

CITY OF MADERA
CIVIL SERVICE COMMISSION
Regular Session Agenda
December 07, 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, December 7, 2021 AT 5:00 P.M. IN THE CITY HALL CONFERENCE ROOM FOR THE FOLLOWING PURPOSE:

Members of the public may attend this meeting at City Hall. Members of the public may also observe the meeting on Zoom. Members of the public may comment on agenda items at the meeting or remotely through an electronic meeting via phone by dialing (669) 900-6833 enter ID #218 591 1530. When an agenda item you wish to comment on is discussed, press *9 on your phone to virtually raise your hand. Press *6 to un-mute yourself to speak when the last four digits of your phone number or your name is called. Comments will also be accepted via email at hrinfo@madera.gov or by regular mail at 205 W. 4th Street, Madera, CA 93637.

The City will observe the Madera County Public Health Department physical distancing recommendations. This may limit seating in the Council Chamber; however the City will have additional seating available if needed. All persons visiting City facilities shall observe health and safety protocols.

ROLL CALL

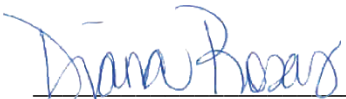
Celeste Voyles, Chairperson
Shawn Griffin, Vice-Chairperson
Eloise Rodriguez, Commissioner

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 2, 2021
2. Promulgation of Eligibility Lists-
 - a. #21-42 Public Works Equipment Operator
 - b. #21-46 Wastewater Treatment Plant Manager
 - c. #21-47 Accounting Technician II
 - d. #21-48 Police Officer Trainee
3. Discussion of date for 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 7, 2021, near the front entrances of City Hall no later than 5:00 p.m. on December 3, 2021.



12/1/2021

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 2, 2021.

| | | | |
|-----------------|---------|------------------------------|-----------------------------|
| ROLL CALL: | PRESENT | Commission Chairperson, | Celeste Voyles |
| | | Commission Vice Chairperson, | Shawn Griffin |
| | | Commissioner, | Eloise Rodriguez |
| OTHERS PRESENT: | | Diana Rosas | Human Resources Tech II |
| | | Wendy Silva | Director of Human Resources |

Commission Chairperson Voyles called the meeting to order at 5:02 p.m.

1. **Approval of Minutes** – October 05, 2021, Commissioner Rodriguez moved to approve the minutes; motion seconded by Vice Chairperson Griffin. Motion passed unanimously.

2. **Promulgation of Eligibility Lists** –
 - a. **Public Safety Dispatcher #21-38**
Vice Chairperson Griffin moved to approve the eligibility list; motion seconded by Commissioner Rodriguez. Motion passed unanimously.

 - b. **Senior Civil Engineer #21-39**
Commissioner Rodriguez moved to approve the eligibility list; motion seconded by Vice Chairperson Griffin. Motion passed unanimously.

 - c. **Grants Administrator (Amended) #21-41**
Commissioner Rodriguez moved to approve the eligibility list; motion seconded by Vice Chairperson Griffin. Motion passed unanimously.

 - d. **Neighborhood Preservation Specialist I #21-43**
Vice Chairperson Griffin moved to approve the eligibility list; motion seconded by Commissioner Rodriguez. Motion passed unanimously.

 - e. **Records Clerk #21-44**
Commissioner Rodriguez moved to approve the eligibility list; motion seconded by Vice Chairperson Griffin. Motion passed unanimously.

 - f. **Police Officer Trainee #21-45**
Vice Chairperson Griffin moved to approve the eligibility list; motion seconded by Commissioner Rodriguez. Motion passed unanimously.

3. **Next Regular Civil Service Meeting- December 7, 2021**

4. **ADJOURNMENT** - The meeting was adjourned at 5:18 p.m.

Respectfully Submitted,



Diana Rosas

Human Resources Technician II

Date: 12/7/2021

Accepted,



Celeste Voyles

Civil Service Commission Chair

Date: