

CITY OF MADERA
CIVIL SERVICE COMMISSION
Regular Session Agenda
March 02, 2021

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. 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, March 02, 2021 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 may participate in the meeting remotely through an electronic meeting via phone by dialing (669)900-6833 enter ID: 218 591 1530 followed by *9 on your phone to speak. Comments will also be accepted by email at hinfo@madera.gov and must be received prior to 5:00pm on the stated meeting date.

ROLL CALL

Celeste Voyles, Chairperson
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 – November 03, 2020
2. Promulgation of Eligibility Lists-
 - a. #21-01 Procurement Services Manager
 - b. #20-02 Administrative Analyst
 - c. #20-03 Police Officer Trainee
3. Next Regular Civil Service Meeting- April 6, 2021
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 March 2, 2021, near the front entrances of City Hall no later than 5:00 p.m. on February 26, 2021.



02/24/2021

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 03, 2020, via teleconference.

ROLL CALL: PRESENT Commission Chairperson, Celeste Voyles

Commission Vice Chairperson, Shawn Griffin
Commissioner, Eloise Rodriguez

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

Commission Chairperson Voyles called the meeting to order at 5:05 p.m.

1. **Approval of Minutes** – October 06, 2020, Commissioner Rodriguez moved to approve the minutes; motion seconded by Vice Chairperson Griffin. Motion passed unanimously.

2. **Promulgation of Eligibility Lists** –
 - a. **Maintenance Tech #20-28**
Vice Chairperson Griffin moved to approve the eligibility list; motion seconded by Commissioner Rodriguez. Motion passed unanimously.

 - b. **Streets and Storms Drainage Supervisor #20-29**
Commissioner Rodriguez moved to approve the eligibility list; motion seconded by Vice Chairperson Griffin. Motion passed unanimously.

3. **Next Regular Civil Service Meeting- December 1, 2020**

4. **ADJOURNMENT** - The meeting was adjourned at 5:12 p.m.

Respectfully Submitted,



Diana Rosas
Human Resources Technician II
Date: _____

Accepted,

Celeste Voyles
Civil Service Commission Chair
Date: _____