**NOTICE IS HEREBY GIVEN THAT THE CIVIL SERVICE COMMISSION WILL HOLD A REGULAR MEETING Tuesday, December 4, 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 – November 6, 2018

2. Promulgation of Eligibility Lists-
   a. #18-23 Administrative Analyst
   b. #18-25 Wastewater Treatment Operator-In-Training
   c. #18-28 Police Officer I

3. Discussion Regarding Scheduling of the Next Regular Civil Service Meeting

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 December 4, 2018, near the front entrances of City Hall no later than 5:00 p.m. on November 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 November 6, 2018, in the City Hall Conference Room.

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

ABSENT  Commissioner, Vice Chair  Celeste Voyles

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

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

1. Approval of Minutes – October 2, 2018 and August 7, 2018, Commissioner Rodriguez moved to approve the minutes; motion seconded by Commissioner Griffin. Motion passed unanimously.

2. Promulgation of Eligibility Lists –
   a. Records Clerk #18-19
      Commissioner Massetti moved to approve the eligibility list; motion seconded by Commissioner Griffin. Motion passed unanimously.

   b. Water System Worker I #18-20
      Commissioner Rodriguez moved to approve the eligibility list; motion seconded by Commissioner Massetti. Motion passed unanimously.

   c. Public Works Maintenance Worker II #18-21
      Commissioner Griffin moved to approve the eligibility list; motion seconded by Commissioner Rodriguez. Motion passed unanimously.

   d. Combination Building Inspector #18-22
      Commissioner Massetti moved to approve the eligibility list; motion seconded by Commissioner Griffin. Motion passed unanimously.

   e. Neighborhood Preservation Specialist I #18-24
      Commissioner Rodriguez moved to approve the eligibility list; motion seconded by Commissioner Griffin. Motion passed unanimously.

3. Next Regular Civil Service Meeting- December 4, 2018

4. ADJOURNMENT - The meeting was adjourned at 5:11 p.m.

Respectfully Submitted,                              Accepted,

_________________________                          _____________________
Diana Rosas                                            Ruben Mendoza
Human Resources Technician II                          Civil Service Commission Chair
Date: ____________________                          Date: ____________________