



**City of
Santa Clara**
The Center of What's Possible

Finance Department
Memorandum

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HUMAN RESOURCES DEPARTMENT
CITY OF SANTA CLARA

Date: August 23, 2018
To: Director of Human Resources
From: Director of Finance
Subject: Request to Modify Job Specification for Meter Reader

Due to a recent promotion, the Finance Department will soon begin a recruitment to fill one (1) vacant Meter Reader position. The job specification for Meter Reader in its current form does not appropriately reflect typical tasks. We recommend the following revisions for the Meter Reader job specification to include:

- Update the "Desirable Qualifications" section to include "Knowledge of basic computer skills is desirable."
- Update the "Other Requirements & Special Conditions" section to include "Frequent daily contact with dogs."
- Update the "Duties" section to include "Explains electrical service procedures to customers; refers questions to proper department as necessary."
- Update the "Knowledge, Skills, and Abilities" section to include "Ability to remain calm under stress."

Thank you for your consideration.

Sincerely,

for 
Angela Kraetsch
Director of Finance

cc: Michelle Eglesia, Municipal Services Division Manager