

**City of Madera Civil Service Commission
Teleconference Meeting
Regular Session Agenda
February 8, 2022**

Notice is hereby given that the Civil Service Commission will hold a regular meeting Tuesday, February 8, 2022, at 5:00 p.m. via teleconference for the following purpose:

This meeting will be conducted by video conference and will not be physically open to the public. The weblink and telephone number listed below will provide access to the Commission meeting.

Weblink: <https://us06web.zoom.us/j/2408145807>

Telephone Number: (669) 900-6833

Meeting ID: 240 814 5807

Public comment will be accepted during the meeting via teleconference. When an agenda item you wish to comment on is discussed, press *9 on your phone to virtually raise your hand or use Reactions to raise your hand on your computer screen. The Chairperson will recognize you by name or telephone number when it is your turn to speak. Press *6 on your telephone to un-mute yourself to speak or use the audio controls on your computer screen to unmute if participating by computer. 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
Nick Salinas, Commissioner
Saim Mohammad, Commissioner
Muhammad Latif, Commissioner
Summer Gonzales, Commissioner
Julius Washington, 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.

BUSINESS MATTERS:

1. Welcome and Introductions
2. Approval of Minutes – January 6, 2022

3. Promulgation of Eligibility Lists –
 - a. #21-51 Police Officer Trainee
 - b. #21-52 Police Officer II
 - c. #22-1 Public Safety Dispatcher
 - d. #22-2 Senior Planner
 - e. #22-3 Program Manager - Grants
 4. Discussion of standard meeting date for regular monthly meetings of the Commission
 5. Adjournment
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- Please silence or turn off cell phones and electronic devices while the meeting is in session, unless they are required for your participation in the meeting.
 - Regular meetings of the Civil Service Commission are held the 1st Tuesday of each month at 3:30 p.m. in the City Hall Conference Room.
 - The complete agenda packet is available on the City's website and in the Human Resources Department at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting Human Resources at (559) 661-5401 or by email at hrinfo@madera.gov.
 - The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Requests for additional accommodations for the disabled, signers, assistive listening devices, or translators needed to assist participation in this public meeting should be made at least seventy-two (72) hours prior to the meeting. Please call the Human Resources Office at (559) 661-5401. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service.
 - Questions regarding the meeting agenda or conduct of the meeting, please contact the Human Resources Office at (559) 661-5401.
 - Para asistencia en español sobre este aviso, por favor llame al (559) 661-5401.
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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 Meeting of February 8, 2022, near the front entrances of City Hall no later than 5:00 p.m. on February 4, 2022.


Jenavie Martin (Feb 4, 2022 12:44 PST)

Jenavie Martin, HR Technician II

2/4/2022

Date

ALL CITY EMPLOYEES AND THE PUBLIC ARE WELCOME TO ATTEND

**City of Madera Civil Service Commission
City Hall Conference Room
205 W. 4th Street, Madera, CA 93637
Regular Meeting Minutes
January 6, 2022**

A regular meeting of the Civil Service Commission was scheduled for 5:00 p.m. on January 6, 2022, in the City Hall Conference Room.

ROLL CALL

Commissioners Present: Celeste Voyles, Chairperson
Shawn Griffin, Vice Chairperson
Eloise Rodriguez, Commissioner
Commissioners Absent: None
Staff Present: Jenavie Martin, Human Resources Technician II
Wendy Silva, Director of Human Resources
Others Present: None

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

PUBLIC COMMENT

None

BUSINESS MATTERS:

1. Approval of Minutes – December 7, 2021. Commissioner Rodriguez moved to approve the minutes; motion seconded by Vice Chairperson Griffin. Motion passed unanimously.
2. Promulgation of Eligibility Lists –
 - a. Animal Control Officer #21-48
Vice-Chairperson Griffin moved to approve the eligibility list; motion seconded by Commissioner Rodriguez. Motion passed unanimously.
 - b. Human Resources Technician II #21-49
Commissioner Rodriguez moved to approve the eligibility list; motion seconded by Vice Chairperson Griffin. Motion passed unanimously.
 - c. Administrative Analyst #21-50
Vice-Chairperson Griffin moved to approve the eligibility list; motion seconded by Commissioner Rodriguez. Motion passed unanimously.
3. Next Regular Civil Service Meeting - February 8, 2022
4. Adjournment - The meeting was adjourned at 5:11 p.m.

Respectfully Submitted,

Accepted,

Jenavie Martin
Human Resources Technician II
Date: 2/4/2022

Celeste Voyles
Civil Service Commission Chair
Date: _____