

CSC Recommendations for Council Action

- A. Approve modified job specification Code Enforcement Officer.**
- B. Approve to modify job specification for Utility Field Services Supervisor.**
- C. Approve to change title for Maintenance System Specialist to Utility Business System Specialist**



**City of Santa Clara
Civil Service Commission Minutes
November 13, 2017 at 7:00 PM
City Council Chambers**

1500 Warburton Avenue

Santa Clara, CA

Present: Chairperson Mario Bouza, Vice-Chairperson Carolyn McAllister; Commissioners Pat Staffelbach, Willie Brown and John Casey; Human Resources Assistant Director, Julia Hill; Recording Secretary, Christine Heng; Deputy City Attorney, Diana Fazely.

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Bouza called the meeting to order at 7:01 p.m., and led the meeting in the Pledge of Allegiance.

II. SPECIAL ORDER OF BUSINESS

A. CITY CALENDAR PHOTOGRAPH OF COMMISSION

III. CONSENT CALENDAR

- A. MINUTES OF SEPTEMBER 11, 2017 CIVIL SERVICE COMMISSION MEETING** - There being no objections or changes.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Staffelbach, to **NOTE AND FILE Item III-A.**

MOTION carried, 5-0

- B. CHANGE OF STATUS REPORT** for September and October, 2017.

- C. CURRENT RECRUITMENT ACTIVITY REPORT** for September and October, 2017.

- D. EXAMINATION REPORT** for September and October, 2017.

MOTION by Commissioner Brown, seconded by Commissioner Casey, to **NOTE AND FILE Items III-B, III-C, and III-D.**

MOTION carried, 5-0

IV. ORAL COMMUNICATIONS – None

The law does not permit Commission Action on, or extended discussion of, any item not on the Agenda except under special circumstances. Note the instructions in the Agenda regarding Oral Communications.

V. NEW BUSINESS

- A. CONSIDER REQUEST** to Abolish the Eligible List for Recreation Coordinator.

Ms. Hill explained that the current eligible list for Recreation Coordinator was established on January 20, 2017 and is scheduled to expire one year later on January 20, 2018. Attached is a memorandum from the Recreation Manager requesting to abolish the eligible list for Recreation Coordinator. The eligible list for Recreation Coordinator was originally comprised of six (6) candidates. All of the eligible candidates were contacted to participate in the Department interview. The Parks and Recreation Department has determined through departmental interviews that the candidates remaining on the eligible list are not appropriate matches for the current vacancies. Abolishing the eligible list will give an opportunity for other qualified candidates to apply, giving the City the opportunity to select from a more current applicant pool. No recommendations are proposed for the job

specification, the examination weight of Qualifying Written Examination and 100% Oral Examination, or the recruitment type of Open/Promotional

Staff recommended the Civil Service Commission approve the request to abolish the eligible list for Recreation Coordinator.

Commissioner Casey stated that staff has brought forth a number of requests to abolish the eligibility list and requested that staff clarify the logic to abolishing the eligibility list to seek new applicants. Ms. Hill responded that abolishing an eligibility list allows the City of Santa Clara to start a new recruitment, which will generate many more applicants since the job announcement is posted on multiple job search engines.

MOTION by Commissioner Brown, seconded by Commissioner Casey **to abolish the eligible list for Recreation Coordinator.**

MOTION carried, 5-0

B. CONSIDER REQUEST to Modify the Recruitment Type for Senior Public Safety Dispatcher.

Ms. Hill explained that the Police Department will soon conduct a recruitment to fill a current Senior Public Safety Dispatcher vacancy. The Police Department recommends changing the recruitment type for Senior Public Safety Dispatcher from Open/Promotional to Closed/Promotional. Changing the recruitment type to Closed/Promotional would allow eight current employees the opportunity to compete for a promotion. No changes are recommended to the examination weighting (100% Oral with a qualifying written) for this classification.

Staff recommended the Civil Service Commission approve the modification of the recruitment type to Closed/Promotional for Senior Public Safety Dispatcher.

