

**City of Madera Civil Service Commission  
City Hall Conference Room  
205 W. 4<sup>th</sup> Street, Madera, CA 93637  
Regular Session Agenda  
May 2, 2023**

Notice is hereby given that the Civil Service Commission will hold a regular meeting Tuesday, May 2, 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](mailto: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  
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 – April 4, 2023
2. Promulgation of Eligibility Lists –

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- a. #23-18 Wastewater Treatment Plant Operator in Training
  - b. #23-19 Animal Control Officer
  - c. #23-23 Police Officer Trainee
3. Next Regular Meeting – June 6, 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 1<sup>st</sup> 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](mailto: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](mailto: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](mailto: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 May 2, 2023, near the front entrances of City Hall no later than 5:00 p.m. on April 27, 2023.

  
Jenavie Martin, HR Technician II

4/27/2023

Date

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ALL CITY EMPLOYEES AND THE PUBLIC ARE WELCOME TO ATTEND

**City of Madera Civil Service Commission  
Regular Meeting Minutes  
April 4, 2023**

A regular meeting of the Civil Service Commission was scheduled for 5:00 p.m. on April 4, 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

Commissioners Absent: Nick Salinas, Commissioner  
Julius Washington, Commissioner  
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 5:05 p.m.

**PUBLIC COMMENT**

None

**BUSINESS MATTERS:**

1. Approval of Minutes – March 7, 2023. Commissioner Mohammad moved to approve the minutes; motion seconded by Vice-Chairperson Griffin. All commissioners voted yes to approve the minutes. Motion passed unanimously.
2. Promulgation of Eligibility Lists –
  - a. Program Manager- Grants #23-12  
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.
  - b. Wastewater Treatment Plant Lab Analyst/Environmental Compliance Inspector #23-13  
Commissioner Mohammad moved to approve the eligibility list; motion seconded by Commissioner Smith. All commissioners voted yes to approve the list. Motion passed unanimously.
  - c. Records Clerk #23-14  
Commissioner Smith moved to approve the eligibility list; motion seconded by Vice-Chairperson Griffin. All commissioners voted yes to approve the list. Motion passed unanimously.

d. Police Officer Trainee #23-17

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

e. Police Officer I #23-20

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.

3. Next Regular Civil Service Meeting – May 2, 2023

4. Adjournment - The meeting was adjourned at 5:14 p.m.

Respectfully Submitted,

Accepted,

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Jenavie Martin  
Human Resources Technician II  
Date: 5/2/2023

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Celeste Voyles  
Civil Service Commission Chair  
Date: \_\_\_\_\_