

CITY OF MADERA
CIVIL SERVICE COMMISSION
Regular Session Agenda
January 06, 2022

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 Thursday, January 6, 2022, 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 #240 814 5807. 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 – December 7, 2021
2. Promulgation of Eligibility Lists-
 - a. #21-48 Animal Control Officer
 - b. #21-49 Human Resources Technician II
 - c. #21-50 Administrative Analyst
3. Discussion of date for next regular Civil Service meeting
4. Adjournment

I, Jenavie Martin, 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 6, 2022, near the front entrances of City Hall no later than 5:00 p.m. on January 3, 2022.


Jenavie Martin (Jan 2, 2022 21:47 PST)

1/3/2022

Jenavie Martin, 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 7, 2021.

ROLL CALL:	PRESENT	Commission Chairperson,	Celeste Voyles
		Commission Vice Chairperson,	Shawn Griffin
		Commissioner,	Eloise Rodriguez
OTHERS PRESENT:		Diana Rosas	Human Resources Tech II
		Jenavie Martin	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** – November 2, 2021, Vice Chairperson Griffin moved to approve the minutes; motion seconded by Commissioner Rodriguez. Motion passed unanimously.
2. **Promulgation of Eligibility Lists** –
 - a. **Public Works Equipment Operator #21-42**
Commissioner Rodriguez moved to approve the eligibility list; motion seconded by Vice-Chairperson Griffin. Motion passed unanimously.
 - b. **Wastewater Treatment Plant Manager #21-46**
Commissioner Rodriguez moved to approve the eligibility list; motion seconded by Vice Chairperson Griffin. Motion passed unanimously.
 - c. **Accounting Technician II #21-47**
Commissioner Rodriguez moved to approve the eligibility list; motion seconded by Vice Chairperson Griffin. Motion passed unanimously.
 - d. **Police Officer Trainee #21-48**
Commissioner Rodriguez moved to approve the eligibility list; motion seconded by Vice Chairperson Griffin. Motion passed unanimously.
3. **Next Regular Civil Service Meeting- January 6, 2022**
4. **ADJOURNMENT** - The meeting was adjourned at 5:12 p.m.

Respectfully Submitted,

Accepted,

Jenavie Martin
Human Resources Technician II
Date: ____ 1/3/2022 _____

Celeste Voyles
Civil Service Commission Chair
Date: _____






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Final Audit Report

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