



City of Santa Clara

Meeting Agenda

Civil Service Commission

Thursday, June 11, 2026

6:00 PM

Hybrid Meeting
City Hall Council
Chambers/Virtual
1500 Warburton Ave.
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 26-356 [Action to Approve the Civil Service Commission Meeting Minutes of March 12, 2026.](#)

Recommendation: Approve the Civil Service Commission meeting minutes of March 12, 2026.

ATTACHMENTS

1. Meeting Minutes - March 12, 2026

1.b 26-601 [Note and File the Current Status and Requisition Report Dated May 31, 2026](#)

Recommendation: Note and file the Current Status and Requisition Report Dated May 31, 2026

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 26-661 [Action to Modify Legal Office Specialist III Specification \(Job Code 519\) and Retitle to Legal Office Specialist](#)

Recommendation: Approve the modified Legal Office Specialist III (Job Code 519) class specification and retitle to Legal Office Specialist (Job Code 519).

- 3 26-602 [Discuss and Possible Action to Approve the Civil Service Commission Workplan for FY 2026- 2027](#)

Recommendation: Staff has no recommendation

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

26-356

Agenda Date: 6/11/2026

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of March 12, 2026.

RECOMMENDATION

Approve the Civil Service Commission meeting minutes of March 12, 2026.

ATTACHMENTS

1. Meeting Minutes - March 12, 2026



City of Santa Clara

Meeting Minutes

Civil Service Commission

03/12/2026

6:00 PM

Hybrid Meeting
City Hall Council
Chambers/Virtual
1500 Warburton Ave.
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

Chair Pumarejo called the meeting to order at 6:02 pm and lead the meeting with the Pledge of Allegiance.

Present 4 - Commissioner Ron Billingsley, Commissioner Wesley Dudzinski, Commissioner Arti Purohit, and Chair Samuel Pumarejo

CONSENT CALENDAR

1.a [25-1713](#) Action to Approve the Civil Service Commission Meeting Minutes of November 13, 2025

A motion was made by Commissioner Dudzinski, seconded by Commissioner Billingsley to approve the Civil Service Commission Meeting Minutes of November 13, 2025.

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

- 1.b [26-111](#) Note and File the Current Status and Requisition Report Dated February 28, 2026

A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski, to Note and File the Current Status and Requisition Report Dated February 28, 2026.

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

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS

- 2. [26-125](#) Action to Extend Probationary Period of a Police Officer

A motion was made by Commissioner Dudzinski, seconded by Commissioner Purohit, to Extend Probationary Period of a Police Officer.

Aye: 3 - Commissioner Dudzinski, Commissioner Purohit, and Chair Pumarejo

Nay: 1 - Commissioner Billingsley

- 3. [26-126](#) Action to Extend Probationary Period of a Public Safety Dispatcher II

A motion was made by Commissioner Billingsley, seconded by Commissioner Purohit, to Extend Probationary Period of a Public Safety Dispatcher II.

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

- 4. [26-236](#) Action to Extend Probationary Period of a Water and Sewer Maintenance Worker I

A motion was made by Commissioner Purohit, seconded by Commissioner Dudzinski, to Extend Probationary Period of a Water and Sewer Maintenance Worker I.

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

STAFF REPORT

None

COMMISSIONERS REPORT

None

ADJOURNMENT

A motion was made by Commissioner Dudzinski, seconded by Commissioner Purohit, to adjourn the Civil Service Commission meeting at 6:27pm.

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

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.

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City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
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@SantaClaraCity

Agenda Report

26-601

Agenda Date: 6/11/2026

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Note and File the Current Status and Requisition Report Dated May 31, 2026