Commissioner Brown stated that changing the recruitment type to Closed/Promotional will narrow the applicant pool. Police Captain Wahid Kazem explained that a Closed/Promotional recruitment type allows current employees to compete for this opportunity. Captain Kazem further stated that the department feels that the City has sufficient number of qualified employees to fill the upcoming position. Commissioner Brown asked why the Department would rather hire/promote from within. Captain Kazem responded that the Senior Public Safety Dispatcher position is unique in that prior experience with the department's CAD system is required to perform

the job. Commissioner Brown and Casey also stated that it seems that staff is doing the City a disservice by narrowing the applicant pool and asked if this process saves time or is more efficient. Captain Kazem confirmed that a Closed/Promotional opportunity saves the department time, given that knowledge and expertise required for this position is developed through years working in this specific dispatch center with its unique 911 call system, CAD system, and policy and procedures are different. Commissioner Brown asked why this position was not Closed/Promotional to begin with and Ms. Hill responded that the City tries to make most positions Open/Promotional and adjust based on the number of qualified internal candidates and in this particular case the City already has a good pool of candidates internally.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Staffelbach, **to modify the recruitment type for Senior Public Safety Dispatcher.**

MOTION carried, 5-0

- C. **CONSIDER REQUEST** to Change Title for Maintenance System Specialist to Utility Business Systems Specialist.

Ms. Hill explained that the Water and Sewer Utilities Department submitted a requisition to fill a vacancy for the position of Maintenance System Specialist. Attached is a memo from the Water and Sewer Utilities Department requesting that the title be changed to Utility Business Systems Specialist. This title change reflects the utility systems that this position will manage and maintain. There are no recommended changes to the recruitment type (Open/Promotional) or the exam weighting (100% Oral).

Staff recommends the Civil Service Commission approve the title change for Maintenance System Specialist to Utility Business Systems Specialist.

MOTION by Commissioner Casey, seconded by Commissioner Staffelbach, **to change title for Maintenance System Specialist to Utility Business Systems Specialist.**

MOTION carried, 5-0

- D. **CONSIDER REQUEST** to Modify Job Specification for Code Enforcement Officer.

Ms. Hill explained that The Water and Sewer Utilities Department will soon conduct a recruitment for the position of Code Enforcement

Officer. The job specification for Code Enforcement Officer was last approved in September, 2017. The Water and Sewer Utilities Department determined after that date that they have a hiring need for a Code Enforcement Officer. A job analysis was conducted to identify additions and changes to the job specification for the Water and Sewer Utilities Department. Proposed additions to the Minimum Qualifications section include experience in industrial/commercial pretreatment inspections. The Licenses and/or Certificates section was updated to include a Grade II Environmental Compliance Inspector Certification within twelve (12) months, a desirable Water Distribution Operators Certification and a desirable Cross-Connection Control Program Specialist Certification. The Distinguishing Characteristics section has been added to include investigations in fats, oils and grease (FOG) source control and recycled water. The Typical Duties section was updated to include duties incumbents in the Water and Sewer Utilities Department will be expected to perform such as, performing sampling of potable, recycled and waste water for various constituents. The Knowledge, Skills and Abilities section was updated to include Federal, State and local rules and regulations for water, wastewater and recycled water. No changes are recommended for the examination weighting (100% Oral examination) or the recruitment type (Open/Promotional).

Staff recommends the Civil Service Commission approve the modified job specification for Code Enforcement Officer.

Commissioner Casey stated this Code Enforcement Officer job specification sounds different than the one that might direct traffic or take reports when there is a wreck. Ms. Hill explained that Code Enforcement Officers either know building inspection codes, storm drain codes, or water codes and identify violations of state codes or local ordinances and issue tickets or stop notices. Commissioner Casey asked if this position is different from a Community Service Officer and Ms. Hill responded that CSOs work in the Police Department, while Code Enforcement Officers are non-criminal based and deal with local ordinance control and enforcement.

Commissioner Casey asked where the line is drawn should someone be caught disposing harmful things into the waste water system. Mike Vasquez, Water and Sewer Compliance Manager, explained that currently the City coordinates with the City of San Jose and the Regional Waste Water Facilities on illicit discharges. In the near future, the City will also take over the fat, oil, and grease prevention program, which prevents these item to be deposited in the sewer lines, causing sanitary overflows. This

position would be the main coordinator of this program along with the City's recycled water program. Commissioner Casey asked who is performing the compliance task currently and Mr. Vasquez replied that it is himself and a Code Enforcement Technician. This new position is required to bridge the gap between the number of personnel and the programs the City oversees. The Code Enforcement Officer will visit food services establishments, checking their grease interceptor and traps, and review best practices to prevent grease from entering sewer lines. Commissioner Casey inquired how efforts will be coordinated with the County of Santa Clara. Mr. Vasquez responded that in egregious offenses, where shutdown of an establishment is required, the City will coordinate efforts with the County.

