



City of Santa Clara

Call and Notice of Special Meeting

Civil Service Commission

Special Meeting

Wednesday, January 22, 2025

6:00 PM

Hybrid Meeting
City Hall Council
Chambers/Virtual
1500 Warburton Avenue
Santa Clara, CA, 95050

The City of Santa Clara is conducting the Civil Service Commission in a hybrid manner (in-person and a method for the public to participate remotely).

• Via Zoom:

<https://santaclaraca.zoom.us/j/82497868823?pwd=pKSM4g0xuJN3b2fkH8rUSjOuw9rbqC.1>

Webinar ID: 824 9786 8823

Passcode: 332703

OR

Phone: 1 (669) 900-6833

CALL TO ORDER AND ROLL CALL

Pledge of Allegiance

CONSENT CALENDAR

1.a 24-1218 [Action to Approve the Civil Service Commission Meeting Minutes of October 10, 2024](#)

Recommendation: Approve the Civil Service Commission meeting minutes of October 10, 2024.

ATTACHMENTS

1. Meeting Minutes - October 10, 2024

1.b 24-1265 [Note and File the Current Status and Requisition Report Dated December 31, 2024](#)

Recommendation: Note and file the Current Status and Requisition Report dated December 31, 2024

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

GENERAL BUSINESS

2. **25-60** [Action to Conduct Applicant Interviews and Appointment to the Salary Setting Commission](#)

Recommendation:

1. Conduct applicant interviews, and
2. Take action on two (2) appointments to the Salary Setting Commission.

3. **24-996** [Action to Modify Senior Engineering Aide Class Specification \(Job Code 745\) and Retitle to Senior Engineering Technician](#)

Recommendation: Approve the modified Senior Engineering Aide (Job Code 745) class specification and retitle to Senior Engineering Technician (Job Code 745).

4. **24-997** [Action to Modify Engineering Aide Class Specification \(Job Code 460\) and Retitle to Engineering Technician \(Job Code 460\)](#)

Recommendation: Approve the modified Engineering Aide (Job Code 460) class specification and retitle to Engineering Technician (Job Code 460).

5. **24-998** [Action to Modify Engineering Aide \(Electric\) Class Specification \(Job Code 460A\) and Retitle to Engineering Technician \(Electric\) \(Job Code 460A\)](#)

Recommendation: Approve the modified Engineering Aide (Electric) (Job Code 460A) class specification and retitle to Engineering Technician (Electric) (Job Code 460A).

6. **24-1005** [Action to Modify Engineering Aide-Fiber Class Specification \(Job Code 460F\) and Retitle to Engineering Technician \(Fiber\) \(Job Code 460F\)](#)

Recommendation: Approve the modified Engineering Aide-Fiber (Job Code 460F) class specification and retitle to Engineering Technician (Fiber) (Job Code 460F).

- 7. **24-1006** [Action to Modify Principal Engineering Aide \(Electric\) Class Specification \(Job Code 670\) and Retitle to Principal Engineering Technician \(Electric\) \(Job Code 670\)](#)

Recommendation: Approve the modified Principal Engineering Aide (Electric) (Job Code 670) class specification and retitle to Principal Engineering Technician (Electric) (Job Code 670).

- 8. **24-1007** [Action to Modify Principal Engineering Aide \(Civil\) Class Specification \(Job Code 670A\) and Retitle to Principal Engineering Technician \(Civil\) \(Job Code 670A\)](#)

Recommendation: Approve the modified Principal Engineering Aide (Civil) (Job Code 670A) class specification and retitle to Principal Engineering Technician (Civil) (Job Code 670A).

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

24-1218

Agenda Date: 1/22/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of October 10, 2024

RECOMMENDATION

Approve the Civil Service Commission meeting minutes of October 10, 2024.

ATTACHMENTS

1. Meeting Minutes - October 10, 2024



City of Santa Clara

Meeting Minutes

Civil Service Commission

10/10/2024 7:00 PM Hybrid Meeting
City Hall Council Chambers/Virtual
1500 Warburton Avenue
Santa Clara, CA, 95050

The City of Santa Clara is conducting the Civil Service Commission in a hybrid manner (in-person and a method for the public to participate remotely).

• Via Zoom:
<https://santaclaraca.zoom.us/j/86351228305?pwd=eFd5aDRVU0cyYUc0dFhaMjJiUWVVSdz09>

Webinar ID: 863 5122 8305
Passcode: 761380

OR

Phone: 1 (669) 900-6833

CALL TO ORDER AND ROLL CALL

Chair Felizardo called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

Present 4 - Chair Franklin Felizardo, Commissioner Ron Billingsley, Commissioner Wesley Dudzinski, and Commissioner Samuel Pumarejo

Absent 1 - Commissioner Arti Purohit

CONSENT CALENDAR

1.a [24-815](#) Action to Approve the Civil Service Commission Meeting Minutes of August 8, 2024

A motion was made by Commissioner Dudzinski, seconded by Vice Chair Pumarejo to approve the August 8, 2024 Civil Service Commission meeting minutes.

Aye: 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo

Absent: 1 - Commissioner Purohit

- 1.b [24-995](#) Note and File the Current Status and Requisition Report Dated September 30, 2024

A motion was made by Commissioner Dudzinski, seconded by Vice Chair Pumarejo to note and file the Current Status and Requisition Report dated September 30, 2024.

Aye: 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo

Absent: 1 - Commissioner Purohit

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2. [24-993](#) Action to Modify Senior Resource Analyst Class Specification (Job Code 771)

A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski to approve the modified Senior Resource Analyst (Job Code 771) class specification.

Aye: 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo

Absent: 1 - Commissioner Purohit

3. [24-994](#) Action to Modify Resource Analyst II Class Specification (Job Code 696)

A motion was made by Vice Chair Pumarejo, seconded by Commissioner Billingsley to approve the modified Resource Analyst II (Job Code 696) class specification.

Aye: 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo

Absent: 1 - Commissioner Purohit

STAFF REPORT

Staff asked the Commission if they would like to receive an in-person training on Board of Review duties and responsibilities at an upcoming meeting or if the Commissioners prefer to receive a link to a recording of a previously delivered presentation. The Commissioners stated their preference to receive a link to the recording.

COMMISSIONERS REPORT

Commissioner Billingsley thanked staff for adding detail on newly filled classified positions on the Current Status and Requisition report, as requested at the August 8, 2024 Civil Service Commission meeting.

ADJOURNMENT

A motion was made by Vice Chair Pumarejo, seconded by Commissioner Dudzinski to adjourn the meeting at 7:21 p.m.

Aye: 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo

Absent: 1 - Commissioner Purohit

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

24-1265

Agenda Date: 1/22/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Note and File the Current Status and Requisition Report Dated December 31, 2024

RECOMMENDATION

Note and file the Current Status and Requisition Report dated December 31, 2024

ATTACHMENT

1. Current Status and Requisition Report Dated December 31, 2024

Current Status and Requisition Report*

Dated December 31, 2024

Requisition	Classification	Department	No. Positions Approved to Fill
2319571	Staff Aide I	City Manager's Office	1
2319625	Assistant/Associate Planner	Community Development	2
2319566	Combination Inspector	Community Development	4
2319623	Customer Service Representative - Permit Center	Community Development	1
2319605/2419651	Office Specialist II	Community Development	3
2419653	Office Specialist IV	Community Development	1
2419665	Staff Aide I	Community Development	1
2319549	Electric Meter Technician	Electric Utility	2
2319553	Electric Utility Electrician	Electric Utility	4
2319548	Electric Utility Electrician Technician	Electric Utility	1
2319538	Electric Utility Engineer	Electric Utility	5
TBD	Electric Utility Generation Technician	Electric Utility	2
TBD	Electric Utility Network Administrator	Electric Utility	2
22340	Electric Utility Programmer Analyst	Electric Utility	2
2319540	Electric Water and Sewer Operator	Electric Utility	1
TBD	Journey Lineworker/Apprentice	Electric Utility	2
2319588	Power Contract Specialist	Electric Utility	1
2319535/2319539	Senior Electric Utility Engineer	Electric Utility	3
2419660	Senior Electric Utility Generation Technician	Electric Utility	
2419659	Senior Instrument and Control Technician	Electric Utility	1
2319498	Senior Resource Analyst	Electric Utility	1
2319550	Staff Aide II	Electric Utility	1
2319612	Accountant	Finance	1
2319569	Accounting Technician II	Finance	1
2319616	Buyer	Finance	1
2319609	Meter Reader	Finance	1
2319583	Firefighter I	Fire	7
TBD	Fire Prevention Specialist I	Fire	1
2419649	Office Specialist II	Fire	2
2319635	Librarian I/II	Library	1
TBD	Grounds Maintenance Worker I/II	Parks & Recreation	13
2419670	Parks Maintenance Craft Worker	Parks & Recreation	1
98-19-650C/35-14-689C	Community Service Officer I/II	Police	2
2319636	Jail Service Officer	Police	1
2319516	Office Specialist IV	Police	1
2319594	Police Officer Recruit/Lateral	Police	6
19256/20275/21321	Police Records Specialist II	Police	2
TBD	Public Safety Dispatcher I/II	Police	7
2419645	Police Training Coordinator	Police	1
2319631	Associate Engineer (Civil)	Public Works	2
2319527	Building Maintenance Worker	Public Works	1
2419655	Office Specialist III	Public Works	1

Current Status and Requisition Report*

Dated December 31, 2024

Requisition	Classification	Department	No. Positions Approved to Fill
2319618	Public Works Supervisor	Public Works	1
2419582	Senior Engineering Aide	Public Works	1
2319637	Senior Civil Engineer	Public Works	1
2419663	Street Mainenance Worker I	Public Works	1
TBD	Associate Engineer (Civil)	Water and Sewer Utilities	2
2319628	Code Enforcement Officer	Water and Sewer Utilities	1
2319624	Code Enforcement Technician	Water and Sewer Utilities	1
2319557	Equipment Operator	Water and Sewer Utilities	1
2319529/2319617	Pump Maintenance Technician	Water and Sewer Utilities	2
2419560	Senior Civil Engineer	Water and Sewer Utilities	1
2419666	Staff Aide I	Water and Sewer Utilities	1
TBD	Utility Business System Specialist	Water and Sewer Utilities	1
2319629	Utility Inspection Technician	Water and Sewer Utilities	1
2319638	Water & Sewer Maintenance Worker I	Water and Sewer Utilities	1
2319627	Water Service Technician	Water and Sewer Utilities	1
		Total	111

Current Status and Requisition Report*

Dated December 31, 2024

Classified New Hires, Promotions, and Rehires from October 1, 2024 - December 31, 2024

New Hires	15
Promotions	11
Transfers	0
Rehires	1
Total	27

Classified Positions Filled October 2024 - December 2024

Classification	Department	No. of Hires/Promotions/Transfers
Building/Housing Inspector	Community Development	1
Office Specialist III	Community Development	1
Senior Inspector	Community Development	1
Staff Analyst II	Community Development	1
Staff Aide II - Environmental Programs	Department of Public Works	1
Electric Utility Electrician	Electric Utility	1
Accounting Technician I	Finance	1
Grounds Maintenance Worker III	Parks & Recreation	1
Office Specialist III	Parks & Recreation	1
Community Services Officer II	Police Department	2
Police Sergeant	Police Department	4
Police Lieutenant	Police Department	2
Police Records Specialist II	Police Department	3
Police Officer	Police Department	2
Public Safety Dispatcher II	Police Department	3
Water/Sewer Maintenance Worker II	Water & Sewer Utilities	2
	Total	27

*Data includes classified positions, covered by the Civil Service Rules, and excludes unclassified and as-needed recruitments.



Agenda Report

25-60

Agenda Date: 1/22/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Conduct Applicant Interviews and Appointment to the Salary Setting Commission

BACKGROUND

Charter Section 702 requires the Civil Service Commission to appoint five (5) members to the Salary Setting Commission (SSC). The Salary Setting Commission should commence its term in February 2025, in order to complete its work for Mayor & Council compensation by March 15, 2025, and for City Clerk and Chief of Police by June 30, 2025. The quorum required for the SSC to take action is three (3) members.

There are currently two (2) vacancies on the SSC. The terms end on December 31, 2028. The City Clerk's Office conducted a recruitment to fill these positions in beginning in November 2024. The City received a total of nine (9) applications and two (2) applicants have withdrawn.

DISCUSSION

There are seven (7) applicants for the Salary Setting Commission. Pursuant to the Board and Commissions Recruitment and Interview Policy adopted by the City Council, there must be one more application received than available openings in order to proceed with the interview and appointment process.

Mechanics of Voting:

The process for appointments to the SSC will be adapted from the Voting Guidelines used to appoint members to the Planning Commission and Civil Service Commission (attached). A vote will be held to select the individuals filling the four-year term seats.

Interview questions will be provided to Civil Service Commissioners at the beginning of the interview process.

Interview and voting process (adapted from City Council's Voting Guidelines):

- 1) Each applicant is introduced and given three (3) minutes for an opening statement. The applicant may respond to questions from the Commission. Applicants will have one (1) minute for a closing statement.
- 2) Commission votes for applicants to fill the seats for a four (4)-year term:
 - A) Each Commissioner will have two (2) votes, and may cast one (1) vote each for their two (2)

desired appointees. Only one (1) vote per applicant is allowed. A Commissioner may choose to vote for less than two (2) applicants, but will relinquish unused votes.

- B) The votes are tallied by the Director of Human Resources and then the Director of Human Resources announces the two (2) applicants who received the highest number of votes, and are therefore eligible for appointment to the four (4)-year terms.
 - C) If there is a tie that prevents identification of the top two (2) (and only two) applicants, there will be up to three (3) rounds of re-votes for the Commission to reconsider the applicants.
 - i. Ties that do not interfere with the Director of Human Resources ability to designate the top two (2) candidates shall not trigger the re-vote process.
 - ii. The Commission has the opportunity to deliberate between each round of re-voting.
 - iii. If, after three (3) rounds of re-votes, there is still a tie and there is not a full Commission present, the Commission will defer the decision until a full Commission is present, and re-interview the applicants that are the subject of the tied vote.
 - iv. If, after three (3) rounds of re-votes, there is still a tie and there is a full Commission present, the Members will draw straws, with the person drawing the long straw abstaining from voting at the next round.
 - D) The applicants receiving the highest number of votes are designated and announced as the winners by the Director of Human Resources.
- 3) A Commissioner makes a motion to appoint the applicants that received the highest number of votes to the four-year term.

Following appointment of the two (2) Salary Setting Commissioners, each of the new Commissioners will be requested to schedule an appointment with the City Clerk's Office for administering of the Oath of Office, and other onboarding activities before the end of the calendar year. Staff will also poll the commissioners regarding a date for the first Salary Setting Commission meeting to be held in calendar year 2025.

COORDINATION

This report has been coordinated with the City Attorney's Office and the City Clerk's Office.

PUBLIC CONTACT

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office 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 the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Conduct applicant interviews, and
2. Take action on two (2) appointments to the Salary Setting Commission.

