

**CITY OF MADERA**  
**CIVIL SERVICE COMMISSION**  
**Regular Session Agenda**  
**January 8, 2019**

*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 4<sup>th</sup> Street, Madera, California 93637 during normal business hours.*

**NOTICE IS HEREBY GIVEN THAT THE CIVIL SERVICE COMMISSION WILL HOLD A REGULAR MEETING Tuesday, January 8, 2019 AT 5:00 P.M. IN THE CITY HALL CONFERENCE ROOM FOR THE FOLLOWING PURPOSE:**

**ROLL CALL**

Ruben Mendoza, Commission Chair  
Eloise Rodriguez, Commissioner

Celeste Voyles, Commission Vice-Chair  
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 – December 4, 2018
2. Promulgation of Eligibility Lists-
  - a. #18-26 Public Safety Dispatcher
  - b. #18-29 Police Officer Trainee
3. Next Regular Civil Service Meeting- February 5, 2019
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 January 8, 2019, near the front entrances of City Hall no later than 5:00 p.m. on January 3, 2019.

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**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 December 4, 2018, in the City Hall Conference Room.

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

Commission Vice Chair Voyles called the meeting to order at 5:04 p.m.

1. **Approval of Minutes** – November 6, 2018, Commissioner Rodriguez moved to approve the minutes; motion seconded by Commissioner Massetti. Motion passed unanimously.

2. **Promulgation of Eligibility Lists –**

- a. **Administrative Analyst #18-23**

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

- b. **Wastewater Treatment Plant Operator-In-Training #18-5**

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

- c. **Police Officer I #18-28**

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

3. **Discussion Regarding Scheduling on the Next Regular Civil Service Meeting**

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: \_\_\_\_\_