

CITY OF MADERA
CIVIL SERVICE COMMISSION
Regular Session Agenda
April 3, 2018

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NOTICE IS HEREBY GIVEN THAT THE CIVIL SERVICE COMMISSION WILL HOLD A REGULAR MEETING Tuesday, April 3, 2018 AT 5:00 P.M. IN THE CITY HALL CONFERENCE ROOM FOR THE FOLLOWING PURPOSE:

ROLL CALL

Ruben Mendoza, Commission Chair	Celeste Voyles, Commission Vice-Chair
Eloise Rodriguez, Commissioner	Brian Massetti, Commissioner
	Shawn Griffin, Commissioner

PUBLIC COMMENT:

The first fifteen minutes of the meeting are reserved for members of the public to address the Commission on items which are within the subject matter jurisdiction of the Commission. Speakers shall be limited to three minutes. Speakers will be asked to identify themselves and state the subject of their comment. If the subject is an item on the Agenda, the Chairperson has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on the Agenda should be held until the hearing is opened. The Commission is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time.

1. Approval of Minutes – February 6, 2018, February 15, 2018, and March 6, 2018
2. Promulgation of Eligibility Lists-
 - a. #18-02 Water and Sewer Operations Manager
 - b. #18-04 Wastewater Treatment Plant Operator III
3. Next Regular Civil Service Meeting-May 1, 2018
4. Adjournment

I, Diana Rosas, Human Resources Technician II for the City of Madera, declare under penalty of perjury that I posted the above Civil Service Commission Agenda for the Regular Session Meeting of April 3, 2018, near the front entrances of City Hall no later than 5:00 p.m. on March 29, 2018.

Diana Rosas, Human Resources Technician II Date

ALL CITY EMPLOYEES AND THE PUBLIC ARE WELCOME TO ATTEND

MEETING MINUTES

A regular meeting of the Civil Service Commission was scheduled for 5:00 p.m. on February 6, 2018, in the City Hall Conference Room.

ROLL CALL:	PRESENT	Commission, Chair	Ruben Mendoza
		Commissioner	Celeste Voyles
		Commissioner, Vice Chair	Shawn Griffin
		Commissioner,	Brian Massetti
		Commissioner	Eloise Rodriguez

OTHERS PRESENT:	Diana Rosas	Human Resources Tech II
	Wendy Silva	Human Resources Director
	Brent Richardson	City Attorney

Commission Chair Mendoza called the meeting to order at 5:00 p.m.

1. **Approval of Minutes** – January 16, 2018. Commissioner Massetti moved to approve the minutes; motion seconded by Commissioner Griffin. Motion passed unanimously.
2. **Promulgation of Eligibility Lists** –
 - a. **Streets and Storm Drainage Supervisor #18-01**
Commissioner Rodriguez moved to approve the eligibility list; motion seconded by Commissioner Voyles. Motion passed unanimously.
3. **Next Regular Civil Service Meeting-** March 6, 2018
4. **ADJOURNMENT** - The meeting was adjourned at 5:08 p.m.

Respectfully Submitted,

Accepted,

Diana Rosas
Human Resources Technician II
Date: _____

Ruben Mendoza
Civil Service Commission Chair
Date: _____

MEETING MINUTES

A special meeting of the Civil Service Commission was scheduled for 5:00 p.m. on February 15, 2018, in the City Hall Conference Room.

ROLL CALL:	PRESENT	Commissioner, Vice Chair	Celeste Voyles
		Commissioner	Brian Massetti
		Commissioner	Eloise Rodriguez
ABSENT	Commissioner, Vice Chair	Shawn Griffin	
	Commissioner, Chair	Ruben Mendoza	
OTHERS PRESENT:	Diana Rosas	Human Resources Tech II	
	Brent Richardson	City Attorney	

Commissioner Vice Chair Voyles called the meeting to order at 5:00 p.m.

1. Promulgation of Eligibility Lists –

a. #17-35 Wastewater Treatment Plant operator III

Commissioner Rodriguez moved to approve the eligibility list; motion seconded by Commissioner Massetti. Motion passed unanimously.

b. #17-36 Wastewater Treatment Plant Lead Operator

Commissioner Massetti moved to approve the eligibility list; motion seconded by Commissioner Rodriguez. Motion passed unanimously.

2. Next Regular Civil Service Meeting- March 6, 2018

3. ADJOURNMENT - The meeting was adjourned at 5:03 p.m.

Respectfully Submitted,

Accepted,

Diana Rosas
Human Resources Technician II
Date: _____

Ruben Mendoza
Civil Service Commission Chair
Date: _____

MEETING MINUTES

A special meeting of the Civil Service Commission was scheduled for 5:00 p.m. on March 6, 2018, in the City Hall Conference Room.

ROLL CALL:	PRESENT	Commissioner, Vice Chair	Celeste Voyles
		Commissioner	Brian Massetti
		Commissioner, Chair	Ruben Mendoza
OTHERS PRESENT:	ABSENT	Commissioner	Shawn Griffin
		Commissioner	Eloise Rodriguez
		Wendy Silva	Human Resources Director
		Diana Rosas	Human Resources Tech II
		Brent Richardson	City Attorney

Commissioner Chair Mendoza called the meeting to order at 5:00 p.m.

- 1. Approval of Minutes** - January 16, 2018, due to an incorrect date being listed on the agenda, staff pulled the item and the item will be placed on April 3, 2018 meeting agenda.
- 2. Promulgation of Eligibility Lists –**
 - a. #17-39 Public Safety Dispatcher**
Commissioner Massetti moved to approve the eligibility list; motion seconded by Commissioner Voyles.
Motion passed unanimously.
 - c. #18-05 Police Officer Trainee**
Commissioner Voyles moved to approve the eligibility list; motion seconded by Commissioner Massetti.
Motion passed unanimously.
- 3. Next Regular Civil Service Meeting-** April 3, 2018
- 4. ADJOURNMENT** - The meeting was adjourned at 5:06 p.m.

Respectfully Submitted,

Accepted,

Diana Rosas
Human Resources Technician II
Date: _____

Ruben Mendoza
Civil Service Commission Chair
Date: _____