Reviewed by: Aracely Azevedo, Director of Human Resources

Approved by: Nadine Nader, Chief Operating Officer

ATTACHMENTS

1. Voting Guidelines
2. Conflicts Review - Salary Setting Commission Applicant Memo
3. Azizul Choudhury Application
4. Mihir Kakkad Application
5. Varnsi Krisha Gunda Application
6. Jeff Holmbeck Application
7. David M. Kertes Application
8. Ashish Mangla Application
9. Frank Mangini Application

CITY OF SANTA CLARA
VOTING GUIDELINES FOR THE APPOINTMENT
OF APPLICANTS TO BOARDS AND COMMISSIONS

- 1) Council is given a copy of the applications in their weekly packet to review and consider applicant qualifications.
- 2) Council interviews applicant. Interviews are held at a City Council Meeting for the Planning Commission and Civil Service Commission. Interviews are held in a less formal area of City Hall for all other Boards and Commissions.
 - A) Each applicant is given three (3) minutes for an opening statement. The applicant may respond to questions from the Council. The applicant has one (1) minute for a closing statement.
- 3) Council votes for applicants:
 - A) If there are four (4) or fewer applicants, the Council will cast one vote each for their desired appointee.
 - B) If there are five (5) or more applicants, the Council will cast one vote each for their two desired appointees. Only one vote per applicant is allowed. A Councilmember may choose to vote for only one applicant but will relinquish the other vote.
- 4) The votes are tallied:
 - A) If there are four (4) or fewer applicants, the Clerk will announce the winner.
 - i. If there is a tie, there will be 3 re-votes for the Council to reconsider the applicants. The Council has the opportunity to deliberate between each round of re-voting.
 - ii. If there is still a tie and there is not a full Council present, the Council will defer the decision until a full Council is present, and re-interview the top two applicants.
 - iii. If there is a full Council present, the Members will draw straws, with the person drawing the long straw abstaining from voting at the next round. The Council has the opportunity to deliberate.
 - iv. The Council votes, with the applicant receiving the highest number of votes being the winner. The City Clerk will announce the winner.
 - B) If there are five (5) or more applicants, the Clerk will announce the two applicants who received the highest number of votes. The Council then has an opportunity to deliberate regarding the remaining two applicants.

The Council will then cast one vote each for their desired appointee. The City Clerk will announce the winner.

- i. If there is a tie, there will be 3 re-votes for the Council to reconsider the applicants. The Council has the opportunity to deliberate between each round of re-voting.
 - ii. If there is still a tie and there is not a full Council present, the Council will defer the decision until a full Council is present, and re-interview the top two applicants.
 - iii. If there is a full Council present, the Members will draw straws, with the person drawing the long straw abstaining from voting at the next round. The Council has the opportunity to deliberate.
 - iv. The Council votes, with the applicant receiving the highest number of votes being the winner. The City Clerk will announce the winner.
- 5) A Council Member makes a motion to appoint the applicant that received the highest number of votes. The Council has the opportunity to vote unanimously to appoint the applicant using the Council Chambers electronic voting equipment.



Date: January 6, 2025

To: Civil Service Commission

From: Sujata Reuter, Chief Assistant City Attorney

Subject: Conflicts Review – Salary Setting Commission Applicants

Background

The City Attorney's Office has been asked to review applications to City Boards and Commissions. The applications generally do not provide complete information regarding potential conflicts; however, they do occasionally disclose potential conflicts of interest or incompatible offices. The purpose of this memorandum is to highlight areas of potential conflict, *if any*, that are disclosed by the applications. In order to analyze potential conflicts, it is necessary to consider the duties of the particular commission for which the applicant is seeking appointment. This review is limited solely to the information provided on the applications, and information provided by elected officials on their currently available Form 700s. [Please note that the Form 700s of the newly elected council members, Mr. Gonzalez and Ms. Cox, as well as the newly elected City Clerk, Mr. O'Keefe, are not yet available for review as of the time of writing this memo.]

Commission Duties

Pursuant to City Charter Section 702, as well as City Code Sections 2.20.015 and 2.80.015, the Salary Setting Commission is responsible for setting the compensation for the elected offices in the city (the positions of Mayor, Council Member, City Clerk and Chief of Police).

Legal Conflicts that May Preclude Vote or Participation

A commissioner may be precluded from participating in certain matters of Commission business if the commissioner has a personal financial interest in that matter. While this list is not complete, these types of conflicts generally fall within one or more of the following situations:

- An application shows conflicted persons or entities that are "sources of income" to a potential commissioner within the 12 months preceding the start of the commission term, as defined under the Political Reform Act,

- An applicant is an officer or employee of a person or entity that could be involved in a matter coming before the commission, or
- An applicant engages in a profession serving the local market that is likely to realize financial benefits or detriments, distinguishable from the public generally, that would result from the work performed by the Commission


Appearance of Bias

There may be facts which would not amount to a legal conflict of interest requiring a commissioner to recuse him-or-herself from a commission vote or discussion, however the relationship could create an *appearance* of bias on the part of the commissioner. The City's Code of Ethics and Values requires that Commissioners "make impartial decisions, free of . . . financial and other personal interests that impair [one's] independence of judgment or action." Accordingly, a situation may arise that may require a commissioner to recuse him-or-herself if the facts could reasonably lead one to conclude that the applicant would be biased for or against a person or entity.

Review of Applications

Set forth below are the applicants and any apparent legal conflicts of interest and/or appearance of bias related to entities that are likely to come before the commission in some manner, as identified on the applications.

- Azizul Choudhury
 - The Applicant is employed as a Client Relationship Consultant with U.S. Bank. This business is not listed on the Form 700s reviewed by this office. The elected officials reviewed do not appear to have any financial link to the Applicant. The City and Stadium Authority do have a banking relationship with U.S. Bank, but such a relationship is far outside the subject matter jurisdiction of the Salary Setting Commission. In addition, potential future actions taken by Council regarding the banking relationship with U.S. Bank are unknown at present, and are unlikely to have any financial effect on either the company, the Applicant, or the Council Members. The Civil Service Commission may wish to confirm that the Applicant does not work on any City/SCSA accounts and will not do so during the time of his service on the Salary Setting Commission.
 - The application discloses no other areas of potential financial conflict.
 - The application discloses neither incompatible offices nor apparent conflicts of interest.

- 
- Mihir Kakkad
 - The Applicant is not currently employed. The volunteering organizations listed on the application do not receive financial support from the City. The elected officials reviewed do not appear to have any financial link to the Applicant. The application discloses no other areas of potential financial conflict.
 - The application discloses neither incompatible offices nor apparent conflicts of interest.
- Vamsi Krishna Gunda
 - The Applicant is employed as a Software Engineer at Apple. Two Council Members have reported stock ownership in in the range of \$2,000-\$10,000 in Apple stock; the company has office locations within the jurisdictional boundary of the City; the City purchases equipment (such as iPhone and iPad) from Apple Inc, but generally in amounts less than the \$250,000 purchasing authority delegation to the City Manager.
 - Given the nature of the work of the Salary Setting Commission, no action items dealing with Apple will come before them for consideration. The Civil Service Commission's appointment action also does not involve Apple and the Applicant's work on the Salary Setting Commission will not have any direct bearing on the corporation. Therefore, such areas of potential conflict are highly unlikely to be implicated.
 - Given the amount of the Council Members' investment, the value of the potential purchases of Apple equipment, and the fact that such purchases rarely come to the City Council for approval, as compared with the market cap for Apple Inc. (\$3.7 Trillion), any potential future Council action is unlikely to have a material effect on the stock value.¹

¹ See also CA FPPC Adv. A-17-260 (Cal.Fair.Pol.Prac.Com.), 2017 WL 11318631 ["GE's potential role as a vendor in the EPC Contract does not appear to meet this standard. Given the large value of GE's outstanding shares and its stature as a conglomerate multinational corporation, compared to the relatively miniscule nature of any possible change in GE's value resultant from GE's potential to be a vendor on the EPC Contract, it is not foreseeable that these decisions would contribute to a change in GE's stock value."]

- The application discloses no incompatible offices and, based upon the analysis above, the City Attorney’s Office does not believe there are presently any financial conflicts of interest for this Applicant.
- Jeff Holmbeck
 - Applicant is employed as Director of Sales by Ansys Inc. This company does not appear to have a location within the City, and does not appear to do business with the City. Ansys is not listed on the Form 700s reviewed by this office. The elected officials reviewed do not appear to have any financial link to the Applicant. The application discloses no other areas of potential financial conflict.
 - The application discloses neither incompatible offices nor apparent conflicts of interest.
- David M. Kertes
 - The Applicant is employed as VP of Sales and Marketing for American Equipment. This company does not appear to have a location within the City, and does not appear to do business with the City. American Equipment is not listed on the Form 700s reviewed by this office. The elected officials reviewed do not appear to have any financial link to the Applicant. The application discloses no other areas of potential financial conflict.
 - The application discloses neither incompatible offices nor apparent conflicts of interest.
- Ashish Mangla
 - The Applicant is employed as an Engineer at Intel. Intel is headquartered in Santa Clara. A review of Form 700s reflects one council member having a disclosed financial interest in excess of \$2,000 in Intel stock. However, given the nature of the work of the Salary Setting Commission, it is highly unlikely that any item dealing with Intel will ever come before them. The Civil Service Commission’s appointment action does not involve Intel and the Applicant’s work on the Salary Setting Commission will not have any bearing on the corporation.
 - The Applicant has volunteered with Boy Scouts of America but such volunteer work does not implicate the subject matter jurisdiction of the Salary Setting Commission and therefore does not create any potential conflict of interest.
 - The application discloses neither incompatible offices nor apparent conflicts of interest.

- Frank Mangini
 - The Applicant is self-employed as a System Administrator. The elected officials reviewed do not appear to have any financial link to the Applicant. The application discloses no other areas of potential financial conflict.
 - The application discloses neither incompatible offices nor apparent conflicts of interest.

- [REDACTED]

Conclusion

The Civil Service Commission may wish to consider the above comments in making its appointments to the Salary Setting Commission.

cc: Aracely Acevedo, Director of Human Resources



RECEIVED

DEC 09 2024

City Clerk's Office
City of Santa Clara

Board/ Commission/ Committee Applying For: *

Salary Setting Commission

Name *

Azizul Choudhury

Are you a registered voter and resident of the City of Santa Clara? *

(Must be a registered voter at time of application)

Yes

No

Address *

Street Address

[Redacted]

Address Line 2

City

Santa Clara

State / Province / Region

CA

Postal / Zip Code

[Redacted]

Country

USA

Email *

[Redacted]

Primary Phone Number *

[Redacted]

Secondary Phone Number

Provide two forms of Proof of Residency in the City of Santa Clara

(Must be a resident of the city of santa clara at time of application)

Attachment 1 *

Utl bill.pdf

97.04KB

Attachment 2 *

DL 2923.pdf

846.7KB

Present Employer *

U. S Bank

Job Title *

Client Relationship Consultant

Previous Government Bodies/ Elective Offices Applicant has served

Government Bodies/ Elective Offices

Position/ Office Held:

Date

how

1

Civic or Charitable Organizations to which Applicant has belonged:

Civic or Charitable Organizations

Position(s) Held:

Date

how

1

Special Interests, Hobbies or Talents

College, Professional, Vocational Schools Attend

High School, College, Professional, Vocational School

Major Subject

Date

Special awards or recognition received:

Please state reasons why you want to become a member of this Board/Commission/Committee, including what specific objectives you would be working toward as a member of this advisory board:

Any other information which you feel would be useful to the City Council in reviewing your application:

Are you associated with any Organization/ Employment that might be deemed a conflict of interest in performing your duties if appointed to this position?*

Yes

No

Not Sure

City policy directs all advisory body members not to vote on matters where there exists a potential conflict of interest. Would you be willing to abstain from voting if such a conflict arises?*

Yes

No

Not Sure

Post Service Limitation Acknowledgment

If selected to serve on the City of Santa Clara Salary Setting Commission, by signing below, I hereby agree and acknowledge that I shall not do any of the following:

- 1) While serving on the Commission I should not work for or make a campaign contribution to a candidate for City of Santa Clara elective office.
- 2) Be a candidate for City of Santa Clara elective office for the time period in which my vote to affect compensation is in effect.
- 3) Be a registered lobbyist for 1 year after completing service on or resigning from the Commission.

In addition, I hereby pledge that I am not a family member or paid campaign staff member of an elected Santa Clara city official.

Signature*



Date

Aziz Choudhury

PROFILE SUMMARY

Dynamic and results-oriented professional with a strong focus on personal growth, continuous development, and achieving excellence. Experienced in leading cross-functional teams, fostering strong relationships, and driving organizational success through effective communication, strategic problem-solving, and innovative solutions. Demonstrated ability to exceed targets, improve productivity, and manage complex projects while maintaining a focus on personal and professional growth. Skilled at building self-confidence, setting and achieving ambitious goals, and adapting to new challenges with resilience and determination. Adept at creating collaborative environments, mentoring teams, and implementing effective strategies that promote personal and organizational success. Passionate about leveraging continuous learning to unlock full potential and drive lasting impact. Transformational leader looking to add value to the Santa Clara city commission to inspire others.

SKILLS HIGHLIGHTS

Visionary Planning | Community Change Maker | Effective Communication | Strategic Problem-Solving | Time Optimization | Team Leadership | Adaptability Excellence | Critical Thinking | Goal Achievement | Creative Innovation | Resilience Building | Interpersonal Collaboration | Event Coordination

PROFESSIONAL WORK EXPERIENCE

Client Relationship Consultant | U.S. Bank **July 2021 – Present**

- Strengthening client retention by offering personalized financial solutions and surpassing acquisition targets consistently.
- Utilizing CRM tools to enhance customer interactions, identifying opportunities for cross-selling and boosting revenue.
- Delivering exceptional customer service, resolving complex inquiries and fostering long-term client relationships effectively.

District Manager | Wendy's International (JEM Management) **May 2020 – July 2021**

- Led operations across multiple locations, driving operational excellence and consistently meeting corporate performance standards.
- Streamlined operational processes, reducing costs and improving efficiency, resulting in enhanced profitability.
- Mentored teams, empowering staff to increase productivity, improve satisfaction, and meet organizational objectives.

Marketing Associate | Sysco **October 2013 – 2017**

- Developed and executed data-driven marketing campaigns, significantly improving brand visibility and sales growth.
- Analyzed market trends to create tailored strategies, enhancing customer satisfaction and long-term client loyalty.
- Built and nurtured strong client relationships, fostering collaboration and contributing to sustained business success.

VOLUNTEER EXPERIENCE

Founding Member and Current Project Coordinator **Aug 2022 – Present** **Garden of Peace Muslim Cemetery (501c3)**

- Spearhead team meetings and foster collaboration across operations, finance, and logistics teams.
- Drive community outreach efforts to engage stakeholders and promote organizational goals.
- Coordinate fundraising campaigns, achieving measurable increases in donor participation.
- Enhance visibility through social media management and content strategy development.
- Advanced personal growth by developing leadership capabilities and communication strategies for diverse audiences.