RECOMMENDATION

Note and file the Current Status and Requisition Report Dated May 31, 2026

ATTACHMENT

1. Current Status and Requisition Report Dated May 31, 2026

Current Status and Requisition Report
May 31, 2026

Requisition	Classification	Department	No. FTE's Approved to Fill
To be submitted	Legal Office Specialist III	City Attorney's Office	1
2519824	Office Records Specialist	City Clerk's Office	1
2519796	Staff Analyst I	City Manager's Office	1
2519756	Business Analyst	Community Development	2
2319622/2419727/2419733	Combination Inspector	Community Development	4
259798	Customer Service Representative - Permit Center	Community Development	1
2419651	Office Specialist III	Community Development	1
2519783	Permit Technician	Community Development	1
2519788	Plans Examiner	Community Development	1
2419723, 2519740	Senior Inspector	Community Development	1
To be submitted	Senior Planner	Community Development	1
2519812	Staff Analyst I	Community Development	1
To be submitted	Assistant Electric Utility Engineer	Electric Utility	1
2419724	Electric Helper/Driver	Electric Utility	2
2319538	Electric Utility Engineer	Electric Utility	4
2519743	Electric Utility Network Administrator	Electric Utility	1
2319540	Electric Water and Sewer Operator	Electric Utility	1
2519758	Energy Conservation Specialist	Electric Utility	1
2519768	Engineering Technician (Electric)	Electric Utility	3
To be submitted	Journey Lineworker	Electric Utility	3
2519789	Meter Data Analyst	Electric Utility	1
To be submitted	Office Specialist III	Electric Utility	1
2519750	Resources Analyst II	Electric Utility	1
2319535/2319539	Senior Electric Utility Engineer	Electric Utility	2
2519741	Senior Energy Systems Analyst	Electric Utility	1
To be submitted	Senior Estimator	Electric Utility	1
2419659	Senior Instrument and Control Technician	Electric Utility	1
2319498	Senior Resource Analyst	Electric Utility	2
2519800/2519806	Meter Reader	Finance	2
2519817	Deputy Fire Marshall III	Fire	1
To be submitted	Firefighter I	Fire	8
2519811	Office Assistant	Fire	0.5
To be submitted	Human Resources Technician	Human Resources	1
2519791	Library Assistant	Library	1
2519816	Recreation Coordinator	Parks & Recreation	1
To be submitted	Jail Service Officer	Police	1
2319594	Police Officer Recruit/Lateral	Police	2
To be submitted	Police Sergeant	Police	1

Current Status and Requisition Report
May 31, 2026

Requisition	Classification	Department	No. Positions Approved to Fill
To be submitted	Public Safety Dispatcher I/II	Police	8
To be submitted	Senior Public Safety Dispatcher	Police	1
2319631	Associate Engineer (Civil)	Public Works	2
2519777	Building Maintenance Worker	Public Works	1
2519792	Senior Civil Engineer	Public Works	1
To be submitted	Code Enforcement Officer	Water and Sewer Utilities	1
2519807	Pump Maintenance Technician	Water and Sewer Utilities	1
2419694	Water Resources Specialist	Water and Sewer Utilities	1
To be submitted	Water and Sewer Maintenance Worker I	Water and Sewer Utilities	6
2519833	Utility Conservation Coordinator	Water and Sewer Utilities	1
Total			67.5

Classified New Hires, Promotions, and Rehires from July 1, 2025 - May 31, 2026

New Hires	106
Promotions	49
Transfers	0
Rehires	4
Total	159

Classified Positions Filled March 1, 2026 - May 31, 2026

Classification	Department	No. of Hires/Promotions/Transfers
Associate Planner	Community Development	1
Office Specialist III	Community Development	1
Electric Utility Electrician	Electric	4
Electric Utility Generation Technician	Electric	1
Electric Utility Network Administrator	Electric	1
Electric Utility Programmer Analyst	Electric	1
Journey Lineworker	Electric	1
Office Specialist III	Electric	2
Resource Analyst	Electric	1
Senior Key Customer Service Representative	Electric	1
Accountant	Finance	1
Accounting Technician I	Finance	1
Literacy Advocate	Library	0.5

