

**City of Madera Civil Service Commission
City Hall Conference Room
205 W. 4th Street, Madera, CA 93637
Regular Session Agenda
March 7, 2023**

Notice is hereby given that the Civil Service Commission will hold a regular meeting Tuesday, March 7, 2023, at 5:00 p.m. in person 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 and participate in 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 meeting 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.

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

Telephone Number: (669) 900-6833

Meeting ID: 240 814 5807

ROLL CALL

Celeste Voyles, Chairperson
Shawn Griffin, Vice-Chairperson
Nick Salinas, Commissioner
Saim Mohammad, Commissioner
Muhammad Latif, Commissioner
Dennis Smith, 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. Approval of Minutes – February 7, 2023 and February 21, 2023
2. Promulgation of Eligibility Lists –

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- a. #23-7 Payroll Specialist
 - b. #23-15 Police Officer Trainee
 - c. #23-16 Police Officer II
3. Next Regular Meeting – April 4, 2023
 4. 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 5:00 p.m. in the City Hall Conference Room. The public is invited to participate in-person or via Zoom.
 - 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) 661-5400 option 8 or by email at hrinfo@madera.gov.
 - The meeting room is accessible to the physically disabled. Requests for additional accommodations for the disabled such as signing services, assistive listening devices, or alternative format agendas and reports needed to assist participation in this public meeting may be made by calling Human Resources Office at (559) 661-5400, option 8, or emailing hrinfo@madera.gov. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service. Requests should be made as soon as practicable as additional time may be required for the City to arrange or provide the requested accommodation. At least seventy-two (72) hours notice prior to the meeting is requested by not required.
 - The services of a translator can be made available. Please contact Human Resources at (559) 661-5400, option 8 or hrinfo@madera.gov to request translation services for this meeting. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service. Requests should be submitted in advance of the meeting to allow the City sufficient time to provide or arrange for the requested services. At least seventy-two (72) hours notice prior to the meeting is requested by not required.
 - Questions regarding the meeting agenda or conduct of the meeting, please contact the Human Resources Office at (559) 661-5400 option 8.
 - Para asistencia en español sobre este aviso, por favor llame al (559) 661-5400 option 8.
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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 March 7, 2023, near the front entrances of City Hall no later than 5:00 p.m. on March 2, 2023.


Jenavie Martin, HR Technician II

3/2/2023

Date

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ALL CITY EMPLOYEES AND THE PUBLIC ARE WELCOME TO ATTEND

**City of Madera Civil Service Commission
Regular Meeting Minutes
February 7, 2023**

A regular meeting of the Civil Service Commission was scheduled for 5:00 p.m. on February 7, 2023, in person in the City Hall Conference Room. In addition, the meeting was available to the public by Zoom.

ROLL CALL

Commissioners Present: Celeste Voyles, Chairperson
Shawn Griffin, Vice Chairperson
Dennis Smith, Commissioner
Saim Mohammad, Commissioner
Julius Washington, Commissioner
Nick Salinas, Commissioner
Muhammad Latif, Commissioner- Zoom Only/non-voting

Commissioners Absent:

Staff Present: Wendy Silva, Director of Human Resources
Jenavie Martin, Human Resources Technician

Others Present: None

Chairperson Voyles called the meeting to order at 5:00 p.m.

PUBLIC COMMENT

None

BUSINESS MATTERS:

1. Approval of Minutes – January 10, 2023. Commissioner Mohammad moved to approve the amended minutes; motion seconded by Commissioner Washington. All commissioners voted yes to approve the minutes. Motion passed unanimously.
2. Promulgation of Eligibility Lists –
 - a. Parks Manager #22-54
Commissioner Salinas moved to approve the eligibility list; motion seconded by Vice Chairperson Griffin. All commissioners voted yes to approve the list. Motion passed unanimously.
 - b. Public Safety Dispatcher #23-3
The list was tabled due to errors with the testing link. The item will be brought back for consideration at a special meeting on 2/21/2023 at 5:00 p.m. after the error is resolved and all applicants have had an opportunity to complete testing.
 - c. Accounting Technician II #23-4

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Vice Chairperson Griffin moved to approve the eligibility list; motion seconded by Commissioner Mohammad. All commissioners voted yes to approve the list. Motion passed unanimously.

d. Public Works Equipment Operator #23-5

Commissioner Mohammad moved to approve the eligibility list; motion seconded by Commissioner Washington. All commissioners voted yes to approve the list. Motion passed unanimously.

e. Police Officer I #23-8

Commissioner Washington moved to approve the eligibility list; motion seconded by Commissioner Salinas. All commissioners voted yes to approve the list. Motion passed unanimously.

f. Police Officer II #23-9

Commissioner Griffin moved to approve the eligibility list; motion seconded by Commissioner Mohammad. All commissioners voted yes to approve the list. Motion passed unanimously.

g. Police Officer Trainee #23-10

Commissioner Mohammad moved to approve the eligibility list; motion seconded by Commissioner Washington. All commissioners voted yes to approve the list. Motion passed unanimously.

3. Next Regular Civil Service Meeting – March 7, 2023

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

Respectfully Submitted,

Accepted,

Jenavie Martin
Human Resources Technician II
Date: 3/7/2023

Celeste Voyles
Civil Service Commission Chair
Date: _____

**City of Madera Civil Service Commission
Special Session Minutes
February 21, 2023**

A special meeting of the Civil Service Commission was scheduled for 5:00 p.m. on February 21, 2023, in person in the City Hall Conference Room.

ROLL CALL

Commissioners Present: Celeste Voyles, Chairperson
Shawn Griffin, Vice Chairperson
Dennis Smith, Commissioner
Saim Mohammad, Commissioner
Julius Washington, Commissioner
Nick Salinas, Commissioner

Commissioners Absent: Muhammad Latif, Commissioner

Staff Present: Wendy Silva, Director of Human Resources
Jenavie Martin, Human Resources Technician

Others Present: None

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

PUBLIC COMMENT

None

BUSINESS MATTERS:

1. Promulgation of Eligibility Lists –
 - a. Public Safety Dispatcher #23-3
Vice Chairperson Griffin moved to approve the eligibility list; motion seconded by Commissioner Mohammad. All commissioners voted yes to approve the list. Motion passed unanimously.
2. Next Regular Civil Service Meeting – March 7, 2023
3. Adjournment - The meeting was adjourned at 5:03 p.m.

Respectfully Submitted,

Accepted,

Jenavie Martin
Human Resources Technician II
Date: 3/7/2023

Celeste Voyles
Civil Service Commission Chair
Date: _____