RECEIVED

NOV 14 2024

City Clerk's Office
City of Santa Clara

Board/ Commission/ Committee Applying For: *

Salary Setting Commission

Name *

Mihir Kakkad

Are you a registered voter and resident of the City of Santa Clara? *

(Must be a registered voter at time of application)

Yes

No

Address *

Street Address

Address Line 2

City

Santa Clara

Postal / Zip Code

State / Province / Region

CA

Country

USA

Email *

Primary Phone Number *

Secondary Phone Number

Provide two forms of Proof of Residency in the City of Santa Clara

(Must be a resident of the city of santa clara at time of application)

Attachment 1 *

DL.pdf

553.27KB

Attachment 2 *

EI.pdf

1.03MB

Present Employer *

None

Job Title *

NA

Previous Government Bodies/ Elective Offices Applicant has served

Government Bodies/ Elective Offices	Position/ Office Held:	Date
Row		
1		

Civic or Charitable Organizations to which Applicant has belonged:

Civic or Charitable Organizations	Position(s) Held:	Date
Row 1	Creative Director	
Row 2	Mentor and Coach for career advancements of women	4/1/2021
1		
2		

Special Interests, Hobbies or Talents

Mentoring and leadership development have not only been key passions of mine but have also evolved into a rewarding hobby. Through my involvement with organizations like HISPA and The Forem, I've found immense personal fulfillment in guiding others and driving positive change. This passion extends to my leisure time, where I actively seek opportunities to engage in community-building with the Devotional Associates of Yogeshwar. I also dedicate myself to self-learning and practicing ethics, morally, and kindness, which enriches my understanding of inclusivity and mutual respect across all backgrounds. These activities allow me to blend my professional skills in strategic planning and collaboration with a hobby that brings joy and purpose to my everyday life.

College, Professional, Vocational Schools Attend

High School, College, Professional, Vocational School	Major Subject	Date
---	---------------	------

Special awards or recognition received:

Please state reasons why you want to become a member of this Board/Commission/Committee, including what specific objectives you would be working toward as a member of this advisory board:

City Clerk's Office
City of Santa Clara
1500 Warburton Avenue
Santa Clara, CA 95050

Dear Members of the City Clerk's Office,

I am writing to express my enthusiastic interest in serving on the Salary Setting Commission for the City of Santa Clara. As a long-time resident and active participant in our community, I am committed to upholding transparency, fairness, and fiscal responsibility in decisions that impact the governance of our city. I believe my professional background and dedication to civic engagement uniquely position me to contribute meaningfully to this role.

In my 17+ years of experience in customer success, strategic operations, and data-driven decision-making, I have developed a strong foundation in data analysis, policy evaluation, and ethical decision-making. Specifically, my expertise in evaluating compensation frameworks, designing equitable policies, and implementing budgetary optimizations aligns with the Commission's objectives to determine equitable and reasonable compensation for our elected officials. I am adept at balancing diverse perspectives and making impartial, evidence-based recommendations that serve the public interest.

Beyond my professional qualifications, I am deeply invested in the welfare of Santa Clara's residents. I have participated in mentoring professionals through HISPA and The Forem, as well as participating in Devotional Associates of Yogeshwar initiatives and have consistently advocated for initiatives that enhance transparency, ethics, morality and accountability in our individual lives and society (local government). I am excited by the opportunity to leverage my skills and experience to ensure that compensation decisions reflect both the responsibilities of our elected officials and the economic realities of our community.

The values of public service and civic duty have always guided my actions, and I am eager to bring these principles to the Salary Setting Commission. I welcome the opportunity to collaborate with fellow commissioners and engage with residents to foster trust and confidence in our city's governance.

Thank you for considering my application. I look forward to the opportunity to contribute to the important work of the Salary Setting Commission. Please feel free to contact me at [REDACTED] if additional information is needed.

Sincerely,
Mihir Kakkad

Any other information which you feel would be useful to the City Council in reviewing your application:

As a leader with over 17 years of experience in customer success and strategic operations, I bring a unique perspective that balances data-driven analysis with a deep commitment to fostering equitable outcomes. My experience in evaluating compensation structures, collaborating with cross-functional teams, and mentoring underrepresented professionals demonstrates my ability to navigate complex issues with fairness and inclusivity. These skills, combined with my active engagement in community initiatives such as HISPA, The Forem, and Devotional Associates of Yogeshwar, underscore my dedication to public service and civic responsibility.

Are you associated with any Organization/ Employment that might be deemed a conflict of interest in performing your duties if appointed to this position? *

Yes No Not Sure

City policy directs all advisory body members not to vote on matters where there exists a potential conflict of interest. Would you be willing to abstain from voting if such a conflict arises? *

Yes No Not Sure

Post Service Limitation Acknowledgment

If selected to serve on the City of Santa Clara Salary Setting Commission, by signing below, I hereby agree and acknowledge that I shall not do any of the following:

- 1) While serving on the Commission I should not work for or make a campaign contribution to a candidate for City of Santa Clara elective office.
- 2) Be a candidate for City of Santa Clara elective office for the time period in which my vote to affect compensation is in effect.
- 3) Be a registered lobbyist for 1 year after completing service on or resigning from the Commission.

In addition, I hereby pledge that I am not a family member or paid campaign staff member of an elected Santa Clara city official.

Signature *

[REDACTED]

Date



RECEIVED

NOV 15 2024

City Clerk's Office
City of Santa Clara

Board/ Commission/ Committee Applying For: *

Salary Setting Commission

Name *

Vamsi Krishna Gunda

Are you a registered voter and resident of the City of Santa Clara? *

(Must be a registered voter at time of application)

Yes

No

Address *

Street Address

[Redacted]

Address Line 2

[Redacted]

City

Santa Clara

State / Province / Region

CA

Postal / Zip Code

[Redacted]

Country

USA

Email *

[Redacted]

Primary Phone Number *

[Redacted]

Secondary Phone Number

Provide two forms of Proof of Residency in the City of Santa Clara

(Must be a resident of the city of santa clara at time of application)

Attachment 1 *

drivers_license.pdf

5.03MB

Attachment 2 *

Power_Bill.pdf

101.44KB

Present Employer *

Apple, Inc

Job Title *

Software Engineer

Previous Government Bodies/ Elective Offices Applicant has served

Government Bodies/ Elective Offices

Position/ Office Held:

Date

Row

1

Civic or Charitable Organizations to which Applicant has belonged:

Civic or Charitable Organizations

Position(s) Held:

Date

Row

1

Special Interests, Hobbies or Talents

College, Professional, Vocational Schools Attend

High School, College, Professional, Vocational School

California Polytechnic State University

Major Subject

Computer Engineering

Date

4/15/2005

Special awards or recognition received:

Please state reasons why you want to become a member of this Board/Commission/Committee, including what specific objectives you would be working toward as a member of this advisory board:

Any other information which you feel would be useful to the City Council in reviewing your application:

Are you associated with any Organization/ Employment that might be deemed a conflict of interest in performing your duties if appointed to this position? *

Yes

No

Not Sure

City policy directs all advisory body members not to vote on matters where there exists a potential conflict of interest. Would you be willing to abstain from voting if such a conflict arises? *

Yes

No

Not Sure

Post Service Limitation Acknowledgment

If selected to serve on the City of Santa Clara Salary Setting Commission, by signing below, I hereby agree and acknowledge that I shall not do any of the following:

- 1) While serving on the Commission I should not work for or make a campaign contribution to a candidate for City of Santa Clara elective office.
- 2) Be a candidate for City of Santa Clara elective office for the time period in which my vote to affect compensation is in effect.
- 3) Be a registered lobbyist for 1 year after completing service on or resigning from the Commission.

In addition, I hereby pledge that I am not a family member or paid campaign staff member of an elected Santa Clara city official.

Signature *



Date

11/15/2024



RECEIVED

DEC 13 2024

City Clerk's Office
City of Santa Clara

Board/ Commission/ Committee Applying For: *

Salary Setting Commission

Name *

Jeff Holmbeck

Are you a registered voter and resident of the City of Santa Clara? *

(Must be a registered voter at time of application)

Yes

No

Address *

Street Address

Address Line 2

City

Santa Clara

State / Province / Region

CA

Postal / Zip Code

Country

USA

Email *

Primary Phone Number *

Secondary Phone Number

Provide two forms of Proof of Residency in the City of Santa Clara

(Must be a resident of the city of santa clara at time of application)

Attachment 1 *

Utility bill 2024.pdf

246.38KB

Attachment 2 *

Xfinity 2024.pdf

1.37MB

Present Employer *

Ansys Inc.

Job Title *

Director of Sales

Previous Government Bodies/ Elective Offices Applicant has served

Government Bodies/ Elective Offices

Position/ Office Held:

Date

None

1

Civic or Charitable Organizations to which Applicant has belonged:

Civic or Charitable Organizations

Position(s) Held:

Date

Homestead Little League
Killarney Farms Swim Center

President (2007)
President (2000-2007)

Special Interests, Hobbies or Talents

2 wheel riding, Tennis, hockey, youth mentoring and coaching.

College, Professional, Vocational Schools Attend

High School, College, Professional, Vocational School

Major Subject

Date

Santa Clara University

Masters of Business

6/13/1997

Special awards or recognition received:

Please state reasons why you want to become a member of this Board/Commission/Committee, including what specific objectives you would be working toward as a member of this advisory board:

As a longtime resident (since 1996) and getting closer to retirement ... ready to get more involved with the city and I've been seeing too many issues cropping up that I think I can add some experience and insight into the process of local decision making (and having worked in local high tech for over 30 years).

Any other information which you feel would be useful to the City Council in reviewing your application:

I understand comp plans/salary setting from a corporate perspective. Will want to dig into how best to attract the correct people at the appropriate levels of compensation.

Are you associated with any Organization/ Employment that might be deemed a conflict of interest in performing your duties if appointed to this position?*

Yes

No

Not Sure

City policy directs all advisory body members not to vote on matters where there exists a potential conflict of interest. Would you be willing to abstain from voting if such a conflict arises?*

Yes

No

Not Sure

Post Service Limitation Acknowledgment

If selected to serve on the City of Santa Clara Salary Setting Commission, by signing below, I hereby agree and acknowledge that I shall not do any of the following:

- 1) While serving on the Commission I should not work for or make a campaign contribution to a candidate for City of Santa Clara elective office.
- 2) Be a candidate for City of Santa Clara elective office for the time period in which my vote to affect compensation is in effect.
- 3) Be a registered lobbyist for 1 year after completing service on or resigning from the Commission.

In addition, I hereby pledge that I am not a family member or paid campaign staff member of an elected Santa Clara city official.

Signature*

[Redacted Signature]

Date

12/11/2024



RECEIVED

NOV 22 2024

City Clerk's Office
City of Santa Clara

Board/ Commission/ Committee Applying For: *

Salary Setting Commission

Name *

David M Kertes

Are you a registered voter and resident of the City of Santa Clara? *

(Must be a registered voter at time of application)

Yes

No

Address *

Street Address

[Redacted]

Address Line 2

[Redacted]

City

Santa Clara

State / Province / Region

CA

Postal / Zip Code

[Redacted]

Country

USA

Email *

[Redacted]

Primary Phone Number *

[Redacted]

Secondary Phone Number

[Redacted]

Provide two forms of Proof of Residency in the City of Santa Clara

(Must be a resident of the city of santa clara at time of application)

Attachment 1 *

Santa Clara Utility Bill - DMKertes.pdf

1.33MB

Attachment 2 *

PGE Energy Bill - DMKertes.pdf

1.03MB

Present Employer *

American Equipment - Salt Lake City, Utah

Job Title *

VP of Sales and Marketing

Previous Government Bodies/ Elective Offices Applicant has served

Government Bodies/ Elective Offices

Position/ Office Held:

Date

[Redacted]

[Redacted]

[Redacted]

1

Civic or Charitable Organizations to which Applicant has belonged:

Civic or Charitable Organizations

Position(s) Held:

Date

San Jose Gay Pride Board of Directors

President (5 years), Treasurer (1 year)

5/10/2000

1

Special Interests, Hobbies or Talents

Coaching Westside Little League, Coaching SCYSL, Basketball, Cooking, Travel

College, Professional, Vocational Schools Attend

High School, College, Professional, Vocational School

Major Subject

Date

SJSU

BS Business Administration

5/29/2004

Special awards or recognition received:

Please state reasons why you want to become a member of this Board/Commission/Committee, including what specific objectives you would be working toward as a member of this advisory board:

I want to make sure we are paying fair compensation for work.

Objectives:

Conduct a Market Analysis to understand prevailing salary standards for similar positions in the region.

Equity and Fairness: Ensure that salary levels are equitable among employees with similar experience, education, and performance, thereby helping to maintain fairness and morale within the organization.

Compliance: Ensure that salary setting practices comply with labor laws, regulations, and collective bargaining agreements, if applicable.

Reporting: Provide reports or guidance to management or relevant stakeholders about salary structures, trends, and recommendations for adjustments.

Continuous Review: Ongoing assessment and adjustment of salary levels to respond to changing economic conditions, labor market demands, and organizational goals.

Any other information which you feel would be useful to the City Council in reviewing your application:

Are you associated with any Organization/ Employment that might be deemed a conflict of interest in performing your duties if appointed to this position?*

Yes No Not Sure

City policy directs all advisory body members not to vote on matters where there exists a potential conflict of interest. Would you be willing to abstain from voting if such a conflict arises?*

Yes No Not Sure

Post Service Limitation Acknowledgment

If selected to serve on the City of Santa Clara Salary Setting Commission, by signing below, I hereby agree and acknowledge that I shall not do any of the following:

- 1) While serving on the Commission I should not work for or make a campaign contribution to a candidate for City of Santa Clara elective office.
- 2) Be a candidate for City of Santa Clara elective office for the time period in which my vote to affect compensation is in effect.
- 3) Be a registered lobbyist for 1 year after completing service on or resigning from the Commission.

In addition, I hereby pledge that I am not a family member or paid campaign staff member of an elected Santa Clara city official.

Signature*

[Redacted Signature]

Date

11/22/2024



Board/ Commission/ Committee Applying For: *

Salary Setting Commission

NOV 25 2024

City Clerk's Office
City of Santa Clara

Name *

Ashish Mangla

Are you a registered voter and resident of the City of Santa Clara? *

(Must be a registered voter at time of application)

Yes

No

Address *

Street Address

[Redacted]

Address Line 2

[Redacted]

City

Santa Clara

State / Province / Region

CA

Postal / Zip Code

[Redacted]

Country

USA

Email *

[Redacted]

Primary Phone Number *

[Redacted]

Secondary Phone Number

[Redacted]

Provide two forms of Proof of Residency in the City of Santa Clara

(Must be a resident of the city of santa clara at time of application)

Attachment 1 *

AshishSantaClaraCountyofVotersProofFront.pdf

412.74KB

Attachment 2 *

2018ToyotaCorollaRegisRenewalfor2024-25.pdf

811.38KB

Present Employer *

Intel

Job Title *

Engineer

Previous Government Bodies/ Elective Offices Applicant has served

Government Bodies/ Elective Offices

Position/ Office Held:

Date

Board of Library Trustees

Trustee

6/30/2018

1

Civic or Charitable Organizations to which Applicant has belonged:

Civic or Charitable Organizations

Position(s) Held:

Date

Scouts BSA

Assistant Scoutmaster, Merit Badge Counselor

11/25/2024

1

Special Interests, Hobbies or Talents

College, Professional, Vocational Schools Attend

High School, College, Professional, Vocational School

Major Subject

Date

Special awards or recognition received:

Please state reasons why you want to become a member of this Board/Commission/Committee, including what specific objectives you would be working toward as a member of this advisory board:

Any other information which you feel would be useful to the City Council in reviewing your application:

Are you associated with any Organization/ Employment that might be deemed a conflict of interest in performing your duties if appointed to this position? *

Yes

No

Not Sure

City policy directs all advisory body members not to vote on matters where there exists a potential conflict of interest. Would you be willing to abstain from voting if such a conflict arises? *

Yes

No

Not Sure

Post Service Limitation Acknowledgment

If selected to serve on the City of Santa Clara Salary Setting Commission, by signing below, I hereby agree and acknowledge that I shall not do any of the following:

- 1) While serving on the Commission I should not work for or make a campaign contribution to a candidate for City of Santa Clara elective office.
- 2) Be a candidate for City of Santa Clara elective office for the time period in which my vote to affect compensation is in effect.
- 3) Be a registered lobbyist for 1 year after completing service on or resigning from the Commission.

