

CITY OF MADERA
CIVIL SERVICE COMMISSION
Regular Session Agenda
December 03, 2019

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NOTICE IS HEREBY GIVEN THAT THE CIVIL SERVICE COMMISSION WILL HOLD A REGULAR MEETING Tuesday, December 03, 2019 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 05, 2019**
2. **Promulgation of Eligibility Lists-**
 - a. **#19-16 Wastewater Treatment Lab Analyst /Environmental Compliance Inspector I**
 - b. **#19-18 Police Officer I**
3. **Next Regular Civil Service Meeting- January 7, 2020**
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 3, 2019, near the front entrances of City Hall no later than 5:00 p.m. on November 29, 2019.



11/29/2019

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 05, 2019, in the City Hall Conference Room.

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

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

1. **Approval of Minutes** – August 05, 2019, Commissioner Voyles moved to approve the minutes; motion seconded by Commissioner Griffin. Motion passed unanimously.
2. **Promulgation of Eligibility Lists** –
 - a. **Program Manager Grants #19-11**
Commissioner Griffin moved to approve the eligibility list; motion seconded by Commissioner Voyles. Motion passed unanimously.
 - b. **Network Administrator #19-12**
Commissioner Voyles moved to approve the eligibility list; motion seconded by Commissioner Griffin. Motion passed unanimously.
 - c. **Administrative Assistant #19-13**
Commissioner Griffin moved to approve the eligibility list; motion seconded by Commissioner Voyles. Motion passed unanimously.
 - d. **Police Officer II #19-14**
Commissioner Voyles moved to approve the eligibility list; motion seconded by Commissioner Griffin. Motion passed unanimously.
 - e. **Police Officer Trainee #19-15**
Commissioner Griffin moved to approve the eligibility list; motion seconded by Commissioner Voyles. Motion passed unanimously.
3. **Wendy Silva gave a presentation on Code of Conduct for Madera City Council, Board, and Commission Members.**
4. **Next Regular Civil Service Meeting- December 3, 2019**
5. **ADJOURNMENT** - The meeting was adjourned at 5:30 p.m.

Respectfully Submitted,

Accepted,

Diana Rosas
Human Resources Technician II
Date: _____

Ruben Mendoza
Civil Service Commission Chair
Date: _____