



# 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

4:00 p.m.

June 1, 2017

San José City Hall  
T-1446

### I. Call to Order & 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.*

### II. Public Comments

### III. 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 May 22, 2017](#), listing a statistical summary of hiring activities by fiscal year from July 1, 2016 through April 30, 2017.
- (b) [Memorandum from Human Resources dated May 24, 2017](#), providing Amendments to the Classification Plan: (1) Revisions of Class Specifications; and (2) Addition of Job Code.

#### 2. Minutes for approval:

- (a) [May 4, 2017 – \(Regular Meeting\)](#)

## END OF CONSENT CALENDAR

#### 3. Hearings to be scheduled:

None.

#### 4. Discussion regarding cancellation of the July 6, 2017 regular meeting due to the City Hall furlough closure.

**AVAILABLE HEARING DATES**

June 22, 27.

**III. Adjournment**

*The City of 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.*

You may speak to the Commission about any discussion item that is on the agenda, and you may also speak during Public Comments on items that are not on the agenda and are within the subject matter jurisdiction of the Commission. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during Public Comments. Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the Commission unless listed on the agenda, which has been posted not less than 72 hours prior to meeting.

Agendas, Staff Reports and some associated documents for the Commission items may be viewed on the Internet at <http://sanjoseca.gov/index.aspx?nid=3970>.

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 the Office of the City Clerk, 200 East Santa Clara Street, 14<sup>th</sup> Floor, San José, California 95113, at the same time that the public records are distributed or made available to the legislative body. Any draft resolutions or other items posted on the Internet site or distributed in advance of the commission meeting may not be the final documents approved by the commission. Contact the Office of the City Clerk for the final document.

On occasion the Commission may consider agenda items out of order.

The Civil Service Commission meets the first Thursday of every month at 4 p.m., with special meetings and hearings as necessary. If you have any questions, please direct them to the Commission staff. Thank you for taking the time to attend today's meeting.

**To request an accommodation or alternative format under the Americans with Disabilities Act for City-sponsored meetings, events or printed materials, please call (408) 535-1260 as soon as possible, but at least three business days before the meeting.**

**Please direct correspondence and questions to:**

City of San José Office of the City Clerk  
Attn: Ruth Krantz  
200 East Santa Clara Street, 14<sup>th</sup> Floor  
San José, California 95113  
Tel: (408) 535-1260; Fax: (408) 292-6207