

**City of Madera Civil Service Commission  
Teleconference Meeting  
Regular Session Agenda  
March 1, 2022**

Notice is hereby given that the Civil Service Commission will hold a regular meeting Tuesday, March 1, 2022, at 5:00 p.m. via teleconference for the following purpose:

This meeting will be conducted by video conference and will not be physically open to the public. The weblink and telephone number listed below will provide access to the Commission meeting.

**Weblink:**

<https://us06web.zoom.us/j/84672099420?pwd=ZGpCdIBNeFZJQkJsNmVwOHVhT3F5UT09>

**Telephone Number:** (669) 900-6833

**Meeting ID**                      845 7209 9420

**Passcode:**                      381178

Public comment will be accepted during the meeting via teleconference. When an agenda item you wish to comment on is discussed, press \*9 on your phone to virtually raise your hand or use Reactions to raise your hand on your computer screen. The Chairperson will recognize you by name or telephone number when it is your turn to speak. Press \*6 on your telephone to un-mute yourself to speak or use the audio controls on your computer screen to unmute if participating by computer. Comments will also be accepted by email at [hrinfo@madera.gov](mailto:hrinfo@madera.gov) and must be received prior to 5:00 pm on the stated meeting date.

**ROLL CALL**

Celeste Voyles, Chairperson  
Shawn Griffin, Vice-Chairperson  
Nick Salinas, Commissioner  
Saim Mohammad, Commissioner  
Muhammad Latif, Commissioner  
Summer Gonzales, Commissioner  
Julius Washington, 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.

## Civil Service Commission Agenda

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### **BUSINESS MATTERS:**

1. Approval of Minutes – February 8, 2022
2. Promulgation of Eligibility Lists –
  - a. #22-4 Police Officer Trainee
  - b. #22-5 Police Officer I
  - c. #22-6 Neighborhood Preservation Specialist
  - d. #22-7 Construction Inspector I
  - e. #22-8 Construction Inspector II
3. Next Regular Meeting –April 5, 2022 at 5:00 pm
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 1<sup>st</sup> Tuesday of each month at 5:00 p.m. in the City Hall Conference Room 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](mailto:hrinfo@madera.gov).
  - The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Requests for additional accommodations for the disabled, signers, assistive listening devices, or translators needed to assist participation in this public meeting should be made at least seventy-two (72) hours prior to the meeting. Please call the Human Resources Office at (559) 661-5401. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service.
  - 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, Jenavie Martin, 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 Meeting of March 1, 2022, near the front entrances of City Hall no later than 5:00 p.m. on February 25, 2022.

  
Jenavie Martin, HR Technician II

2/25/2022

Date

ALL CITY EMPLOYEES AND THE PUBLIC ARE WELCOME TO ATTEND

**City of Madera Civil Service Commission  
Teleconference Meeting  
Regular Meeting Minutes  
February 8, 2022**

A regular meeting of the Civil Service Commission was scheduled for 5:00 p.m. on February 8, 2022, via Zoom.

**ROLL CALL**

|                        |   |
|------------------------|---|
| Commissioners Present: | Celeste Voyles, Chairperson<br>Shawn Griffin, Vice Chairperson<br>Nick Salinas, Commissioner<br>Saim Mohammad, Commissioner<br>Muhammad Latif, Commissioner |
| Commissioners Absent:  | Summer Gonzales, Commissioner<br>Julius Washington, Commissioner  |
| Staff Present:         | Jenavie Martin, Human Resources Technician II<br>Wendy Silva, Director of Human Resources   |
| Others Present:        | None  |

Commission Chairperson Voyles called the meeting to order at 5:03 p.m.

**PUBLIC COMMENT**

None

**BUSINESS MATTERS:**

1. Welcome and Introductions

New Commissioners Salinas, Mohammed, and Latif were introduced and provided with an overview of the purpose of the Civil Service Commission.

2. Approval of Minutes – January 6, 2022. Chairperson Voyles moved to approve the minutes; motion seconded by Vice Chairperson Griffin. Motion passed unanimously.

3. Promulgation of Eligibility Lists –

a. Police Officer Trainee #21-51

Commissioner Salinas moved to approve the eligibility list; motion seconded by Vice-Chairperson Griffin. All Commissioners voted yes to approve the list. Motion passed unanimously.

b. Police Officer II #21-52

Vice-Chairperson Griffin moved to approve the eligibility list; motion seconded by Vice Commissioner Latif. All Commissioners voted yes to approve the list. Motion passed unanimously.

c. Public Safety Dispatcher #22-1

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

d. Senior Planner #22-2

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

e. Program Manager-Grants #22-3

Vice-Chairperson Griffin moved to approve the eligibility list; motion seconded by Commissioner Latif. All Commissioners voted yes to approve the list. Motion passed unanimously.

4. Next Regular Civil Service Meeting – March 1, 2022

5. Adjournment - The meeting was adjourned at 5:36 p.m.

Respectfully Submitted,

Accepted,

\_\_\_\_\_  
Jenavie Martin  
Human Resources Technician II  
Date: 2/25/2022

\_\_\_\_\_  
Celeste Voyles  
Civil Service Commission Chair  
Date: \_\_\_\_\_