MOTION by Commissioner Brown, seconded by Commissioner Casey, **to modify job specification for Code Enforcement Officer.**

MOTION carried, 5-0

E. CONSIDER REQUEST to Modify Job Specification for Utility Field Services Supervisor.

Ms. Hill explained that the Finance Department will soon conduct a recruitment for the position of Utility Field Services Supervisor. The job specification for Utility Field Services Supervisor was last approved in August, 1996. A job analysis was conducted to identify additions and changes to the job specification for the Finance Department. Proposed additions to the Minimum Qualifications section include experience at the level of Utility Field Services Worker or equivalent. A Desirable Qualifications section was added to include supervisory experience. The Typical Duties section was changed to reflect the current tasks this position would perform, such as interpreting computer printouts and investigating causes of abnormally high or low meter readings. The Knowledge, Skills, and Abilities section was updated to include additional items such as utility and meter reading policies and procedures pertinent to Federal, State and local laws and regulations. The job specification has also been updated to reflect the new standard job description format. No changes are recommended for the examination weighting (100% Oral Examination) or the recruitment type (Closed/Promotional).

Staff recommends the Civil Service Commission approve the modified job specification for Utility Field Services Supervisor.

Chairperson Bouza asked if this position will be reading electric meters and if meter reading will become obsolete. Ms. Hill replied that this position will be responsible for meter readings and that there will still be the need for people to verify the readings and deal with discrepancies. Ms. Hill indicated that this position will not be obsolete in the near future.

MOTION by Commissioner Casey, seconded by Vice-Chairperson McAllister, **to modify job specification for Utility Field Services Supervisor.**

MOTION carried, 5-0

VI. UNFINISHED BUSINESS – None

VII. INFORMATIONAL REPORTS

A. STAFF REPORTS - Civil Service Commission Meeting Dates for 2018.

The dates have been set for the Civil Service Commission meetings to be held in 2018. As always, these meetings fall on the second Monday of alternating months beginning in January.

The meeting dates are as follows:

January 8, 2018	July 9, 2018
March 12, 2018	September 17, 2018 (due to Admissions Day September 10)
May 14, 2018	November 19, 2018 (due to Veteran's Day, November 12)

Also, potential Board of Review dates are reserved on these days:

February 12 and 22, 2018	August 13, 2018
April 16 and 26, 2018	October 15 and 25, 2018
June 11 and 21, 2018	

B. COMMISSIONERS REPORTS - None

VII. ADJOURNMENT

Chairperson Bouza **ADJOURN the meeting at 7:30 p.m., until Monday, January 8, 2018, at 7:00 p.m., the next regularly scheduled meeting of the Civil Service Commission.**

Respectfully submitted,

Julia Hill
Assistant Director of Human Resources



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

Human Resources Department
Memorandum

Date: July 9, 2018

To: Civil Service Commission

From: Assistant Director of Human Resources

Subject: Revised Minutes of the Civil Service Meeting on November 17, 2017

On December 5, 2017, City Council noted and filed the Civil Service Commission's meeting minutes of November 13, 2017 and approved two job specification modifications in accordance with Resolution No. 18-8498. One other job specification modification was inadvertently omitted from the minutes and actions to be taken by City Council even though it was approved by the Commission for City Council approval at the November 13, 2017 meeting. The Commission's action was marked in the minutes, but was not called out as an item that required Council approval. In order to rectify the omission and receive Council approval for the job specification modification, staff requests Civil Service Commission to note and file the revised meeting minutes to include Item C – Approve to change the title for Maintenance Systems Specialist to Utility Business Systems Specialist under "Recommendation for Council Action." The motion should also state that the revised meeting minutes shall supersede the Commission's previous motion to note and file the minutes on January 8, 2018. The revised minutes will then be submitted to City Council for approval to effectuate the modified job specification for Maintenance Systems Specialist to Utility Business Systems Specialist.

Staff recommends that the Civil Service Commission approve the revised Civil Service Commission Meeting Minutes of November 13, 2017 to include the Recommendations for Council Action section, and that the revised Meeting Minutes of November 13, 2017 shall supersede the Meeting Minutes that were noted and filed by the Commission on January 8, 2018.

Attachment Revised Civil Service Commission Meeting Minutes – November 13, 2017