

CITY OF MADERA
CIVIL SERVICE COMMISSION
Regular Session Agenda
December 4, 2018

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Human Resources office, (559) 661-5400, Option 8. Notification of a least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. The meeting room is accessible to physically disabled persons. Requests for accommodation (assistive listening devices, interpreters, or language translators, etc.) should be made at least seventy-two (72) hours before the meeting to Diana Rosas at (559) 661-5401, or drosas@cityofmadera.com. Any writing related to an agenda item for the open session of this meeting distributed to the Civil Service Commission less than 72 hours before this meeting is available for inspection at the City of Madera Human Resources Department, 205 West 4th Street, Madera, California 93637 during normal business hours.

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
Human Resources Technician II
Date: _____

Ruben Mendoza
Civil Service Commission Chair
Date: _____