

**CITY OF MADERA**  
**CIVIL SERVICE COMMISSION**  
**Regular Session Agenda**  
**April 12, 2016**

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**NOTICE IS HEREBY GIVEN THAT THE CIVIL SERVICE COMMISSION WILL HOLD A REGULAR MEETING ON **TUESDAY, April 12, 2016 AT 5:00 P.M.** IN THE CITY HALL CONFERENCE ROOM FOR THE FOLLOWING PURPOSE:**

**ROLL CALL**

Ruben Mendoza, Commission Chair	Celeste Voyles, Commission Vice-Chair
Eloise Rodriguez, Commissioner	Brian Massetti, Commissioner
	Shawn Griffin, 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 – March 08, 2016
2. PROMULGATION OF ELIGIBILITY LIST –
  - a. #16-09 Assistant Engineer
  - b. #16-10 Industrial Electrical Technician
  - c. #16-11 Water System Lead Worker
  - d. #16-12 Communications Specialist
  - e. #16-15 Water System Technician
  - f. #16-16 Police Officer I
  - g. #15-36 Water Meter and Conservation Supervisor
3. NEXT REGULAR CIVIL SERVICE MEETING – May 10, 2016
4. ADJOURNMENT

I, Diana Rosas, 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 April 12, 2016, near the front entrances of City Hall no later than 5:00 p.m. on April 8, 2016.

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**Diana Rosas, 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 March 08, 2016, in the City Hall Conference Room.

ROLL CALL:	PRESENT:	Commission, Chair	Ruben Mendoza
		Commissioner, Vice Chair	Celeste Voyles
		Commissioner	
		Commissioner	Shawn Griffin
		Commissioner	Brian Massetti
	ABSENT:	Commissioner,	Eloise Rodriguez

OTHERS PRESENT:	Wendy Silva	Human Resources Director
	Diana Rosas	Human Resources Tech II

Commission Chair Mendoza called the meeting to order at 5:00 p.m.

**1. APPROVAL OF MINUTES** – Meeting of February 09, 2016. Commissioner Voyles moved to approve the minutes; motion seconded by Commissioner Griffin. Motion passed unanimously.

**2. PROMULGATION OF ELIGIBILITY LIST –**

**a. Program Manager Grants #16-04**

Commissioner Massetti moved to approve the eligibility list; motion seconded by Commissioner Voyles. Motion passed unanimously.

**b. Public Safety Dispatcher #16-05**

Commissioner Griffin moved to approve the eligibility list; motion seconded by Commissioner Massetti. Motion passed unanimously.

**c. Assistant Planner #16-06**

Commissioner Massetti moved to approve the eligibility list; motion seconded by Commissioner Voyles. Motion passed unanimously.

**d. Police Corporal #16-07**

Commissioner Massetti moved to approve the eligibility list; motion seconded by Commissioner Voyles. Motion passed unanimously.

**e. Administrative Assistant #16-08**

Commissioner Griffin moved to approve the eligibility list; motion seconded by Commissioner Massetti. Motion passed unanimously.

**3. NEXT REGULAR CIVIL SERVICE MEETING – April 12, 2016 at 5:00 P.M.**

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

Respectfully Submitted,

Accepted,

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Diana Rosas  
Human Resources Technician II

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Ruben Mendoza  
Civil Service Commission Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_