

**CITY OF MADERA**  
**CIVIL SERVICE COMMISSION**  
**Regular Session Agenda**  
**July 07, 2020**

*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@madera.gov](mailto:drosas@madera.gov). 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, July 07, 2020 AT 5:00 P.M. VIA TELECONFERENCE FOR THE FOLLOWING PURPOSE:**

This meeting will be conducted pursuant to the provisions of the Governor's Executive Order which suspends certain requirements of the Ralph M. Brown Act. Social distancing per Executive Order will be used at the meeting. Members of the public are strongly encouraged to participate through telephone at (559)661-5401. Comments will also be accepted by email at [hinfo@madera.gov](mailto:hinfo@madera.gov) and must be received prior to 5:00pm on the stated meeting date.

**ROLL CALL**

Celeste Voyles, Chairperson  
Brian Massetti, Commissioner  
Shawn Griffin, Vice-Chairperson  
Eloise Rodriguez, 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 – June 02, 2020
2. Promulgation of Eligibility Lists-
  - a. #20-16 Deputy City Engineer
  - b. #20-17 Senior Planner
3. Next Regular Civil Service Meeting- August 4, 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 July 7, 2020, near the front entrances of City Hall no later than 5:00 p.m. on July 03, 2020.



06/30/2020

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 June 02, 2020, via teleconference.

ROLL CALL: PRESENT Commissioner, Vice Chair Celeste Voyles

Commissioner  
Commissioner Brian Massetti  
Shawn Griffin

ABSENT Commissioner, Eliose Rodriguez

OTHERS PRESENT: Diana Rosas Human Resources Technician II  
Wendy Silva Human Resources Director

Commissioner Vice Chairperson Voyles called the meeting to order at 5:01 p.m.

1. **Approval of Minutes** – May 05, 2020, Commissioner Massetti moved to approve the minutes; motion seconded by Commissioner Griffin. Motion passed unanimously.
2. **Promulgation of Eligibility Lists** –
  - a. **Accounting Technician III #20-14**  
Commissioner Griffin moved to approve the eligibility list; motion seconded by Commissioner Massetti. Motion passed unanimously.
  - b. **Streets and Storm Drainage Operations Manager #20-15**  
Commissioner Massetti moved to approve the eligibility list; motion seconded by Commissioner Griffin. Motion passed unanimously.
3. **Nomination and Election of Chair and Vice Chair**- Commissioner Vice Chair, Celeste Voyles was elected as Chairperson and Commissioner, Shawn Griffin was elected as Vice-Chair.
4. **Next Regular Civil Service Meeting- July 7, 2020**
5. **ADJOURNMENT** - The meeting was adjourned at 5:10 p.m.

Respectfully Submitted,



Diana Rosas  
Human Resources Technician II  
Date: \_\_\_\_\_

Accepted,

\_\_\_\_\_

Celeste Voyles  
Civil Service Commission Chair  
Date: \_\_\_\_\_