In addition, I hereby pledge that I am not a family member or paid campaign staff member of an elected Santa Clara city official.

Signature *



Date



RECEIVED

NOV 15 2024

City Clerk's Office
City of Santa Clara

Board/ Commission/ Committee Applying For: *

Salary Setting Commission

Name *

Frank Mangini

Are you a registered voter and resident of the City of Santa Clara? *

(Must be a registered voter at time of application)

Yes

No

Address *

Street Address

Address Line 2

City

Santa Clara

Postal / Zip Code

State / Province / Region

CA

Country

USA

Email *

Primary Phone Number *

Secondary Phone Number

Provide two forms of Proof of Residency in the City of Santa Clara

(Must be a resident of the city of santa clara at time of application)

Attachment 1 *

PXL_20241114_201447753.MP.pdf

480.22KB

Attachment 2 *

utilities.pdf

99.48KB

Present Employer *

Self

Job Title *

Sys Admin

Previous Government Bodies/ Elective Offices Applicant has served

Government Bodies/ Elective Offices	Position/ Office Held:	Date
Row		
1		

Civic or Charitable Organizations to which Applicant has belonged:

Civic or Charitable Organizations	Position(s) Held:	Date
Row		
1		

Special Interests, Hobbies or Talents

Bike, Hiking.

College, Professional, Vocational Schools Attend

Special awards or recognition received:

Please state reasons why you want to become a member of this Board/Commission/Committee, including what specific objectives you would be working toward as a member of this advisory board:

Service this fine city

Any other information which you feel would be useful to the City Council in reviewing your application:

Are you associated with any Organization/ Employment that might be deemed a conflict of interest in performing your duties if appointed to this position? *

Yes

No

Not Sure

City policy directs all advisory body members not to vote on matters where there exists a potential conflict of interest. Would you be willing to abstain from voting if such a conflict arises? *

Yes

No

Not Sure

Post Service Limitation Acknowledgment

If selected to serve on the City of Santa Clara Salary Setting Commission, by signing below, I hereby agree and acknowledge that I shall not do any of the following:

- 1) While serving on the Commission I should not work for or make a campaign contribution to a candidate for City of Santa Clara elective office.
- 2) Be a candidate for City of Santa Clara elective office for the time period in which my vote to affect compensation is in effect.
- 3) Be a registered lobbyist for 1 year after completing service on or resigning from the Commission.

In addition, I hereby pledge that I am not a family member or paid campaign staff member of an elected Santa Clara city official.

Signature *



Date

11/15/2024



Agenda Report

24-996

Agenda Date: 1/22/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Senior Engineering Aide Class Specification (Job Code 745) and Retitle to Senior Engineering Technician

BACKGROUND

The Human Resources Department proposes to modify the classification (class) specification for Senior Engineering Aide (Job Code 745). The request for Commission approval of the modification is based on Personnel & Salary Resolution Sec. 6(d) which states, "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

DISCUSSION

The proposed revisions to the Senior Engineering Aide (Job Code 745) class specification include a retitle to Senior Engineering Technician (Job Code 745), minor updates to the *Summary* section and administrative updates to add a *Distinguishing Characteristics* section, aligning the education requirement in the *Minimum Qualifications Education* section to a High School Diploma or tested equivalent for positions in all departments, clarifying language added to the *Minimum Qualifications/Education* section and *Desirable Qualifications* section, and administrative language updates to *Minimum Qualifications*, *Typical Duties* and *Knowledge, Skills and Abilities* sections.

These revisions were reviewed with the impacted bargaining group.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to revising the class specification.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office 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 the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified Senior Engineering Aide (Job Code 745) class specification and retitle to Senior Engineering Technician (Job Code 745).

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification (clean) Senior Engineering Aide (Job Code 745)
2. Class Specification (track changes version) Senior Engineering Aide (Job Code 745)

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: SENIOR ENGINEERING TECHNICIAN (JOB CODE 745)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Various	Various	Non-Exempt

CLASS SUMMARY

Senior Engineering Technician is the intermediate classification in the paraprofessional Engineering Technician series. Incumbents are responsible for the preparation of complex exhibits, plans, engineering calculations and cost estimates. This position may be filled within the Department of Public Works, Water & Sewer Utilities or Electric Utility Departments.

DISTINGUISHING CHARACTERISTICS

Senior Engineering Technician is distinguished from the lower-level Engineering Technician classifications in that the latter perform routine technical office and field work. Senior Engineering Technician is distinguished from the higher-level Principal Engineering Technician in that the latter performs the most difficult and responsible types of duties assigned to the Engineering Technician classifications. Positions at this level are distinguished from other Engineering Technician classifications by the level of responsibility assumed and the complexity of duties assigned. Employees at this level are required to be fully trained in all the procedures related to assigned area of responsibility.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or tested equivalent; and
- Two (2) years of full-time paraprofessional engineering experience at a level equivalent to City of Santa Clara Engineering Technician including at least one (1) year working with Computer aided Drafting (CAD) and/or Geographic Information System (GIS) tools and software.

ACCEPTABLE SUBSTITUTION

Possession of an Associate’s degree or higher OR minor in engineering or GIS may be substituted for one (1) year of the required experience

DESIRABLE QUALIFICATIONS

- Possession of an Associate’s degree or higher, including satisfactory completion of post-secondary courses in mathematics, engineering, CAD, GIS, and related subjects
- A certificate in CAD
- A certificate in GIS
- Experience using Supervisory Control and Data Acquisition (SCADA) systems
- Experience using Computerized Maintenance Management Systems (CMMS)

LICENSES/CERTIFICATIONS

Possession of an appropriate, valid California Class C driver's license is required at time of appointment and for the duration of employment.

SENIOR ENGINEERING TECHNICIAN (745)

OTHER REQUIREMENTS

- Must be able to perform all essential functions of the job assignment, with or without reasonable accommodations.
- May be required to work shifts, weekends, and off and unusual hours in the performance of duties and in emergency situations.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction, the incumbent will:

- Prepare precision drawings of construction or preliminary plans from sketches or rough copy
- Prepare scaled and dimensioned plans based on sketches prepared by engineering staff
- Draft profiles, cross-sections, road and storm drainage alignment, right-of-way maps and topographical features
- Does limited design drafting on roadways, storm drainage, water and sanitary sewer facilities, buildings, and related structures following established criteria
- Performs computing and drafting operations involved in checking and reducing land survey notes
- Collect, research and interpret engineering data such as but not limited to legal descriptions, survey notes, graphs, maps, traverses, and as-built drawing documents
- Make field checks of existing facilities for construction purposes
- Maintain records of as-builts and updates existing City maps and records using CAD and/or GIS applications
- Prepare project cost estimates, including materials, equipment, and incidentals needed for installation
- Perform field investigations of existing improvements
- May assist in inspection of construction work
- May gather samples of construction materials and assist in running laboratory tests on materials
- Perform other related duties as assigned

When Assigned to the Department of Public Works

- Prepare drawings of proposed signal installations or other control devices using drafting instruments
- Check signal installations for conformance to established City specifications and standards
- Investigate public complaints and conducts field traffic studies to determine traffic volume, speed, effectiveness of signals, adequacy of lighting, and other factors influencing traffic conditions
- Prepare legal descriptions of property easement requests and rights-of-way from maps and official records

SENIOR ENGINEERING TECHNICIAN (745)

- Maintain master map files, including such records of block maps, right-of-way maps, street-light maps, tract, and record-of-survey maps, and other maps
- Prepare standard property agreements for execution by property owners and prepares exhibits to accompany agreements
- Respond to requests from citizens, contractors, and developers wanting property information, including property line information and easement locations, and City facilities and utilities.
- Acts as instrument person on survey party
- Sets up, adjusts and operates a variety of survey instruments to establish or confirm lines, angles, distances, bearings, and elevations
- May be required to act as Chief of Party or Principal Engineering Aide Technician on routine assignments for brief periods of time

When Assigned to the Electric Utility Department

- Perform computing and drafting operations involved in checking drawings of electric utility facilities
- Assist in conducting field inventory of existing primary and secondary conductors, transformers, switches, poles, pole attachments, manholes, and conduit locations
- Draw and updates generation facility, utility fiber, electrical schematic diagrams, panel wiring diagrams, substation layout drawings, and organizes associated documentation
- Prepare scaled and dimensioned plans based on sketches prepared by engineering estimating staff
- Maintain master map files, including such records of block maps, street light maps, fiber communication, electric utility single line and operating diagrams and other associated facility maps
- Render electrical drawings for construction of electric substation or generation facilities
- May be required to act as Principal Engineering Technician (Electric) on routine assignments for brief periods of time
- May assist in inspection of electric utility construction work

When Assigned to the Water & Sewer Utilities Department

- Responds to water quality complaints
- Collects a variety of water samples and performs elementary laboratory procedures for water quality determination
- Maintains records of water production and well water levels
- Render drawings for construction of water distribution facilities
- Maintain diagrams of water and sewer facilities like groundwater wells, tanks, and pump stations diagrams and other associated facility maps
- Maintain record drawing and as-builts and update utility maps utilizing CAD and/or GIS applications
- Act as department liaison to the Information Technology (IT) Department for coordination of activities

SENIOR ENGINEERING TECHNICIAN (745)

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Mathematics, including algebra, geometry, and trigonometry
- Basic engineering practices, including simple engineering computations
- Principles, techniques, and terminology of surveying and GIS
- Principles, techniques, and terminology of engineering and drafting
- Office safety practices, procedures and standards
- Principles, techniques, and terminology of assigned specialty, such as civil engineering, traffic engineering, and/or water distribution design, electric utility

Ability to:

- Use available computer hardware and software to perform assigned duties, including but not limited to, computer aided drafting, spreadsheets, and word processing
- Use GIS tools, surveying and computing instruments
- Prepare neat and accurate drawings, diagrams, dimensions, representations, and schematics using GIS and CAD tools
- Understand and carry out written and oral instructions
- Read and interpret plans and specifications
- Communicate clearly and effectively
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the public
- Deal tactfully and courteously with others
- Respond appropriately to conflicts/complaints/management escalations from other City departments and the public
- Work in a team-based environment and achieve common goals
- Work independently, quickly, and efficiently
- Evaluate situations, identify problems, make logical decisions and follow through on resolution
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties
- Walk or stand for extended period of time

SUPERVISION RECEIVED

Works under the general direction of a Principal Engineering Technician, Engineer or higher classification as assigned.

SUPERVISION EXERCISED

May assist in training of Engineering Technician or administrative support staff.

CLASSIFICATION HISTORY

Established 4/1998; Revised 7/2017; Revised 10/2024

CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION

TITLE: SENIOR ENGINEERING ~~TECHNICIAN Aide~~ (JOB CODE 745)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Various</u>	<u>Various</u>	<u>Non-Exempt</u>

CLASS SUMMARY

~~Senior Engineering Aide Technician is This is the journey level intermediate classification in the paraprofessional Engineering Aide Technician series. Positions at this level are distinguished from other Engineering Aide Technician classifications within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the more most difficult and responsible types of duties assigned to this series. Incumbents are responsible for the including preparation of the most complex exhibits, plans, engineering calculations and cost estimates. Employees at this level are required to be fully trained in all the procedures related to assigned area of responsibility. Work is performed under the general supervision of a professional engineer or Principal Engineering Aide who makes assignments and inspects work to ensure that it is conducted according to instructions and in conformity with accepted engineering standards. This position may be filled within the Department of Public Works, Water & Sewer Utilities or Electric Utility Departments.~~

DISTINGUISHING CHARACTERISTICS

~~Senior Engineering Technician is distinguished from the lower-level Engineering Technician classifications in that the latter perform routine technical office and field work. Senior Engineering Technician is distinguished from the higher-level Principal Engineering Technician in that the latter performs the most difficult and responsible types of duties assigned to the Engineering Technician classifications. Positions at this level are distinguished from other Engineering Aide Technician classifications by the level of responsibility assumed and the complexity of duties assigned. Employees at this level are required to be fully trained in all the procedures related to assigned area of responsibility.~~

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

~~For Public Works and Water & Sewer Utilities Departments~~

- ~~• Graduation from high school or tested its equivalent; and~~
- ~~• Two (2) years of full-time paraprofessional engineering experience at a level equivalent to City of Santa Clara Engineering Aide Technician including at least one (1) year working with Computer aided Drafting (CAD) and/or Geographic Information System (GIS) tools and software.~~

~~For Electric Utility Department~~

~~Graduation from an accredited junior college with an Associate's degree or higher in engineering or its equivalent, including satisfactory completion of college level courses in writing, mathematics, engineering, AutoCAD, GIS, and related subjects; and Two (2) years of full-time paraprofessional engineering experience utilizing AutoCAD and ESRI-based GIS tools with an electric utility~~

-

SENIOR ENGINEERING TECHNICIAN/AIDE (745)

ACCEPTABLE SUBSTITUTION

Possible Substitutions:

- ~~For Public Works and Water & Sewer Utilities Department~~
- ~~Possession of an~~ Graduation from an accredited junior college with an Associate's ~~Associate's~~ degree or higher OR minor or higher in engineering or GIS may be substituted for one (1) year of the required experience

For Electric Utility Department

- ~~Two (2) years of additional paid full-time experience with an electric utility utilizing ESRI-based GIS may be substituted for the required education requirement~~
- ~~One (1) year of paid, full-time experience as a draftsman or equivalent may be substituted for the AutoCAD drawing course required~~

DESIRABLE QUALIFICATIONS

Desirable Qualifications:

- Possession of an Associate's degree or higher, including satisfactory completion of post-secondary courses in mathematics, engineering, CAD, GIS, and related subjects
- ~~For Public Works and Water & Sewer Utilities Department~~
Experience in using AutoCAD 2013 or higher
Experience with arc FM GIS tools

For Electric Utility Department

- A certificate in CAD 2013 or higher
- ~~A certificate in ESRI-based GIS~~
- Experience using Supervisory Control and Data Acquisition (SCADA) systems
- Experience using Computerized Maintenance Management Systems (CMMS)
- ~~Experience with arc FM GIS tools~~

LICENSES/CERTIFICATIONS

LICENSE

Possession of an appropriate, valid California Class C driver's license is required at time of appointment and for the duration of employment.

OTHER REQUIREMENTS

- Must be able to perform all ~~of the~~ essential functions of the job assignment, with or without reasonable accommodations.
- May be required to work shifts, weekends, and off and unusual hours in the performance of duties and in emergency situations.

