

**MINUTES
CIVIL SERVICE COMMISSION SPECIAL
MEETING OF JANUARY 31, 2025**

425 N. El Dorado St. Stockton, CA

1. CLOSED SESSION CALL TO ORDER/ROLL CALL - 3:00 PM

Roll Call

Present:

Nancy Muniz

Michele Kimbrough

Dwight Williams

2. PUBLIC COMMENT

None

3. ANNOUNCEMENT OF CLOSED SESSION - 3:02 PM

3.1 25-0025 OFFICE TECHNICIAN (OPEN/PROMOTIONAL) ELIGIBLE LIST CERTIFICATION

Resolution 2025-01-31-0301 certifying the results of the open/promotional examination for Office Technician.

Legislation Text

Proposed Resolution - Exam Results - Office Technician

Approved Resolution 2025-01-31-0301

3.2 25-0027 TREE WORKER (OPEN/PROMOTIONAL) ELIGIBLE LIST CERTIFICATION

Resolution 2025-01-31-0302 certifying the results of the open/promotional examination for Tree Worker (Open/Promotional).

Legislation Text

Proposed Resolution Exam Results Tree Worker

Approved Resolution 2025-01-31-0302

3.3 25-0030 POLICE OFFICER (OPEN/PROMOTIONAL) ELIGIBLE LISTS - REMOVAL OF NAME(S)

Motion 2025-01-31-0303 approving the removal of name(s) from the Police Officer (Open/Promotional) eligible lists.

Legislation Text

4. **RECESS FROM CLOSED SESSION - 3:08 PM**
5. **REGULAR SESSION CALL TO ORDER/ROLL CALL - 3:09 PM**
6. **PLEDGE TO THE FLAG**

The Pledge of Allegiance was led by Commissioner Williams

7. **REPORT OF ACTION TAKEN IN CLOSED SESSION**

Legal Counsel Taryn Jones reported - the Commission has returned regarding action items 3.1 through and including 3.3. All commissioners were present during the entire closed session. Reportable action is as follows: Regarding 3.1 through and 3.2 by unanimous vote of commissioners present, commission adopted resolutions concerning the eligible lists certifications. Regarding action item 3.3 by unanimous vote of the commissioners present approved removal of names from the eligible list.

8. **CITIZENS COMMENTS/ANNOUNCEMENTS**

None

9. **ADOPTION OF CONSENT CALENDAR**

Approve the consent calendar

Moved by: Dwight Williams, seconded by Nancy Muniz.

Vote: Motion carried 3-0

Yes: Nancy Muniz, Michele Kimbrough, and Dwight Williams.

- 9.1 **25-0023 APPROVAL OF COMMISSION MINUTES**

Motion 2025-01-31-0901 approving the minutes from the Civil Service Commission meeting of December 19, 2024

Legislation Text

Attachment A - 2024-12-19 Minutes

- 9.2 **25-0021 REQUEST TO AMEND THE LIST OF CLASSES APPROVED FOR ALTERNATE STAFFING IN ACCORDANCE WITH CSR RULE VII, SECTION 6**

Resolution 2025-01-31-0902 approving an amendment to the list of classes approved for alternate staffing by updating the Code Enforcement I/II classification to include the Senior-level and amend its placement on the list of classes approved for alternate staffing from the Automatic to Deep Class category.

Legislation Text

Attachment A - Red Lines - List of Alternately Staffed Positions

Attachment B - Final - List of Alternately Staffed Positions

Proposed Resolution

Approved Resolution 2025-01-31-0902

9.3 24-1285 REQUEST TO CONDUCT A PROMOTIONAL EXAMINATION - FIRE CAPTAIN

Resolution 2025-01-31-0903 approving the weights of the examination and the provisions and contents of the job announcement for the promotional position of Fire Captain.

Legislation Text

Proposed Resolution Fire Captain

Approved Resolution 2025-01-31-0903

10. UNFINISHED BUSINESS

None

11. REQUEST FOR APPEALS/PUBLIC HEARINGS

None

12. APPEALS/PUBLIC HEARINGS

None

13. NEW BUSINESS

13.1 25-0026 ELECT A CHAIR OF THE CIVIL SERVICE COMMISSION IN ACCORDANCE WITH COMMISSION POLICY 12-001

Legislation Text

Attachment A - CSC-12-001 - Chair/Vice Chair Elections.pdf

Approve **Motion 2025-01-31-1301** electing Dwight Williams as Chair of the Civil Service Commission in accordance with Commission Policy 12-001.

Moved by: Nancy Muniz, seconded by Michele Kimbrough.

Vote: Motion carried 3-0

Yes: Nancy Muniz, Michele Kimbrough, and Dwight Williams.

13.2 25-0024 ELECT A VICE CHAIR OF THE CIVIL SERVICE COMMISSION IN ACCORDANCE WITH COMMISSION POLICY 12-001

Legislation Text

Attachment A - CSC-12-001 - Chair/Vice Chair Elections.pdf

Approve **Motion 2025-01-31-1302** electing Nancy Muniz as Vice Chair of the Civil Service Commission in accordance with Commission Policy 12-001.

Moved by: Michele Kimbrough, seconded by Dwight Williams.

Vote: Motion carried 3-0

Yes: Nancy Muniz, Michele Kimbrough, and Dwight Williams.

14. REPORTS/WRITTEN COMMUNICATIONS/ INFORMATIONAL ITEMS

14.1 25-0014 NOTIFICATION OF ACTION TAKEN BY THE DIRECTOR OF HUMAN RESOURCES TO AMEND THE CLASSIFICATION SPECIFICATION FOR ANIMAL SERVICES ASSISTANT I/II

Informational item only. No action taken.

Legislation Text

Attachment A - Red Lines - Class Spec - Animal Services Assistant I-II

Attachment B - Final - Class Spec - Animal Services Assistant I-II-III

14.2 25-0020 NOTIFICATION OF ACTION TAKEN BY THE DIRECTOR OF HUMAN RESOURCES TO AMEND THE CLASSIFICATION SPECIFICATIONS FOR CODE ENFORCEMENT OFFICER I/II AND SENIOR CODE ENFORCEMENT OFFICER

Informational item only. No action taken.

Legislation Text

Attachment A - Red Lines - Class Spec - Code Enforcement Officer I-II

Attachment B - Final - Class Spec - Code Enforcement Officer I-II-Senior

14.3 24-1228 NOTIFICATION OF ACTION TAKEN BY THE DIRECTOR OF HUMAN RESOURCES TO AMEND THE CLASSIFICATION SPECIFICATION FOR REGULATORY COMPLIANCE OFFICER

Informational item only. No action taken.

Legislation Text

Attachment A - Class Spec - Red Lines -Regulatory Compliance Officer

Attachment B - Final - Class Spec - Regulatory Compliance Officer

15. BOARD/COMMISSION COMMUNICATIONS OR COMMENTS

Commissioner Kimbrough - congratulated Mayor Fugazi

Chair Williams - thanked fellow commissioners

16. ADJOURNMENT - 3:13 PM


KATHERINE ROLAND, CMC, CPMC