

CIVIL SERVICE BOARD

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Renita Nelson, Administrative Assistant

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Agenda

Civil Service Board

915 I Street

Historic City Hall 2nd Floor

Published by the

Department of Human Resources

(916) 808-8249

**Tuesday, November 4, 2014
1:30 p.m.**

NOTICE TO THE PUBLIC

You are welcomed and encouraged to participate in this meeting. Public comment is taken on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

Notice to Lobbyists: When addressing the legislative bodies you must identify yourself as a lobbyist and announce the client/business/organization you are representing
(City Code 2.15.160).

Speaker slips are available on the City's Website and from staff, and should be completed and submitted to the Board Clerk.

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The City posts Agendas at City Hall as well as offsite meeting locations.

The order and estimated time for Agenda items are listed for reference and may be taken in any order deemed appropriate by the legislative body.

The Agenda provides a general description and staff Recommendation; however, the legislative bodies may take action other than what is recommended. Full staff reports are available for public review on the City's website and include all attachments and exhibits. "To Be Delivered" and "Supplemental" reports will be published as they are received. Hard copies are available at the Department of Human Resources and all written material received is available at the meeting for public review.

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Department of Human Resources at (916) 808-8249 at least 48 hours prior to the meeting.

AGENDA

Tuesday, November 4, 2014

1:30 p.m.

915 I Street, Historic City Hall 2nd Floor

Open Session - 1:30 p.m.

Roll Call

Public Comments-Matters Not on the Agenda (2 minutes per speaker)

Consent Calendar **Estimated Time: 5 minutes**

All items listed under the Consent Calendar are considered and acted upon by one Motion. Anyone may request an item be removed for separate consideration.

1. Approval of Minutes for October 21, 2014

Location: (Citywide)

Recommendation: Pass a motion approving the CSB Board Meeting Minutes dated October 21, 2014.

Contact: Denise Deprato, Secretary to the Board, (916) 808-8249, Department of Human Resources.

Discussion Calendar

Discussion Calendar items include an oral presentation including those recommending "receive and file".

2. Adoption of 311 Classification Series

Estimated Time: 10 Minutes

Location: (Citywide)

Recommendation: Pass a motion 1) approving the new 311 classification series: 311 Customer Service Agent, 311 Customer Service Specialist, and 311 Customer Service Supervisor.

Contact: Khanida Hunter, Personnel Analyst, (916) 808-7969, Department of Human Resources.

Member Comments-Ideas, Questions and Meeting/Conference Reports

Adjournment