TYPICAL DUTIES

Duties may include, but are not limited to the following
This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

SENIOR ENGINEERING TECHNICIAN/AIDE (745)

Under general direction, the incumbent will: supervision:

- Prepares precision drawings of construction or preliminary plans from sketches or rough copy
- Prepare scaled and dimensioned plans based on sketches prepared by engineering staff
- Drafts profiles, cross-sections, road and storm drainage alignment, right-of-way maps and topographical features
- Does limited design drafting on roadways, storm drainage, water and sanitary sewer facilities, buildings, and related structures following established criteria
- Performs computing and drafting operations involved in checking and reducing land survey notes
- Collect, researchs and interprets engineering data such as but not limited to legal descriptions, survey notes, graphs, maps, and traverses, and as-built drawing documents
- Makes field checks of existing facilities for construction purposes
- ~~Prepares legal descriptions of property easement requests and rights-of-way from maps and official records~~
- ~~Maintains~~ records of as-builts and updates existing City maps and records using CAD AutoCad and/or tilizing ESRI-based GIS applications
- ~~Maintains master map files, including such records of block maps, right-of-way maps, street light maps, tract, and record-of-survey maps, and other maps~~
~~Prepares standard property agreements for execution by property owners and prepares exhibits to accompany agreements~~
- ~~Responds to requests from citizens, contractors, and developers wanting property information, including property line information and easement locations~~
- ~~Renders drawings for construction of water distribution facilities~~
- Prepares project cost estimates, including materials, equipment, and incidentals needed for installation
- Performs field investigations of existing improvements
- ~~Responds to water quality complaints~~
- ~~Collects a variety of water samples and performs elementary laboratory procedures for water quality determination~~
- ~~Maintains records of water production and well water levels~~
- ~~Acts as instrument person on survey party~~
- ~~Sets up, adjusts and operates a variety of survey instruments to establish or confirm lines, angles, distances, bearings, and elevations~~
- ~~May be required to act as Chief of Party or Principal Engineering Aide Technician on routine assignments for brief periods of time~~
- ~~Prepares drawings of proposed signal installations or other control devices using drafting instruments~~
- ~~Prepares cost estimates of materials, equipment, and incidentals needed for installation~~
- ~~Checks signal installations for conformance to established City specifications and standards~~

SENIOR ENGINEERING TECHNICIAN/AIDE (745)

- ~~• Investigates public complaints and conducts field traffic studies to determine traffic volume, speed, effectiveness of signals, adequacy of lighting, and other factors influencing traffic conditions~~
- May assist in inspection of construction work
- May gather samples of construction materials and assist in running laboratory tests on materials
- Performs other related duties as assigned

When Assigned to the For Department of Public Works

- Prepares drawings of proposed signal installations or other control devices using drafting instruments
- Checks signal installations for conformance to established City specifications and standards
- Investigate public complaints and conducts field traffic studies to determine traffic volume, speed, effectiveness of signals, adequacy of lighting, and other factors influencing traffic conditions
- Prepare legal descriptions of property easement requests and rights-of-way from maps and official records
- Maintains master map files, including such records of block maps, right-of-way maps, street-light maps, tract, and record-of-survey maps, and other maps
- Prepares standard property agreements for execution by property owners and prepares exhibits to accompany agreements
- Responds to requests from citizens, contractors, and developers wanting property information, including property line information and easement locations, and City facilities and utilities.
- Acts as instrument person on survey party
- Sets up, adjusts and operates a variety of survey instruments to establish or confirm lines, angles, distances, bearings, and elevations
- May be required to act as Chief of Party or Principal Engineering Aide Technician on routine assignments for brief periods of time
-

When Assigned to the For Electric Utility Department

- ~~• Prepares precision drawings of construction or preliminary plans from sketches or rough copy~~
- Performs computing and drafting operations involved in checking drawings of electric utility facilities
- ~~• Researches and interprets engineering data such as but not limited to legal descriptions, graphs, maps, and as-built drawing documents~~
- ~~• Makes field checks of existing facilities for construction purposes~~
- ~~• Reduces as-built information to record~~
- Assists in conducting field inventory of existing primary and secondary conductors, transformers, switches, poles, pole attachments, manholes, and conduit locations
- Draws and updates generation facility, utility fiber, electrical schematic diagrams, panel wiring diagrams, substation layout drawings, and organizes associated documentation

SENIOR ENGINEERING TECHNICIAN/AIDE (745)

- Prepares scaled and dimensioned plans based on sketches prepared by engineering estimating ~~staff/personnel~~
- ~~Maintains records of as-builts and updates existing City maps and records utilizing ESRI-based GIS applications~~
- Maintains master map files, including such records of block maps, street light maps, fiber communication, electric utility single line and operating diagrams and other associated facility maps
- ~~Responds to requests from citizens, contractors, and developers wanting property information including electric utility infrastructure information~~
- Renders electrical drawings for construction of electric substation or generation facilities
- ~~Performs field investigations of existing improvements~~
- May be required to act as Principal Engineering Aide-Technician (Electric) on routine assignments for brief periods of time
- May assist in inspection of electric utility construction work
- ~~Performs other related duties as assigned~~

When Assigned to the Water & Sewer Utilities Department

- Responds to water quality complaints
- Collects a variety of water samples and performs elementary laboratory procedures for water quality determination
- Maintains records of water production and well water levels
- Render drawings for construction of water distribution facilities
- Maintain diagrams of water and sewer facilities like groundwater wells, tanks, and pump stations diagrams and other associated facility maps
- Maintain record drawing and as-builts and update utility maps utilizing CAD and/or GIS applications
- Act as department liaison to the Information Technology (IT) Department for coordination of activities

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Mathematics, including algebra, geometry, and trigonometry
- Basic engineering practices, including simple engineering computations
- Principles, techniques, and terminology of surveying and ESRI-based-GIS
- Principles, techniques, and terminology of engineering and drafting
- Office safety practices, procedures and standards

~~For Public Works and Water & Sewer Utilities Department~~

- ~~Mathematics, including algebra, geometry, and trigonometry~~
- ~~Basic engineering practices, including simple engineering computations~~
- Principles, techniques, and terminology of assigned specialty, such as civil engineering, traffic engineering, and/or water distribution design, electric utility

SENIOR ENGINEERING TECHNICIANAIDE (745)

- ~~• Principles, techniques, and terminology of surveying and ESRI-based GIS~~
- ~~• Principles, techniques, and terminology of engineering drafting and map drafting~~
- ~~• Principles, techniques, and terminology of traffic engineering~~
- ~~• Principles, techniques, and terminology of water distribution system design~~
- ~~• Office safety practices, procedures and standards~~

For Electric Utility Department:

- ~~• Mathematics, including algebra, geometry and trigonometry~~
- ~~• Basic engineering practices, including simple engineering computations~~
- ~~Principles, techniques and terminology of engineering, drafting and map drafting~~
- ~~• Principles, techniques and terminology of ESRI-based GIS~~
- ~~• Principles, techniques, and terminology of electric utility system operations~~
- ~~• Office safety practices, procedures and standards~~

Ability to:

For all Departments

- Use available computer hardware and software to perform assigned duties, including but not limited to, computer aided drafting, spread-sheets, and word processing
- Use ESRI-based Geographic Information SystemsUse GIS tools, surveying and computing instruments
- Prepare neat and accurate drawings, diagrams, dimensions, representations, and schematics using GIS and CAD tools
- Understand and carry out written and oral instructions
- Read and interpret plans and specifications
- Communicate clearly and effectively, both orally and in writing
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Deal tactfully and courteously with others
- Respond appropriately to conflicts/complaints/management escalations from other City departments and the general public
- Work in a team-basedteam-based environment and achieve common goals
- Work independently, quickly, and efficiently
- Evaluate situations, identify problems, make logical decisions and follow through on resolution
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties
- Walk or stand for extended period of time

For Public Works and Water & Sewer Utilities Departments:

- ~~• Use surveying and computing instruments~~

SUPERVISION RECEIVED

Works under the general directionsupervision of a Principal Engineering TechnicianAide, an Engineer or higher classification as assigned.

SENIOR ENGINEERING ~~TECHNICIAN~~AIDE (745)

SUPERVISION EXERCISED

May assist in training of Engineering [Aide-Technician](#) or administrative support staff.

CLASSIFICATION HISTORY

Established 4/1998; Revised 7/2017; [Revised 10/2024](#)



Agenda Report

24-997

Agenda Date: 1/22/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Engineering Aide Class Specification (Job Code 460) and Retitle to Engineering Technician (Job Code 460)

BACKGROUND

The Human Resources Department proposes to modify the classification (class) specification for Engineering Aide (Job Code 460). The request for Commission approval of the modification is based on Personnel & Salary Resolution Sec. 6(d) which states, "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

DISCUSSION

The proposed revisions to the Engineering Aide (Job Code 460) class specification include a retitle to Engineering Technician (Job Code 460), minor updates to the *Summary* section and administrative updates to add a *Distinguishing Characteristics* section, added and defined post-secondary education as a substitution for the experience requirement in the *Minimum Qualifications/Education and Experience* section, clarifying language added to the *Minimum Qualifications/Education* section and *Desirable Qualifications* section, and administrative language updates to *Minimum Qualifications*, *Typical Duties* and *Knowledge, Skills and Abilities* sections.

These revisions were reviewed with the impacted bargaining group.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to revising the class specification.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office 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 the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified Engineering Aide (Job Code 460) class specification and retitle to Engineering Technician (Job Code 460).

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification (clean) Engineering Aide (Job Code 460)
2. Class Specification (track changes version) Engineering Aide (Job Code 460)

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: ENGINEERING TECHNICIAN (JOB CODE 460)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Various	Various	Non-Exempt

CLASS SUMMARY

The Engineering Technician is an entry-level classification in the paraprofessional Engineering Technician series. An incumbent in this classification performs routine technical office and field work in support of various engineering projects and may be assigned to various departments including the Water and Sewer Utilities Department or the Department of Public Works. Specific responsibilities will vary according to assignment. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Engineering Technician is distinguished from the Senior Engineering Technician by its focus on routine paraprofessional engineering duties and the performance of duties under more immediate supervision. Incumbents' work is closely supervised, work methods are explained in specific terms and work is subject to frequent review.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or tested equivalent, and
- One (1) year of experience working with geographic information systems (GIS) tools and systems OR one (1) year experience working with computer aided drafting (CAD).

DESIRABLE QUALIFICATIONS

- GIS AND CAD experience
- Completion of post-secondary coursework in GIS and CAD
- Depending on position assignment, engineering-related experience in either a water and/or sewer utility, or in public works

ACCEPTABLE SUBSTITUTION

Post-secondary education equivalent to thirty (30) semester units or forty-five (45) quarter units including satisfactory completion of courses in mathematics, engineering, CAD, GIS, or related subjects may be substituted for the experience requirement

LICENSES/CERTIFICATIONS

Possession of a valid California Class C Driver's License is required at the time of appointment and for the duration of employment

OTHER REQUIREMENTS

Must be able to perform the essential functions of the job assignment, with or without reasonable accommodations

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties

ENGINEERING TECHNICIAN (460)

that may be performed.

Under immediate supervision, the incumbent will:

- Participate in field survey activities such as assisting with measuring and recording distances and elevation and setting markers and reference points
- Research records on routine matters; compile basic reports
- Create and update engineering plans, maps, drawings, diagrams, and charts using manual and computer-aided methods
- Maintain electronic and paper files and databases of engineering documents such as plans, specifications, drawings, and maps; maintains records of field inspections and laboratory tests
- Assist in a variety of water samples collection and performs elementary laboratory procedures for water quality determination
- Assist in plan reviews of utilities and field inspections
- Assist in Fat, Oil and Grease plan reviews and inspections
- Verify the accuracy of engineering documents using mathematical calculations
- Perform field inspections to obtain and verify engineering data; gather samples of materials and runs laboratory tests
- Provide employees and the public with technical information as requested
- Perform other related duties, as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Mathematical principles, including algebra, geometry and trigonometry
- The principles and practices of engineering drafting and graphic design
- Specialized engineering software and equipment used for drafting, lettering, and duplicating
- Methods, procedures, and materials used in area of assignment
- Principles and practices of filing and records management
- Standard personal computer hardware and software, including word processing, spreadsheet, and database programs

Ability to:

- Interpret, apply, and explain maps, engineering drawings, and building plans
- Prepare neat and accurate drawings, diagrams, dimensions, representations, and schematics
- Perform mathematical calculations with accuracy
- Communicate clearly and effectively, both verbally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Work in a team-based environment to achieve common goals
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as

ENGINEERING TECHNICIAN (460)

necessary to perform assigned duties

- Lift, carry, and relocate a variety of equipment weighing up to 25 pounds

SUPERVISION RECEIVED

Receives immediate supervision from a Senior Engineering Technician, Chief of Party, Engineer, or other supervisor, as assigned.

SUPERVISION EXERCISED

May assist in the training of personnel, as assigned

CLASSIFICATION HISTORY

Established 10/2013; Rev. 9/2024

CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION

TITLE: ENGINEERING ~~Aide~~TECHNICIAN (JOB CODE 460)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Various</u>	<u>Various</u>	<u>Non-Exempt</u>

Description**CLASS SUMMARY**

The Engineering ~~Aide~~Technician is ~~an the~~entry-level classification~~s~~ in the paraprofessional Engineering ~~Aide~~Technician series. An incumbent in this classification performs routine technical office and field work in support of various engineering projects and may be assigned to various departments including ~~Electric Utility, the~~ Water and Sewer Utilities Department ~~or ty,~~ and ~~the~~ Department of Public Works. Specific responsibilities will vary according to assignment. ~~The Engineering Aide is distinguished from the Senior Engineering Aide by its focus on routine paraprofessional engineering duties and the performance of duties under more immediate supervision.~~ Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Engineering Technician is distinguished from the Senior Engineering Technician by its focus on routine paraprofessional engineering duties and the performance of duties under more immediate supervision. Incumbents' work is closely supervised, work methods are explained in specific terms and work is subject to frequent review.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- ~~Graduation from high school or tested equivalent~~possession of a GED, including
- ~~Satisfactory completion of courses in algebra, geometry, trigonometry, and mechanical drawing, -and~~
- One (1) year of experience working with geographic information systems (GIS) tools and systems OR one (1) year experience working with cComputer aAided dDrafting- (CAD).

Desirable Qualifications: DESIRABLE QUALIFICATIONS

- ~~GIS AND CAD experience~~ Experience with geographic information system (GIS) tools and software
- Completion of post-secondary coursework in GIS and CAD
- Depending on position assignment, engineering-related experience in either one of the following areas: electric utility, a water and/or sewer utility, or in public works

ACCEPTABLE SUBSTITUTION

Post-secondary education equivalent to thirty (30) semester units or forty-five (45) quarter units including satisfactory completion of courses in mathematics, engineering, CAD, GIS, or related

ENGINEERING AIDE/TECHNICIAN (460)

[subjects may be substituted for the experience requirement
LICENSES AND/OR CERTIFICATES](#)

LICENSES/CERTIFICATIONS

Possession of a valid California Class C Driver's License is required at the time of appointment [and for the duration of employment](#)

OTHER REQUIREMENTS

Must be able to perform the essential functions of the job assignment, [with or without reasonable accommodations](#)

TYPICAL DUTIES

[This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.](#)

[Under immediate supervision, the incumbent will:](#)

[Duties may include, but are not limited to, the following:](#)

- Participates in field survey activities such as assisting with measuring and recording distances and elevation and setting markers and reference points
- Researches records on routine matters; compiles basic reports
- Creates and updates engineering plans, maps, drawings, diagrams, and charts using manual and computer-aided methods
- Maintains electronic and paper files and databases of engineering documents such as plans, specifications, drawings, and maps; maintains records of field inspections and laboratory tests
- [Assist in a variety of water samples collection and performs elementary laboratory procedures for water quality determination](#)
- [Assist in plan reviews of utilities and field inspections](#)
- [Assist in Fat, Oil and Grease plan reviews and inspections](#)
- Verifies the accuracy of engineering documents using mathematical calculations
- Performs field inspections to obtain and verify engineering data; gathers samples of materials and runs laboratory tests
- Provides employees and the public with technical information as requested
- Performs other related duties, as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Mathematical principles, including algebra, geometry and trigonometry
- The principles and practices of engineering drafting and graphic design
- Specialized engineering software and equipment used for drafting, lettering, and duplicating
- Methods, procedures, and materials used in area of assignment

ENGINEERING AID TECHNICIAN (460)

- Principles and practices of filing and records management
- Standard personal computer hardware and software, including word processing, spreadsheet, and database programs

Ability to:

- Interpret, apply, and explain maps, engineering drawings, and building plans
- Prepare neat and accurate drawings, diagrams, dimensions, representations, and schematics
- Perform mathematical calculations with accuracy
- Communicate clearly and effectively, both verbally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Work in a team-based environment to achieve common goals
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties
- Lift, carry, and relocate a variety of equipment weighing up to 25 pounds

SUPERVISION RECEIVED

Receives immediate supervision from a Senior Engineering [Aide Technician](#), Chief of Party, Engineer, or other supervisor, as assigned.

