



# COUNTY OF SAN MATEO

## CIVIL SERVICE COMMISSION

### AGENDA

Thursday, January 7, 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/93067570243> Meeting ID: 930 6757 0243

**For Phone Conference:** Dial: 1-669-900-6833 (Local). Enter meeting ID: 930 6757 0243, then press #

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

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*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. Election of Officers
  
4. Review and Approve the 2020 Civil Service Commission Annual Report
  
5. Informational Items
  - a. Notice of a Suspension of a Permanent Employee
  - b. Notice of a Termination of a Permanent Employee
  
6. Items for Future Agendas

## **Consent Agenda**

7. Approval of Minutes from the December 3, 2020 Meeting

8. Request for Extensions of Eligible Lists

- Lead Legal Secretary (E379G) – 6 months
- Legal Office Services Supervisor (E376O) – 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 January 7, 2021 Civil Service Commission (CSC) Meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/93067570243> The meeting ID: 930 6757 0243.

- 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 January 7, 2021 Civil Service Commission (CSC) Meeting may also be accessed via telephone by dialing 1-669-900-6833 (Local). Enter the meeting ID: 930 6757 0243, 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](mailto: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.