

**City of Madera Civil Service Commission
City Hall Conference Room
205 W. 4th Street, Madera, CA 93637
Regular Session Agenda
May 7, 2024**

Notice is hereby given that the Civil Service Commission will hold a regular meeting Tuesday, May 7, 2024, 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 #832 3670 9993. 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 hinfo@madera.gov or by regular mail at 205 W. 4th Street, Madera, CA 93637.

Weblink: <https://cityofmadera.zoom.us/j/83236709993>

Telephone Number: (669) 900-6833
Meeting ID: 832 3670 9993

ROLL CALL

Celeste Voyles, Chairperson
Shawn Griffin, Vice-Chairperson
Nick Salinas, Commissioner
Saim Mohammad, Commissioner
Dennis Smith, 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 2, 2024

2. Promulgation of Eligibility Lists
 - a. 24-4 Property & Evidence Officer
 - b. 24-6 Associate Civil Engineer
 - c. 24-7 Senior Civil Engineer
 - d. 24-13 Police Officer Trainee
 - e. 24-14 Police Officer I
 - f. 24-15 Police Officer II
3. Next Regular Meeting – Tuesday, June 4, 2024
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, Wendy Silva, Director of Human Resources 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 7, 2024, near the front entrances of City Hall no later than 5:00 p.m. on May 3, 2024.

Wendy Silva 5/2/2024
Wendy Silva, HR Director Date

ALL CITY EMPLOYEES AND THE PUBLIC ARE WELCOME TO ATTEND

**City of Madera Civil Service Commission
Regular Meeting Minutes
April 2, 2024**

A regular meeting of the Civil Service Commission was scheduled for 5:00 p.m. on April 2, 2024, 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
Nick Salinas, Commissioner

Commissioners Absent: Saim Mohammad, Commissioner

Staff Present: Wendy Silva, Director of Human Resources
Patsy Gomez, Human Resources Technician II

Others Present: None

Chairperson Voyles called the meeting to order at 5:21 p.m.

PUBLIC COMMENT

None

BUSINESS MATTERS:

1. Approval of Minutes – March 5, 2024. Commissioner Salinas moved to approve the minutes; motion seconded by Vice-Chairperson Griffin. All commissioners voted yes to approve the minutes. Motion passed unanimously.
2. Accounting Technician II Job Application Review Appeal
Applicant requested an appeal of disqualification during application review due to work experience being pro-rated based on hours worked compared to a full-time work week. Commissioners requested staff clarify on future job postings that work experience requirements are stated in full-time work equivalent time. The Commission declined to schedule a formal hearing on the matter.
3. Promulgation of Eligibility Lists –
 - a. #24-2 Accounting Technician II
Vice-Chairperson Griffin moved to approve the eligibility list; motion seconded by Commissioner Smith. All commissioners voted yes to approve the list. Motion passed unanimously.

b. #24-3 Police Officer Trainee

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

4. Adjournment - The meeting was adjourned at 5:35 p.m.

Respectfully Submitted,



Patsy Gomez
Human Resources Technician II
Date: 04/02/2024

Accepted,

Celeste Voyles
Civil Service Commission Chair
Date: _____