SUPERVISION EXERCISED

May assist in the training of personnel, as assigned

CLASSIFICATION HISTORY

Established 10/2013; [Rev. 9/2024](#)



Agenda Report

24-998

Agenda Date: 1/22/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Engineering Aide (Electric) Class Specification (Job Code 460A) and Retitle to Engineering Technician (Electric) (Job Code 460A)

BACKGROUND

The Human Resources Department proposes to modify the classification (class) specification for Engineering Aide (Electric) (Job Code 460A). The request for Commission approval of the modification is based on Personnel & Salary Resolution Sec. 6(d) which states, "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

DISCUSSION

The proposed revisions to the Engineering Aide (Electric) (Job Code 460A) class specification include a retitle to Engineering Technician (Electric) (Job Code 460A), minor updates to the *Summary* section and administrative updates to add a *Distinguishing Characteristics* section, lower *Minimum Qualifications/Education* requirement from Associate's degree to High School Diploma to align with lateral classifications (Engineering Aide (Job Code 460) and Engineering Aide (Fiber) (Job Code 460F), added and defined post-secondary education as a substitution for the experience requirement in the *Minimum Qualifications/Education and Experience* section, clarifying language added to the *Minimum Qualifications/Education* section and *Desirable Qualifications* section, and administrative language updates to *Minimum Qualifications*, *Typical Duties* and *Knowledge, Skills and Abilities* sections.

These revisions were reviewed with the impacted bargaining group.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to revising the class specification.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office 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 the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified Engineering Aide (Electric) (Job Code 460A) class specification and retitle to Engineering Technician (Electric) (Job Code 460A).

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification (clean) Engineering Aide (Electric) (Job Code 460A)
2. Class Specification (track changes version) Engineering Aide (Electric) (Job Code 460A)

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: ENGINEERING TECHNICIAN (ELECTRIC) (JOB CODE 460A)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Electric Utility	Various	Non-Exempt

CLASS SUMMARY

The Engineering Technician (Electric) is an entry-level classification in the paraprofessional Engineering Technician series. An incumbent in this classification performs routine technical office and field work in support of various engineering projects in the Electric Utility Department. Specific responsibilities will vary according to assignment. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Engineering Technician (Electric) is distinguished from the Senior Engineering Technician by its focus on routine paraprofessional engineering duties and the performance of duties under more immediate supervision. Incumbents' work is closely supervised, work methods are explained in specific terms and work is subject to frequent review.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or tested equivalent, and
- One (1) year working with geographic information system (GIS) tools and systems OR one (1) year working with computer-aided drafting (CAD).

DESIRABLE QUALIFICATIONS

- GIS AND CAD experience
- Completion of post-secondary coursework in GIS and CAD.

ACCEPTABLE SUBSTITUTION

Post-secondary education equivalent to thirty (30) semester units or forty-five (45) quarter units including satisfactory completion of courses in mathematics, engineering, CAD, GIS, or related subjects may be substituted for the experience requirement

LICENSES/CERTIFICATIONS

Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.

OTHER REQUIREMENTS

- Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements.
- Must be able to perform all the essential functions of the job assignment, with or without reasonable accommodations.

ENGINEERING TECHNICIAN (ELECTRIC) (460A)

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under immediate supervision, the incumbent will:

- Participate in field survey activities such as assisting with measuring and recording distances and elevation using Global Positioning System (GPS) equipment
- Prepare maps and drawings using geographic information system (GIS) tools to place symbols and apply color codes for the identification of facilities
- Receive, review, provide comments, file, and return maps, documents, and plans using CAD
- Perform scaling and dimensioning to verify the accuracy of maps and plans
- Assist in conducting field inventory of existing primary and secondary conductors, transformers, switches, poles, pole attachments, manholes, and conduit locations
- Draw and update electrical schematic diagrams, panel wiring diagrams, substation layout drawings using CAD, and organizes associated documentation
- Prepare scaled and dimensioned plans, using CAD based on sketches prepared by engineering/estimating personnel
- Operate a computer and standard office plotting/copying equipment
- Conduct records research including job files, property ownership, easement and right-of-way records
- Maintain records of equipment databases, log books, and map inventories
- Operate passenger vehicles requiring Class C driver's license
- Order office drafting supplies, manages outside reproduction services, and coordinates vendor services for office drafting equipment maintenance

Perform other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- General principles of algebra, geometry, trigonometry, and mechanical drawing
- Principles and practices of engineering drafting and basic graphic design
- Standard personal computer hardware and software, including word processing, spreadsheet, and database programs
- Document control, retrieval, and filing systems

Ability to:

- Prepare neat and accurate drawings, diagrams, dimensions, representations, and schematics using GIS and CAD tools and applications
- Select and use appropriate drafting, and duplicating equipment and materials
- Read, interpret and apply engineering terminology and symbols
- Retrieve, file, and code drawings and diagrams and prepare brief reports
- Maintain organized and complete records
- Communicate effectively, both orally and in writing
- Understand and comprehend oral and written directions and instructions
- Effectively handle multiple priorities, organize workload, and meet strict deadlines

ENGINEERING TECHNICIAN (ELECTRIC) (460A)

- Establish and maintain effective working relationships with those contacted in the course of work, including the public
- Work in a team-based environment and achieve common goals
- Deal tactfully and courteously with others
- Walk, sit, or stand for extended periods of time
- Perform moderate physical labor including bending, stooping, crawling, climbing, and lifting as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the immediate supervision of a Senior Engineering Technician, Engineer, or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training of personnel as assigned.

CLASSIFICATION HISTORY

Established 10/1997; Rev 10/2018; Rev. 9/2024

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: ENGINEERING TECHNICIAN Aide (ELECTRIC) (JOB CODE 460A)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Electric Utility</u>	<u>Various</u>	<u>Non-Exempt</u>

CLASS SUMMARY

The Engineering ~~Technician Aide~~ (Electric) is ~~the~~ an entry-level ~~classification~~ classification in the paraprofessional Engineering ~~Aide Technician~~ series. ~~An incumbent in this classification performs routine technical office and field work in support of various engineering projects in the Electric Utility Department. Specific responsibilities will vary according to assignment. The Engineering Aide (Electric) is distinguished from the Senior Engineering Aide by its focus on routine paraprofessional engineering duties and the performance of duties under more immediate supervision.~~ Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Engineering Technician Aide (Electric) is distinguished from the Senior Engineering Technician Aide by its focus on routine paraprofessional engineering duties and the performance of duties under more immediate supervision. Incumbents' work is closely supervised, work methods are explained in specific terms and work is subject to frequent review.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- ~~Graduation from an accredited junior college with an Associate of Arts degree or higher in engineering or its equivalent, including satisfactory completion of college level courses in writing, mathematics, engineering and related courses~~ Graduation from high school or tested equivalent, and
- One (1) year working with geographic information system (GIS) tools and systems OR one (1) year working with computer-aided drafting (AUTOCAD).

DESIRABLE QUALIFICATIONS ~~Desirable Qualifications:~~

- ~~GIS AND CAD experience One year (1) experience working with C~~ computer-aided drafting (AUTOCAD) and one year (1) experience working with geographic information system (GIS)
- Completion of post-secondary ~~courseworks~~ works in GIS and AUTOCAD.

ACCEPTABLE SUBSTITUTION

Possible Substitutions:

Post-secondary education equivalent to thirty (30) semester units or forty-five (45) quarter units including satisfactory completion of courses in mathematics, engineering, CAD, GIS, or related subjects may be substituted for the experience requirement

~~Three (3) years of work experience performing mapping/drafting activities of electric utility facilities, involving the use of CAD and GIS systems and tools may substitute for the required education and experience.~~

ENGINEERING ~~TECHNICIAN~~ (ELECTRIC) (460A)

LICENSES/CERTIFICATIONS

LICENSE

Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.

OTHER REQUIREMENTS

- Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements.
- Must be able to perform all the essential functions of the job assignment, with or without reasonable accommodations.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

~~Duties may include, but are not limited to, the following:~~

Under ~~general direction~~immediate supervision, the incumbent will:~~Under general supervision:~~

- Participates in field survey activities such as assisting with measuring and recording distances and elevation using Global Positioning System (GPS) equipment
- Prepares maps and drawings using geographic information system (GIS) tools to place symbols and apply color codes for the identification of facilities
- Receives, reviews, provides comments, files, and returns maps, documents, and plans using ~~AUTO~~CAD
- Performs scaling and dimensioning to verify the accuracy of maps and plans
- Assists in conducting field inventory of existing primary and secondary conductors, transformers, switches, poles, pole attachments, manholes, and conduit locations
- Draws and updates electrical schematic diagrams, panel wiring diagrams, substation layout drawings using ~~AUTO~~CAD, and organizes associated documentation
- Prepares scaled and dimensioned plans, using ~~AUTO~~CAD based on sketches prepared by engineering/estimating personnel
- Operates a computer and standard office plotting/copying equipment
- Conducts records research including job files, property ownership, easement and right-of-way records
- Maintains records of equipment databases, log books, and map inventories
- Operates passenger vehicles requiring Class C driver's license
- Orders office drafting supplies, manages outside reproduction services, and coordinates vendor services for office drafting equipment maintenance
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

ENGINEERING ~~TECHNICIANAIDE~~ (ELECTRIC) (460A)

Knowledge of:

- General principles of algebra, geometry, trigonometry, and mechanical drawing
- Principles and practices of engineering drafting and basic graphic design
- Standard personal computer hardware and software, including word processing, spreadsheet, and database programs
- Document control, retrieval, and filing systems

Ability to:

- Prepare neat and accurate drawings, diagrams, dimensions, representations, and schematics using GIS and CAD tools [and applications](#)
- Select and use appropriate drafting, and duplicating equipment and materials
- Read, interpret and apply engineering terminology and symbols
- Retrieve, file, and code drawings and diagrams and prepare brief reports
- Maintain organized and complete records
- ~~Utilize ESRI Geographic Information Systems (GIS)~~
- ~~Utilize AutoDesk AutoCAD software applications~~
- Communicate effectively, both orally and in writing
- Understand and comprehend oral and written directions and instructions
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Establish and maintain effective working relationships with those contacted in the course of work, including the ~~general~~ public
- Work in a ~~team-based~~ [team-based](#) environment and achieve common goals
- Deal tactfully and courteously with others
- Walk, sit, or stand for extended periods of time
- Perform moderate physical labor including bending, stooping, crawling, climbing, and lifting as necessary to perform assigned duties

SUPERVISION RECEIVED

~~Works under the immediate supervision of~~ [Receives immediate supervision from](#) a Senior Engineering [TechnicianAide](#), ~~E~~-engineer, or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training of personnel as assigned.

CLASSIFICATION HISTORY

[Established 10/1997; Rev 10/2018; Rev. 9/2024](#)



Agenda Report

24-1005

Agenda Date: 1/22/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Engineering Aide-Fiber Class Specification (Job Code 460F) and Retitle to Engineering Technician (Fiber) (Job Code 460F)

BACKGROUND

The Human Resources Department proposes to modify the classification (class) specification for Engineering Aide-Fiber (Job Code 460F). The request for Commission approval of the modification is based on Personnel & Salary Resolution Sec. 6(d) which states, "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

DISCUSSION

The proposed revisions to the Engineering Aide-Fiber (Job Code 460F) class specification include a retitle to Engineering Technician (Fiber) (Job Code 460F), minor updates to the *Summary* section and administrative updates to add a *Distinguishing Characteristics* section, added and defined post-secondary education as a substitution for the experience requirement in the *Minimum Qualifications/Education and Experience* section, clarifying language added to the *Minimum Qualifications/Education* section and *Desirable Qualifications* section, and administrative language updates to *Minimum Qualifications*, *Typical Duties* and *Knowledge, Skills and Abilities* sections.

These revisions were reviewed with the impacted bargaining group.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to revising the class specification.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office 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 the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified Engineering Aide-Fiber (Job Code 460F) class specification and retitle to Engineering Technician (Fiber) (Job Code 460F).

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification (clean) Engineering Aide (Fiber) (Job Code 460F)
2. Class Specification (track changes version) Engineering Aide (Fiber) (Job Code 460F)

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: ENGINEERING TECHNICIAN (FIBER) (JOB CODE 460F)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Electric Utility	Various	Non-Exempt

CLASS SUMMARY

The Engineering Technician (Fiber) is an entry-level classification in the paraprofessional Engineering Technician series. An incumbent in this classification performs routine technical office and field work in support of various projects as generated by the Electric Utility Silicon Valley Power Fiber Enterprise Program. Specific responsibilities will vary according to assignment. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Engineering Technician (Fiber) is distinguished from the other Engineering Technician and Senior Engineering Technician classifications by its focus on routine paraprofessional fiber engineering duties and the performance of duties under more immediate supervision. Incumbents' work is closely supervised, work methods are explained in specific terms and work is subject to frequent review.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or tested equivalent, and
- One (1) year working with Computer Aided Drafting (CAD).

DESIRABLE QUALIFICATIONS

- Experience with geographic information system (GIS) tools and software is desirable
- Proficiency in using CAD for fiber network design and outside plant construction (e.g., handle basic and advance drawing design, plot schematic and technical drawings) is desirable
- Completion of courses in mechanical drawing is desirable
- Experience in Outside Plant (OSP) dark fiber route design and mapping in the electric utility is desirable
- Proficiency in standard Adobe Acrobat, Visio, Google Earth, BlueBeam or other collaboration software tool, and Microsoft Office (Word, Power Point, Excel, Access) is desirable

ACCEPTABLE SUBSTITUTION

Post-secondary education equivalent to thirty (30) semester units or forty-five (45) quarter units including satisfactory completion of courses in mathematics, engineering, CAD, GIS, or related subjects may be substituted for the experience requirement.