Current Status and Requisition Report
May 31, 2026

Grounds Maintenance Worker I	Parks and Recreation	1
Classification	Department	No. of Hires/Promotions/Transfers
Grounds Maintenance Worker III	Parks and Recreation	2
Office Specialist II	Parks and Recreation	1
Police Officer	Police	7
Police Records Specialist II	Police	2
Public Safety Dispatcher II	Police	1
Recruit Police Officer	Police	4
Senior Public Safety Dispatcher	Police	1
Associate Engineer (Civil)	Public Works	1
Automotive Technician I	Public Works	1
Building Maintenance Worker	Public Works	3
Mechanical Maintenance Worker	Public Works	1
Associate Engineer (Civil)	Water and Sewer Utilities	1
Staff Aide II - Environmental Programs	Water and Sewer Utilities	1
	Total	43.5

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



Agenda Report

26-661

Agenda Date: 6/11/2026

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Legal Office Specialist III Specification (Job Code 519) and Retitle to Legal Office Specialist

BACKGROUND

The Human Resources Department proposes to modify the classification (class) specification for Legal Office Specialist III (Job Code 519). 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 Legal Office Specialist III (Job Code 519) class specification include a retitle to Legal Office Specialist (Job Code 519), since there are no lower-level classifications in this series that have a I or II title. Additional revisions include updates to the *Class Summary*, adding the *Distinguishing Characteristics* section, clarifying language added to the *Minimum Qualifications/Education* and *Desirable Qualifications* sections. Administrative updates were made to the *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 Legal Office Specialist III (Job Code 519) class specification and retitle to Legal Office Specialist (Job Code 519).

Reviewed by: Ashley Lancaster, Acting Assistant Director of Human Resources

Approved by: Marco Mercado, Acting Director of Human Resources

ATTACHMENTS

1. Class Specification (clean), Legal Office Specialist (Job Code 519)
2. Class Specification (track changes version), Legal Office Specialist (Job Code 519)

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

TITLE: LEGAL OFFICE SPECIALIST (JOB CODE 519)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Attorney's Office	Chief Assistant City Attorney	Non-Exempt

CLASS SUMMARY

The Legal Office Specialist is a confidential clerical classification assigned to the City Attorney's Office. This classification supports the work of the City Attorney and other Attorneys and staff members in the City Attorney's Office. An incumbent in this classification is expected to possess considerable expertise in legal procedures, confidentiality, and must exercise considerable tact, discretion, and sound independent judgment in the performance of duties with a relatively high consequence of error. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Legal Office Specialist is distinguished from other classes in the administrative support series in that the incumbent provides responsible, confidential, administrative support services for the City Attorney and other attorneys and staff in the office. This classification differs from the higher level Legal Executive Assistant classification in that the latter is responsible for higher-level legal and administrative support tasks and for management and the Legal Office Assistant is primarily responsible for the clerical and operational functions of the office.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED, and
- Three (3) years of legal office support experience involving customer service, legal secretarial support services, and computer usage.

ACCEPTABLE SUBSTITUTION

None.

LICENSES/CERTIFICATIONS

None.

DESIRABLE QUALIFICATIONS

- Two (2) or more additional years of legal office support experience involving litigation support and records management
- Public sector legal support experience is highly desirable

OTHER REQUIREMENTS

- Must be able to perform the essential functions of the job assignment.

TYPICAL DUTIES

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

LEGAL OFFICE SPECIALIST (519)

- Under general direction, the incumbent will: Prepares, proofreads, and processes a variety of legal correspondence, contracts, claims, memoranda, pleadings, reports, departmental assignments, and other documents
- Serves as receptionist for the City Attorney's Office, assisting internal customers and members of the public in-person, telephonically, and via electronic communication, routing calls, responding to inquiries, and providing information, as appropriate
- Performs basic research and compiles data for use by legal staff
- Performs contract management tasks
- Schedules appointments and meetings, maintains office master calendar, and maintains calendars of court filing and discovery response deadlines
- Assists with public meeting preparation including conflict of interest check
- Assists with preparation of litigation-related materials (e.g., discovery responses), Public Records Act responses, resolutions, and ordinances
- Establishes and maintains computer and/or paper files, record-keeping systems including record retention processes, workflow systems, and template forms
- Maintains inventory of departmental office supplies
- Copies and distributes written materials; sorts and distributes departmental mail
- Performs administrative tasks for the office such as booking travel and preparing reimbursement requests
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Modern legal office procedures, practices, and equipment
- Microsoft Office suite products, including but not limited to Word, Excel, PowerPoint, Teams, OneDrive, Sharepoint, and Outlook
- Legal practices, procedures, documents, and terminology including litigation-related rules, forms, and deadlines
- Federal, state, and local laws and regulations pertinent to the work of the City Attorney's Office
- Principles and practices of business and legal communication, including letter writing, proofreading, and formatting
- Principles and practices of customer service

