAIR
MICHAEL WILCOXEN
ROY TRUITT

STAFF: VERA TODOROV, SR. DEPUTY CITY ATTORNEY
TONI TABER, CITY CLERK
RUTH KRANTZ, DEPUTY CITY CLERK
REBECCA HALL, DEPUTY CITY CLERK

AGENDA

4:00 P.M.

August 7, 2014

Council Chambers

ORDER OF BUSINESS

ROLL CALL

ADOPTION OF THE 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.

PUBLIC COMMENTS

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. Hiring Summary – Memorandum from Human Resources dated July 28, 2014, listing complaints about hiring issues and a summary of hiring activity for the period June 22, 2013 through July 19, 2014, for filing.

2. Minutes for approval:

- (a) July 3, 2014 – (Regular Meeting)

END OF CONSENT CALENDAR

3. Hearings to be scheduled:

None.

AVAILABLE HEARING DATES:

August 14.

September 17, 18.

October 9, 21, 23, 28, 29.

November 4, 5, 11, 13, 18.

December 9, 11, 16, 17, 18.

FUTURE AGENDA ITEMS

ADJOURN to Wednesday, September 3, 2014, Room W262 at 6 p.m. for the hearing of the dismissal of Anthony Shaddox, Department of Public Works. (Yamada/Vanni/Costanza).

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 2nd Floor Wing, 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.

TO: Civil Service Commission

FROM: Alex Gurza
Human Resources

SUBJECT: HIRING SUMMARY

DATE: July 28, 2014

This monthly report is submitted in accordance with the policies used in support of the Civil Service Rules covering hiring. The report presents a statistical summary of hiring activity and covers complaints about hiring issues.

Hiring Activity

The attached spreadsheet provides a summary of hiring activities from Pay Period 14 of 2014 through Pay Period 15 of 2014 (June 22, 2014 through July 19, 2014).

Year-to-date highlights for FY 2014-2015 include the following:

- 9% of new job postings have been for internal candidates only.
- 74% of non-sworn appointments (excluding entry-level hires) were filled by internal employees.
- 15% of non-sworn appointments were non-entry level external hires.

Highlights for Pay Periods 14 and 15 (June 22, 2014 through July 19, 2014):

Entry-level external hires included the following classifications: Analyst I/II, Code Enforcement Inspector I, Community Services Aide PT, Cook PT, Engineer I/II, Engineering Trainee PT, Facility Attendant, Library Page PT, Plumber, Parking & Traffic Control Officer PT, Public Safety Radio Dispatcher Trainee, Recreation Leader PT, Regional Park Aide PT, Retirement Investment Officer, Staff Technician, Transportation Specialist, Wastewater Attendant and Wastewater Operator I/II/III.

Complaints

None received during this reporting period.


for ALEX GURZA
Deputy City Manager/Human Resources Director

Summary of Hiring Activity FY 14-15 YTD

Summary of Hiring Activity*		FY 14-15 TOTAL		FY 14-15 %	FY 13-14 %
Pay Period / Year	1414	1514			
# Total Job Postings (including New)	58	65	123		
# New Job Postings Total	20	23	43		
# Internal	1	3	4	9%	19%
# External	19	20	39	91%	81%
Total Appointments	46	61	107		
# Appointments (non-sworn)	46	61	107	100%	85%
# Internal Appointments	21	25	46	43%	42%
# External Appointments	25	36	61		
# External Appts - Non entry-level	2	14	16	15%	10%
# External Appts - Entry-level **	23	22	45	42%	48%
% of Internal Appointments excluding entry-level appointments	91%	64%		74%	81%
# Appointments (sworn incl recruits)	0	0	0	0%	15%
# of Non-Competitive Appointments***	16	11	27	25%	25%
# of Qualifying Promotions	7	7	14	13%	12%
# of Reallocations	0	3	3	3%	4%
# of Reinstatements	0	0	0	0%	1%
# of Placements	0	0	0	0%	3%
# Other Non-Competitive Appointments	9	1	10	9%	5%
# of Complaints / Challenges****	0	0	0	0%	0%
* All information as of when report was generated, does not include retroactive transactions.					
*** External entry-level appointments include external appointments in the first class of a series for which there are no feeder classes.					
**** Non-competitive appointments include the following: return to former class, reallocation action, re-employment, voluntary demotion and flexibly staffed positions. While some of these appointments may actually result from competitive recruitments, they have all been included here because the competitive and non-competitive transactions cannot be separated in an automated fashion.					
***** A complaint is an issue or action that could potentially disadvantage someone in the screening or selection process, where the outcome was not favorable to the complainant, and the complainant wishes to elevate the issue to a level above that of the hiring manager. Note: Complaints are reported out on a monthly basis, not by pay period.					



CIVIL SERVICE COMMISSION
Meeting Minutes
July 3, 2014

CALL TO ORDER: 4:00 p.m.

PRESENT: Chair Brill, Vice Chair Smith and Commission Members Akdeniz, Truitt and Wilcoxon.

ABSENT: All Present.

STAFF: Senior Deputy City Attorney Vera Todorov, Deputy City Clerk Ruth Krantz.

PUBLIC COMMENT
None.

ORDERS OF THE DAY

Upon motion by Commissioner Akdeniz, seconded by Commissioner Smith and carried unanimously, the Orders of the Day were approved.

CONSENT CALENDAR

Upon motion by Commissioner Akdeniz, seconded by Commissioner Smith and carried unanimously, the Consent Calendar was approved.

END OF CONSENT CALENDAR

3. The following hearings were scheduled:

- (a) The appeal of suspension of Michael Calderon, Electrician, Department of Transportation; Case No. 14-11, was scheduled for Wednesday, October 1, 2014.

Associate Deputy City Attorney Mark Vanni, representing the City and Michael Calderon (Appellant) and Joe Beckham, Union Steward IBEW 332, appearing on behalf of the Appellant, were present.

ADJOURNMENT

Upon motion by Commissioner Akdeniz, seconded by Commissioner Smith and carried unanimously, the Civil Service Commission meeting of the City of San José adjourned at 4:03 p.m., to July 15, 2014 to hear the appeal of dismissal of James Baughman, Mechanic, Department of Public Works. (North/Nelson)

BILL BRILL, CHAIR

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

Ruth Krantz, Deputy Secretary