LICENSES/CERTIFICATIONS

Possession of a valid California Class C Driver's License is required at the time of appointment, and for duration of employment

Engineering Technician (Fiber) (460F)

OTHER REQUIREMENTS

Must be able to perform the essential functions of the job assignment, with or without reasonable accommodations.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under immediate supervision, the incumbent will:

- Review Outside Plant (OSP) Fiber map drawings, use CAD applications to map and update OSP fiber networks and route maps
- Input fiber map data into central database for sorting and filtering of data used in surveying and repairs
- Update CAD and GIS mapping systems for fiber network layout, as required
- Perform data input into fiber optic database system, including computerization of distribution points of fiber optic cable, fiber locations, and aerial locations
- Participate in Silicon Valley Power Fiber Program field survey activities such as organizing and recording fiber splice points
- Research fiber mapping records on routine matters, and compile basic reports
- Create and update fiber engineering plans, maps, drawings, diagrams, and charts using manual and computer-aided methods
- Create Encroachment Permit Drawings, to scale, as requested by SVP Electric Engineering
- Maintain electronic and paper files and databases of engineering documents such as plans, specifications, drawings, and maps
- Perform field inspections to obtain and verify engineering data
- Maintain records of field inspections
- Verify the accuracy of engineering documents using mathematical calculations
- Provide Fiber Electric Utility staff with technical information as requested
- May be required to open fiber box lids on occasion
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Mathematical principles, including algebra, geometry and trigonometry
- The principles and practices of engineering drafting and graphic design
- Specialized fiber engineering software and equipment used for drafting fiber route maps
- Methods, procedures, and materials used in area of assignment
- Standard personal computer hardware and software, including word processing, spreadsheet, and database programs
- Environmental and safety practices, procedures and standards
- Office safety practices, procedures and standards

Ability to:

- Interpret, apply, and explain maps, engineering drawings, and building plans

Engineering Technician (Fiber) (460F)

- Prepare neat and accurate drawings, diagrams, dimensions, representations, and schematics
- Perform engineering mathematical calculations with accuracy
- Communicate clearly and effectively, both verbally and in writing
- Write basic technical reports on routine matters
- Establish and maintain effective working relationships with those contacted in the course of work including coworkers and the public
- Work in a team-based environment to achieve common goals
- Effectively handle multiple priorities, organize and meet strict deadlines
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties
- Lift, carry, and relocate a variety of equipment weighing up to 25 pounds on a regular basis; may be required to open fiber box lids weighing up to 50 pounds on occasion

SUPERVISION RECEIVED

Receives immediate supervision from a Senior Engineering Technician, Engineer, or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training of personnel as assigned.

CLASSIFICATION HISTORY

Established 9/2014; Revised 10/2024

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: ENGINEERING ~~TechnicianAide~~ —(FIBER) (JOB CODE 460F)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Electric Utility</u>	<u>Various</u>	<u>Non-Exempt</u>

CLASS SUMMARY

The Engineering TechnicianAide (-Fiber) is an one-of-the entry-level classifications in the paraprofessional Engineering TechnicianAide series. An incumbent in this classification performs routine technical office and field work in support of various projects as generated by the Electric Utility Silicon Valley Power Fiber Enterprise Program. Specific responsibilities will vary according to assignment. ~~The Engineering Aide Fiber is distinguished from the other Engineer Aide and Senior Engineering Aide by its focus on routine paraprofessional fiber engineering duties and the performance of duties under more immediate supervision.~~ Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Engineering Technician (Fiber) is distinguished from the other Engineering Technician and Senior Engineering Technician classifications by its focus on routine paraprofessional fiber engineering duties and the performance of duties under more immediate supervision. Incumbents' work is closely supervised, work methods are explained in specific terms and work is subject to frequent review.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or ~~tested equivalent~~possession of a GED, including satisfactory completion of courses in algebra, geometry, trigonometry, and
- One (1) year working with Computer Aided Drafting (CAD~~D~~).~~in fiber network design~~

DESIRABLE QUALIFICATIONS~~Desirable Qualifications:~~

- Experience with geographic information system (GIS) tools and software is desirable
- Proficiency in using ~~Auto~~CAD for fiber network design and outside plant construction (e.g., handle basic and advance drawing design, plot schematic and technical drawings) is desirable
- Completion of courses in mechanical drawing is desirable
- Experience in Outside Plant (OSP) dark fiber route design and mapping in the electric utility is desirable
- Proficiency in standard Adobe Acrobat, Visio, Google Earth, BlueBeam or other collaboration software tool, and Microsoft Office (Word, Power Point, Excel, Access) is desirable

ACCEPTABLE SUBSTITUTION

Post-secondary education equivalent to thirty (30) semester units or forty-five (45) quarter units including satisfactory completion of courses in mathematics, engineering, CAD, GIS, or related subjects may be substituted for the experience requirement.

Engineering TechnicianAide –(Fiber) (460F)

LICENSES/CERTIFICATIONS

LICENSE

Possession of a valid California Class C Driver's License is required at the time of appointment, and for duration of employment

OTHER REQUIREMENTS

Must be able to perform the essential functions of the job assignment, with or without reasonable accommodations.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

~~Duties may include, but are not limited to, the following.~~

~~Under immediate supervision, the incumbent will:~~~~Under direct supervision:~~

- Reviews Outside Plant (OSP) Fiber map drawings, uses ~~AutoCAD~~ applications to map and update OSP fiber networks and route maps
- Inputs fiber map data into central database for sorting and filtering of data used in surveying and repairs
- Updates ~~CAD AutoCad system~~ and geographic information system (GIS) mapping systems for fiber network layout, ~~and GIS mapping system~~ as required
- Performs data input into fiber optic database system, including computerization of distribution points of fiber optic cable, fiber locations, and aerial locations
- Participates in Silicon Valley Power Fiber Program field survey activities such as organizing and recording fiber splice points
- Researches fiber mapping records on routine matters, and compiles basic reports
- Creates and updates fiber engineering plans, maps, drawings, diagrams, and charts using manual and computer-aided methods
- Creates Encroachment Permit Drawings, to scale, as requested by SVP Electric Engineering
- Maintains electronic and paper files and databases of engineering documents such as plans, specifications, drawings, and maps
- Performs field inspections to obtain and verify engineering data
- Maintain records of field inspections
- Verifies the accuracy of engineering documents using mathematical calculations
- Provides Fiber Electric Utility staff with technical information as requested
- May be required to open fiber box lids on occasion
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Mathematical principles, including algebra, geometry and trigonometry
- The principles and practices of engineering drafting and graphic design

Engineering TechnicianAide –(Fiber) (460F)

- Specialized fiber engineering software and equipment used for drafting fiber route maps
- Methods, procedures, and materials used in area of assignment
- Standard personal computer hardware and software, including word processing, spreadsheet, and database programs
- Environmental and safety practices, procedures and standards
- Office safety practices, procedures and standards

Ability to:

- Interpret, apply, and explain maps, engineering drawings, and building plans
- Prepare neat and accurate drawings, diagrams, dimensions, representations, and schematics
- Perform engineering mathematical calculations with accuracy
- Communicate clearly and effectively, both verbally and in writing
- Write basic technical reports on routine matters
- Establish and maintain effective working relationships with those contacted in the course of work including coworkers and the [general](#) public
- Work in a team-based environment to achieve common goals
- Effectively handle multiple priorities, organize and meet strict deadlines
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties
- Lift, carry, and relocate a variety of equipment weighing up to 25 pounds on a regular basis; may be required to open fiber box lids weighing up to [1250](#) pounds on occasion

SUPERVISION RECEIVED

Receives immediate supervision from a Senior Engineering [AideTechnician](#), [E](#)ngineer, or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training of personnel as assigned.

CLASSIFICATION HISTORY

Established 9/2014; [Revised 10/2024](#)



Agenda Report

24-1006

Agenda Date: 1/22/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Principal Engineering Aide (Electric) Class Specification (Job Code 670) and Retitle to Principal Engineering Technician (Electric) (Job Code 670)

BACKGROUND

The Human Resources Department proposes to modify the classification (class) specification for Principal Engineering Aide (Electric) (Job Code 670). The request for Commission approval of the modification is based on Personnel & Salary Resolution Sec. 6(d) which states, "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

DISCUSSION

The proposed revisions to the Principal Engineering Aide (Electric) (Job Code 670) class specification include a retitle to Principal Engineering Technician (Electric) (Job Code 670), minor updates to the *Summary* section and administrative updates to add a *Distinguishing Characteristics* section, added and defined experience as a substitution for degree requirement for Principal Engineering Aide (Electric) (Job Code 670) class specification to align with Principal Engineering Aide (Civil) (Job Code 670A), clarifying language added to the *Minimum Qualifications/Education* section and *Desirable Qualifications* section, and administrative language updates to *Minimum Qualifications*, *Typical Duties* and *Knowledge, Skills and Abilities* sections.

These revisions were reviewed with the impacted bargaining group.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to revising the class specification.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office 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 the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the

public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified Principal Engineering Aide (Electric) (Job Code 670) class specification and retitle to Principal Engineering Technician (Electric) (Job Code 670).

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification (clean) Principal Engineering Aide (Electric) (Job Code 670)
2. Class Specification (track changes version) Principal Engineering Aide (Electric) (Job Code 670)

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: PRINCIPAL ENGINEERING TECHNICIAN (ELECTRIC) (JOB CODE 670)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Electric Utility	Various	Non-Exempt

CLASS SUMMARY

The Principal Engineering Technician (Electric) is an advanced level classification in the paraprofessional Engineering Aide Technician series. Incumbents in this classification perform duties involving design work and the performance of the highest level of paraprofessional engineering work for the electric utility. Work is performed under the general supervision of a professional engineer who makes assignments and inspects work to ensure that it is conducted according to instructions and in conformity with accepted engineering standards. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to this series, including preparation of the most complex exhibits, plans, engineering calculations and cost estimates. Employees at this level are required to be fully trained in all the procedures related to assigned area of responsibility. This classification differs from the lower level class of Senior Engineering Technician in that the incumbent is required to possess a high degree of experience and skill and have the ability to produce complex paraprofessional work products that are complete and thorough with limited supervision.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Possession of an Associate's degree or higher in Engineering or related field; and
- Three (3) years of paraprofessional engineering experience including experience using Computer Aided Design (CAD) and Geographic Information Systems (GIS) applications.

ACCEPTABLE SUBSTITUTION

- An additional two (2) years of paraprofessional engineering experience may be substituted for the degree requirement, on a year for year basis.

DESIRABLE QUALIFICATIONS

- Advanced experience in using CAD and GIS applications
Supervisory experience

LICENSES/CERTIFICATIONS

Possession of a valid California Class C Driver's License is required at the time of appointment, and for duration of employment.

OTHER REQUIREMENTS

PRINCIPAL ENGINEERING TECHNICIAN (ELECTRIC) (670)

Must be able to perform the essential functions of the job assignment, with or without reasonable accommodation.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under direction, the incumbent will:

- Perform the most responsible paraprofessional engineering work in documenting the electric utility infrastructure
- Collect field data as to existing electric utility facilities and related information
- Review proposed design with professional engineering personnel
- Prepare cost and material estimates for work orders
- Write contract specifications and prepare contract documents for requests for proposals
- Update construction drawings of various public works projects transmission lines, generation facilities and electric substation improvements
- Draft preliminary and final plans in the design of new electric utility facilities and additions to existing electric utility infrastructure
- Make engineering calculations requiring the knowledge of engineering theory and its application to solve design problems
- Review plans, improvement plans and permit applications to determine conformity to regulation and make appropriate recommendations or decisions subject to administrative approval
- Check computations, specifications, and other documents for accuracy, legality and conformity
- Perform complicated paraprofessional engineering studies for engineering projects that involve considerable independent collection and analysis of data
- Provide information as to the location of existing and proposed electric utility projects and facilities
- May periodically run various surveying instruments
- Document as-built field construction conditions of electric utility facilities and keeps appropriate field notes
- Perform ESRI-based GIS application work
- Perform other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Problems and elementary principles of planning, designing and constructing electric utility projects and facilities
- Environmental Systems Research Institute (ESRI) based Geographic Information Systems (GIS) applications

PRINCIPAL ENGINEERING TECHNICIAN (ELECTRIC) (670)

- Engineering drafting and calculations
- Administrative and engineering computer applications and software (e.g., Microsoft Office Suite, project management software, scheduling tools, and computer-aided drafting and design (CAD) with Geographic Information Systems (GIS) applications
- Office safety practices, procedures and standards
- Principles of supervision and training

Ability to:

- Understand and carry out written and oral instructions
- Communicate clearly and effectively, both orally and in writing
- Interpret and explain maps, plans and property descriptions
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the public
- Work in a team-based environment and achieve common goals
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the direction of professional engineering and other classifications as assigned.

SUPERVISION EXERCISED

May supervise subordinate Engineering Technician personnel, or other personnel as assigned.

CLASSIFICATION HISTORY

09/1978; Rev. 05/2016; Rev. 09/2024

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: PRINCIPAL ENGINEERING TECHNICIAN Aide (ELECTRIC) (JOB CODE 670)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Electric Utility</u>	<u>Various</u>	<u>Non-Exempt</u>

CLASS SUMMARY

~~–The Principal Engineering Technician (Electric) is an advanced level classification in the paraprofessional Engineering Aide Technician series. Incumbents in this classification perform duties involving design work and the performance of the highest level of paraprofessional engineering work for the electric utility. Work is performed under the general supervision of a professional engineer who makes assignments and inspects work to ensure that it is conducted according to instructions and in conformity with accepted engineering standards. It differs from the lower class of Senior Engineering Aide in that duties mainly involve design work and the performance of the highest level of paraprofessional engineering work with limited supervision.–~~ Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to this series, including preparation of the most complex exhibits, plans, engineering calculations and cost estimates. Employees at this level are required to be fully trained in all the procedures related to assigned area of responsibility. This classification differs from the lower level class of Senior Engineering Technician in that the incumbent is required to possess a high degree of experience and skill and have the ability to produce complex paraprofessional work products that are complete and thorough with limited supervision.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- ~~• Possession of Graduation from an accredited college or university with an Associate's degree or its equivalent, or higher in Engineering or related field; and including completion of college level courses in algebra, geometry, trigonometry or closely related courses and drafting, OR completion of 120 semester units of work at an accredited college in an engineering related major; and~~
- ~~• Three Five (35) years of paraprofessional engineering experience in an electric utility environment; including and~~
- ~~• eExperience using Computer Aided Design (CAD) and with Environmental Systems Research Institute (ESRI) based Geographic Information Systems (GIS) applications.~~

ACCEPTABLE SUBSTITUTION

Possible Substitutions:

- An additional two (2) years of paraprofessional engineering experience may be

PRINCIPAL ENGINEERING TECHNICIAN/AIDE (ELECTRIC) (670)

substituted for the degree requirement, on a year for year basis.



Twelve (12) months or more of paid, full time experience as a draftsman or equivalent may be substituted for the drafting course requirement.

DESIRABLE QUALIFICATIONS

- Advanced experience in using CAD and GIS applications
- Supervisory experience

LICENSES/CERTIFICATIONS

Possession of a valid California Class C Driver's License is required at the time of appointment, and for duration of employment.

OTHER REQUIREMENTS

Must be able to perform ~~all of~~ the essential functions of the job assignment, with or without reasonable accommodation.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Duties may include, but are not limited to the following.