Ability to:

- Communicate clearly and effectively, both verbally and in writing, by using correct English grammar, spelling, and punctuation
- Evaluate situations, identify problems, spot potential legal issues, and exercise initiative and sound independent judgment within established guidelines, and with clear communication to supervisory personnel
- Interpret, apply, and explain established laws, rules, policies, and procedures
- Work independently to research, analyze, investigate, and take action on work-related issues
- Perform arithmetic computations with speed and accuracy

LEGAL OFFICE SPECIALIST (519)

- File and maintain accurate records and database systems
- Proofread for accuracy, completeness, and compliance with legal form and procedure
- Handle multiple priorities, organize workload, and meet strict deadlines
- Organize and manage large document and data sets
- Maintain professionalism and composure at all times, including stressful situations
- Establish and maintain tactful, courteous, and effective working relationships with those contacted in the course of work, including other employees, the general public, opposing counsel, and court personnel
- Work effectively as part of a group or team to achieve common goals
- Maintain confidentiality and accuracy with highly sensitive information
- Take direction and follow established policies and procedures
- Sit for extended periods of time and operate assigned office equipment

SUPERVISION RECEIVED

Receives general supervision from the Chief Assistant City Attorney and the Legal Executive Assistant.

SUPERVISION EXERCISED

May assist in the training of other employees as assigned.

CLASSIFICATION HISTORY

Established 09/2005; Obsolete 12/2023; Established 07/2025; Revised 06/2026

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

TITLE: LEGAL OFFICE SPECIALIST ~~HH~~(JOB CODE 519)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Attorney's Office	Chief Assistant City Attorney	Non-Exempt

Description-CLASS SUMMARY

The Legal Office Specialist ~~HH~~ is a confidential clerical classification assigned to the City Attorney's Office. This classification supports the work of the City Attorney and other Attorneys's and staff members in the City Attorney's Office. An incumbent in this classification is expected to possess considerable expertise in legal procedures, confidentiality, and must exercise considerable tact, discretion, and sound independent judgment in the performance of duties with a relatively high consequence of error. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Legal Office Specialist ~~HH~~ is distinguished from other classes in the administrative support series in that the incumbent provides responsible, confidential, administrative support services for the City Attorney and other attorneys and staff in the office. This classification differs from the higher level Legal Executive Assistant classification in that the latter is responsible for higher-level legal and administrative support tasks and for management and the Legal Office Assistant is primarily responsible for the clerical and operational functions of the ~~managing-office operations.~~

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED, and
- Three (3) years of legal office support experience involving ~~extensive~~ customer service, legal secretarial support services, and computer usage.

ACCEPTABLE SUBSTITUTION

None.

LICENSES ~~AND/OR~~ CERTIFICATIONS

None, ~~required.~~

DESIRABLE QUALIFICATIONS

- Two (2) or more additional years of legal office support experience involving litigation support and records management
- Public sector legal support experience is highly desirable ~~extensive customer service and computer usage~~

OTHER REQUIREMENTS

- Must be able to perform the essential functions of the job assignment.

TYPICAL DUTIES

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

LEGAL OFFICE SPECIALIST III (519)

Under general direction, the incumbent will: Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.

