



COUNTY OF SAN MATEO

CIVIL SERVICE COMMISSION

AGENDA

Thursday, March 4, 2021

8:30 a.m.

Pursuant to the Shelter in Place Orders issued by the San Mateo County Health Officer and the Governor, the Governor's Executive Order N-29-20 and N-63-20, and the CDC's social distancing guidelines which discourage public gatherings, the meeting will be held via teleconferencing with members of the Commission attending from separate remote locations. The meeting will be held and live cast from the following location where members of the public shall have the right to observe and offer public comment:

For Video Conference: <https://smcgov.zoom.us/j/96713878013> Meeting ID: 967 1387 8013

For Phone Conference: Dial: 1-669-900-6833 (Local). Enter meeting ID: 967 1387 8013, then press #

Please Note: Instructions are included at the end of the agenda

In compliance with the Americans with Disabilities Act, Title II, the Commission will provide reasonable accommodations for persons with disabilities. If possible, please give three (3) days advance notice of any accommodation needs by calling Elvia Gonzalez at (650) 363-4333 or (650) 368-7807 (TDD).

OPEN SESSION

Pledge of Allegiance

Roll Call

1. Public Comment
2. Consent Agenda (see below)
3. Approval of a New Classification, Assignment to Bargaining Unit and Establishment of Probation Period
 - Supervising Human Services Hearings Officer
4. Informational Items
 - a. Notice of Non-Punitive Discipline of Permanent Employees
 - b. Notice of a Termination of a Permanent Employee
5. Items for Future Agendas

Consent Agenda

6. Approval of Minutes from the January 7, 2021 Meeting

7. Request for Extensions of Eligible Lists
 - Appraiser I/II (U074P – 1 month
 - Community Services Officer (T074L)– 3 months
 - Park Ranger II (L04IS)– 2 months
 - Sheriff’s Criminal Records Technician (E446I) – 6 months
 - Social Worker I/II/III (G096BK) – 6 months

Instructions for Joining via Videoconference or Phone Conference

Please be online/on the call by 8:15 a.m. to ensure we are set to start the meeting at 8:30 a.m.

JOINING BY VIDEOCONFERENCE:

1. The March 4, 2021 Civil Service Commission (CSC) Meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/96713878013> The meeting ID: 967 1387 8013.
 - You may be asked to enter an email address and name. Please identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
 - We will use the “raise hand” feature in order to organize any public comments.
 - When the Chairperson of the Commission calls for the item on which you wish to speak, click on “raise hand.” The CSC staff member Elvia Gonzalez will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.

Note: You may download the Zoom client or connect to the meeting using an internet browser. If you have never used Zoom, you can join a test meeting in advance to ensure your device is ready, at this link - <https://zoom.us/test>. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.

JOINING BY PHONE:

2. The March 4, 2021 Civil Service Commission (CSC) Meeting may also be accessed via telephone by dialing 1-669-900-6833 (Local). Enter the meeting ID: 967 1387 8013, then press #.

CSC staff member Elvia Gonzalez may ask you to identify yourself to rename your masked phone number. We highly encourage that you join early so we can make this change, OR you can email Elvia your phone number ahead of time to ebgonzalez@smcgov.org

- Press *6 to mute and unmute your phone
- Press *9 if would like to speak.
- When the Chairperson of the Commission calls for the item on which you wish to speak, click on Press *9. This will notify the CSC staff member Elvia Gonzalez that you would like to speak. When you hear your name called, Elvia will unmute your mic to begin speaking.