Under direction, the incumbent will:

- Performs the most responsible paraprofessional engineering work in documenting the electric utility infrastructure
- Collects field data as to existing electric utility facilities and related information
- Reviews proposed design with professional engineering personnel
- Prepares cost and material estimates for work orders
- Writes contract specifications and prepares contract documents for requests for proposals
- Updates construction drawings of various public works projects transmission lines, generation facilities and electric substation improvements
- Drafts preliminary and final plans in the design of new electric utility facilities and additions to existing electric utility infrastructure
- Makes engineering calculations requiring the knowledge of engineering theory and its application to solve design problems
- Reviews plans, improvement plans and permit applications to determine conformity to regulation and makes appropriate recommendations or decisions subject to administrative approval
- Checks computations, specifications, and other documents for accuracy, legality and conformity

PRINCIPAL ENGINEERING TECHNICIAN AIDE (ELECTRIC) (670)

- Performs complicated paraprofessional engineering studies for engineering projects that involve considerable independent collection and analysis of data
- Provides information as to the location of existing and proposed electric utility projects and facilities
- May periodically run various surveying instruments
- Documents as-built field construction conditions of electric utility facilities and keeps appropriate field notes
- Performs ESRI-based GIS application work
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Problems and elementary principles of planning, designing and constructing electric utility projects and facilities
- Environmental Systems Research Institute (ESRI) based Geographic Information Systems (GIS) applications
- Engineering drafting and calculations
- Administrative and engineering computer applications and software (e.g., Microsoft Office Suite, project management software, scheduling tools, and computer-aided drafting and design (CAD) with Geographic Information Systems (GIS) applications
- Office safety practices, procedures and standards
- Principles of supervision and training

Ability to:

- Understand and carry out written and oral instructions
- Communicate clearly and effectively, both orally and in writing
- Interpret and explain maps, plans and property descriptions
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the direction of professional engineering and other classifications as assigned.

SUPERVISION EXERCISED

May supervise subordinate Engineering Aide-Technician personnel, or other personnel as assigned.

CLASSIFICATION HISTORY

09/1978; Rev. 05/2016; [Rev. 09/2024](#)



Agenda Report

24-1007

Agenda Date: 1/22/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Principal Engineering Aide (Civil) Class Specification (Job Code 670A) and Retitle to Principal Engineering Technician (Civil) (Job Code 670A)

BACKGROUND

The Human Resources Department proposes to modify the classification (class) specification for Principal Engineering Aide (Civil) (Job Code 670A). The request for Commission approval of the modification is based on Personnel & Salary Resolution Sec. 6(d) which states, "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

DISCUSSION

The proposed revisions to the Principal Engineering Aide (Civil) (Job Code 670A) class specification include a retitle to Principal Engineering Technician (Civil) (Job Code 670A), minor updates to the *Summary* section and administrative updates to add a *Distinguishing Characteristics* section, clarifying language added to the *Minimum Qualifications/Education* section and *Desirable Qualifications* section, and administrative language updates to *Minimum Qualifications*, *Typical Duties* and *Knowledge, Skills and Abilities* sections.

These revisions were reviewed with the impacted bargaining group.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to revising the class specification.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office 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 the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified Principal Engineering Aide (Civil) (Job Code 670A) class specification and retitle to Principal Engineering Technician (Civil) (Job Code 670A).

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification (clean) Principal Engineering Aide (Civil) (Job Code 670A)
2. Class Specification (track changes version) Principal Engineering Aide (Civil) (Job Code 670A)

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: PRINCIPAL ENGINEERING TECHNICIAN (CIVIL) (JOB CODE 670A)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Various	Various	Non-Exempt

CLASS SUMMARY

The Principal Engineering Technician (Civil) is an advanced level classification in the paraprofessional Engineering Technician series. Incumbents in this classification perform duties involving design work and the performance of the highest level of paraprofessional engineering work for the Department of Public Works and/or the Water & Sewer Utilities Department. Work is performed under the general supervision of a professional engineer who makes assignments and inspects work to ensure that it is conducted according to instructions and in conformity with accepted engineering standards. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to this series, including preparation of the most complex exhibits, plans, engineering calculations and cost estimates. Employees at this level are required to be fully trained in all the procedures related to assigned area of responsibility. This classification differs from the lower level class of Senior Engineering Technician in that the incumbent is required to possess a high degree of experience and skill and have the ability to produce complex paraprofessional work products that are complete and thorough with limited supervision.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Possession of an Associate’s degree or higher in Engineering or related field; and
- Three (3) years of paraprofessional engineering experience, including experience with Computer Aided Design (CAD) and Geographic Information Systems (GIS) applications.

ACCEPTABLE SUBSTITUTION

- An additional two (2) years of paraprofessional engineering experience may be substituted for the degree requirement, on a year for year basis.

DESIRABLE QUALIFICATIONS

- Advanced experience in using CAD and GIS applications
- Experience using Supervisory Control and Data Acquisition (SCADA) systems
- Experience Computerized Maintenance Management Systems (CMMS)
- Supervisory experience

LICENSES/CERTIFICATIONS

Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.

PRINCIPAL ENGINEERING TECHNICIAN (CIVIL) (670A)

OTHER REQUIREMENTS

Must be able to perform all the essential functions of the job assignment, with or without reasonable accommodation.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction, the incumbent will:

- Prepare standard property agreements for execution by property owners and prepare exhibits to accompany agreements
- Respond to requests for technical engineering inquiries from citizens, contractors, and developers wanting property information, including property line information, easement locations, etc.
- Issue Encroachment Permits, and calculate and collect Encroachment Permit fees
- Prepare plats and legal descriptions of property easement requests and rights-of-way from subdivision maps, official records, and survey notes
- Maintain master map files, including such records of block maps, right-of-way maps, subdivision maps, record-of-survey maps, and other maps
- Prepare agenda reports for City Council approval
- Collect and interpret engineering data such as, but not limited to, legal descriptions, plats, survey notes, graphs, subdivision maps, traverses, and as-built drawing documents
- Act as instrument person on survey party and perform computing and drafting operations involved in checking and reducing land survey notes
- Make field checks of existing facilities for construction purposes
- Write replies, review permit requests, determine and collect development fees, review and comment on developer public improvement plans, subdivision maps, and easement/right-of-way documents as generated by general public, contractors, developers, engineers, and other public agencies
- Prepare project cost estimates
- Investigate public complaints and conducts field traffic studies to determine traffic volume, speed, effectiveness of signals, adequacy of lighting, and other factors influencing traffic conditions
- Perform field investigations of existing improvements
- Prepare drawings for construction of water distribution facilities; prepares precision drawings of construction or preliminary plans from sketches or rough copies
- Draft profiles, cross-sections, road and storm drainage alignment, right-of-way maps and topographical features; does limited design drafting on roadways, storm drainage, water and sanitary sewer facilities, buildings, and related structures following established criteria
- Maintain records of as-builts and updates existing City maps and records; reduces as-built information to record
- Collect a variety of water samples and performs elementary laboratory procedures for water quality determination and responds to water quality complaints
- Maintain records of water production and well water levels

PRINCIPAL ENGINEERING TECHNICIAN (CIVIL) (670A)

- Act as department liaison to the Information Technology (IT) Department for coordination of activities, as applicable
- Set up, adjust, and operate a variety of survey instruments to establish or confirm lines, angles, distances, bearings, and elevations
- May be required to act as Chief of Party on routine assignments for brief periods of time
- Prepare drawings of proposed signal installations or other control devices using CAD
- Prepare cost estimates of materials, equipment, and incidentals needed for installation
- Check signal installations for conformance to established City specifications and standards
- May assist in inspection of construction work, gather samples of construction materials, and assist in running laboratory tests on materials
- Perform other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Mathematics, including algebra, geometry, and trigonometry
- Basic engineering practices, including simple engineering computations
- Principles, techniques, and terminology of civil engineering, surveying, engineering drafting and map drafting, traffic engineering, and water distribution system design
- Office safety practices, procedures and standards

Ability to:

- Use available computer hardware and software to perform assigned duties, including but not limited to, computer aided drafting, GIS, spread sheets, and word processing
- Use surveying and computing instruments
- Understand and carry out written and oral instructions
- Read and interpret plans and specifications
- Communicate clearly and effectively, both orally and in writing
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the public
- Deal tactfully and courteously with others
- Respond appropriately to conflicts, complaints, and management escalations from other City departments and the public
- Work in a team based environment and achieve common goals
- Work independently, quickly, and efficiently
- Evaluate situations, identify problems, make logical decisions and follow through on resolution
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties
- Walk or stand for extended periods of time

SUPERVISION RECEIVED

Works under the direction of professional engineer(s) or other supervisor/manager as assigned.

PRINCIPAL ENGINEERING TECHNICIAN (CIVIL) (670A)

SUPERVISION EXERCISED

May supervise and/or train other professional or paraprofessional staff as assigned.

CLASSIFICATION HISTORY

Established 9/1996; Revised 7/2017; Revised 10/2024

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: PRINCIPAL ENGINEERING ~~AIDE~~TECHNICIAN (CIVIL) (JOB CODE 670A)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Various</u>	<u>Various</u>	<u>Non-Exempt</u>

CLASS SUMMARY

The Principal Engineering Technician (Civil) This is an the advanced level classclassification in the paraprofessional Engineering Aide Technician sSeries. Incumbents in this classification perform duties involving design work and the performance of the highest level of paraprofessional engineering work for the Department of Public Works and/or the Water & Sewer Utilities Department. Work is performed under the general supervision of a professional engineer who makes assignments and inspects work to ensure that it is conducted according to instructions and in conformity with accepted engineering standards. This classification differs from the lower class of Senior Engineering Aide in that the incumbent is required to possess a high degree of experience and skill, and have the ability to produce complex paraprofessional work products that are complete and thorough with limited supervision. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to this series, including preparation of the most complex exhibits, plans, engineering calculations and cost estimates. Employees at this level are required to be fully trained in all the procedures related to assigned area of responsibility. This classification differs from the lower level class of Senior Engineering TechnicianAide in that the incumbent is required to possess a high degree of experience and skill, andskill and have the ability to produce complex paraprofessional work products that are complete and thorough with limited supervision.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Possession of Graduation from an accredited college with an Associate's of Science (A.S.) degree or higher in Eengineering or related fieldits equivalent, with satisfactory completion of courses in algebra, geometry, trigonometry, mechanical drawing, engineering, land surveying, AutoCAD, and related subjects; and
- Three (3) Four (4) years of paraprofessional engineering experience, including experience with Computer Aided Design (CAD) and Geographic Information Systems (GIS) applications.

ACCEPTABLE SUBSTITUTION

Possible Substitutions:

- Graduation from high school with three (3) additional years of paid full-time paraprofessional experience in surveying, drafting using AutoCAD; or preparing plats

PRINCIPAL ENGINEERING TECHNICIAN AIDE (CIVIL) (670A)

~~and legal descriptions~~ An additional two (2) years of paraprofessional engineering experience may be substituted for the ~~degree education~~ requirement, on a year for year basis.

~~One (1) year or more of paid, full-time paraprofessional experience as a draftsman, AutoCAD operator, field surveyor, or equivalent may be substituted for the required mechanical drawing, AutoCAD, or surveying courses respectively.~~

DESIRABLE QUALIFICATIONS

~~Desirable Qualifications:~~

- ~~• Advanced experience in using CAD AutoCAD 2013 or higher and GIS applications is desirable.~~
- Experience using Supervisory Control and Data Acquisition (SCADA) systems
- Experience Computerized Maintenance Management Systems (CMMS)
- Supervisory experience

LICENSE/LICENSES/CERTIFICATIONS

Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.

OTHER REQUIREMENTS

Must be able to perform all ~~of~~ the essential functions of the job assignment, with or without reasonable accommodation.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction, the incumbent will:

~~Duties may include, but are not limited to, the following:~~

- Prepares standard property agreements for execution by property owners and prepares exhibits to accompany agreements
- Responds to requests for technical engineering inquiries from citizens, contractors, and developers wanting property information, including property line information, easement locations, etc.
- Issues Encroachment Permits, and calculates and collects Encroachment Permit fees
- Prepares plats and legal descriptions of property easement requests and rights-of-way from subdivision maps, official records, and survey notes
- Maintains master map files, including such records of block maps, right-of-way maps, subdivision maps, record-of-survey maps, and other maps
- Prepares agenda reports for City Council approval
- Collects and interprets engineering data such as, but not limited to, legal descriptions,

PRINCIPAL ENGINEERING TECHNICIAN AIDE (CIVIL) (670A)

plats, survey notes, graphs, subdivision maps, ~~and~~ traverses, and as-built drawing documents

- Acts as instrument person on survey party and performs computing and drafting operations involved in checking and reducing land survey notes
- Makes field checks of existing facilities for construction purposes
- Writes replies, reviews permit requests, determines and collects development fees, reviews and comments on developer public improvement plans, subdivision maps, and easement/right-of-way documents as generated by general public, contractors, developers, engineers, and other public agencies
- Prepares project cost estimates
- Investigates public complaints and conducts field traffic studies to determine traffic volume, speed, effectiveness of signals, adequacy of lighting, and other factors influencing traffic conditions
- Performs field investigations of existing improvements
- Prepares drawings for construction of water distribution facilities; prepares precision drawings of construction or preliminary plans from sketches or rough copies
- Drafts profiles, cross-sections, road and storm drainage alignment, right-of-way maps and topographical features; does limited design drafting on roadways, storm drainage, water and sanitary sewer facilities, buildings, and related structures following established criteria
- Maintains records of as-builts and updates existing City maps and records; reduces as-built information to record
- Collects a variety of water samples and performs elementary laboratory procedures for water quality determination and responds to water quality complaints
- Maintains records of water production and well water levels
- Act as department liaison to the Information Technology (IT) Department for coordination of activities, as applicable
- Sets up, adjusts, and operates a variety of survey instruments to establish or confirm lines, angles, distances, bearings, and elevations
- May be required to act as Chief of Party on routine assignments for brief periods of time
- Prepares drawings of proposed signal installations or other control devices using AutoCAD
- Prepares cost estimates of materials, equipment, and incidentals needed for installation
- Checks signal installations for conformance to established City specifications and standards
- May assist in inspection of construction work, gather samples of construction materials, and assist in running laboratory tests on materials
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Mathematics, including algebra, geometry, and trigonometry
- Basic engineering practices, including simple engineering computations

PRINCIPAL ENGINEERING ~~TECHNICIAN AIDE~~ (CIVIL) (670A)

- Principles, techniques, and terminology of civil engineering, surveying, engineering drafting and map drafting, traffic engineering, and water distribution system design
- Office safety practices, procedures and standards

Ability to:

- Use available computer hardware and software to perform assigned duties, including but not limited to, computer aided drafting, GIS, spread sheets, and word processing
- Use surveying and computing instruments
- Understand and carry out written and oral instructions
- Read and interpret plans and specifications
- Communicate clearly and effectively, both orally and in writing
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the ~~general~~ public
- Deal tactfully and courteously with others
- Respond appropriately to conflicts, complaints, and management escalations from other City departments and the ~~general~~ public
- Work in a team based environment and achieve common goals
- Work independently, quickly, and efficiently
- Evaluate situations, identify problems, make logical decisions and follow through on resolution
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties
- Walk or stand for extended periods of time

SUPERVISION RECEIVED

Works under the direction of professional engineer(s) or other supervisor/manager as assigned.

SUPERVISION EXERCISED

May supervise and/or train other professional or paraprofessional staff as assigned.

CLASSIFICATION HISTORY

Established 9/1996; Revised 7/2017; [Revised 10/2024](#)