- Prepares, proofreads, and processes a variety of legal correspondence, contracts, claims, memoranda, pleadings, reports, departmental assignments, and other documents from copy, draft, dictation, or written or oral instructions
- Serves as receptionist for the City Attorney's Office, assisting internal customers and members of the public in-person, telephonically, and via electronic communication at the counter and on the telephone, routing calls, responding to inquiries, and providing information, as appropriate
- Performs basic research and compiles data for use by legal staff
- Performs contract management tasks
- Schedules appointments and meetings, maintains office master calendar, and maintains calendars of court filing and discovery response deadlines
- Assists with public meeting preparation including conflict of interest check
- Assists with preparation of litigation-related materials (e.g., discovery responses), Public Records Act responses, resolutions, and ordinances
- Establishes and maintains computer and/or paper files, record-keeping systems including record retention processes, workflow systems, and template forms
- Maintains inventory of departmental office supplies
- Copies and distributes written materials; sorts and distributes departmental mail
- Performs administrative tasks for the office such as booking travel and preparing reimbursement requests
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Modern legal office procedures, practices, and equipment
- Microsoft Office suite products, including but not limited to Word, Excel, PowerPoint, Teams, OneDrive, Sharepoint, and Outlook~~Personal computer hardware and software, including word processing, spreadsheet, and database programs~~
- Legal practices, procedures, documents, and terminology including litigation-related rules, forms, and deadlines
- ~~Pertinent~~ Federal, state, and local laws and regulations pertinent to the work of the City Attorney's Office
- Principles and practices of business and legal communication, including letter writing, proofreading, and formatting
- Principles and practices of customer service

Ability to:

- Communicate clearly and effectively, both verbally and in writing, by using correct English grammar, spelling, and punctuation
- Evaluate situations, identify problems, spot potential legal issues, and exercise initiative and sound independent judgment within established guidelines, and with clear

LEGAL OFFICE SPECIALIST III(519)

communication to supervisory personnel

- Interpret, apply, and explain established laws, rules, policies, and procedures
- Work independently to research, analyze, investigate, and take action on work-related issues
- Perform arithmetic computations with speed and accuracy
- File and maintain accurate records and database systems
- Proofread for accuracy, completeness, and compliance with legal form and procedure
- Handle multiple priorities, organize workload, and meet strict deadlines
- Organize and manage large document and data sets
- Maintain professionalism and composure at all times, including stressful situations
- Establish and maintain tactful, courteous, and effective working relationships with those contacted in the course of work, including other employees, the general public, opposing counsel, and court personnel
- Work effectively as part of a group or team to achieve common goals
- Maintain confidentiality and accuracy with highly sensitive information
- Take direction and follow established policies and procedures
- ~~Type accurately at a speed of 50 net words per minute~~
- Sit for extended periods of time and operate assigned office equipment

SUPERVISION RECEIVED

Receives general supervision from the Chief Assistant City Attorney and the Legal Executive Assistant to the City Attorney.

SUPERVISION EXERCISED

May assist in the training of other employees as assigned.

CLASSIFICATION HISTORY

Established 09/2005; Obsolete 12/2023; Established 07/2025; Revised 06/2026



Agenda Report

26-602

Agenda Date: 6/11/2026

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Discuss and Possible Action to Approve the Civil Service Commission Workplan for FY 2026- 2027

DISCUSSION

Prior Year's Workplan

At the August 14, 2025 Civil Service Commission (Commission) meeting, the Commission discussed and developed a workplan for the FY 2025-2026.

The following items were included in the workplan:

1. Continue review of education requirements on classified class specifications:

As classifications are created or modified, Human Resources coordinates with the departments to review and update the minimum qualifications where applicable. Classified positions that have modified minimum qualifications are brought forward to the Civil Service Commission and Council for approval.

2. Explore ideas to streamline the recruitment process:

The Human Resources Department continuously evaluates ways to streamline the recruitment process within the confines of the Civil Service Rules.

3. Schedule mid-year check-in on these workplan items:

The Commission has met one time, specifically on March 12, 2026. An update was not provided at that time but is being brought forward now for discussion.

FY 2026-2027 Commission Workplan

Members of the Commission may wish to discuss continuing to address any unfinished items from the prior year's workplan for FY 2026-2027 year or the addition of new items to the workplan.

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 except for staff time.

PUBLIC CONTACT

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RECOMMENDATION

Staff has no recommendation

Reviewed by: Ashley Lancaster, Acting Assistant Director of Human Resources

Approved by: Marco Mercado, Acting Director of Human Resources