



City of Santa Clara

Meeting Agenda

Civil Service Commission

Thursday, August 14, 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 25-551 [Action to Approve the Civil Service Commission Meeting Minutes of April 10, 2025.](#)

Recommendation: Approve the Civil Service Commission meeting minutes of April 10, 2025.

ATTACHMENTS

1. Meeting Minutes - April 10, 2025

1.b 25-539 [Note and File the Current Status and Requisition Report Dated July 31, 2025](#)

Recommendation: Note and file the Current Status and Requisition Report Dated July 31, 2025

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. **25-425** [Action to Modify the Class Specifications for Library Assistant I \(Job Code 526\), Library Assistant II \(Job Code 528\) and Senior Library Assistant \(Job Code 754\)](#)

Recommendation: Approve the modified Library Assistant I (Job Code 526), Library Assistant II (Job Code 528) and Senior Library Assistant (Job Code 754) class specifications

3. **25-896** [Action to Modify the Electric Utility Generation Technician \(Job Code 431\) Examination Weighting Plan to 100% Oral Examination and a Qualifying Supplemental on an Ongoing Basis](#)

Recommendation: Approve modifying the Electric Utility Generation Technician (Job Code 431) weighting plan to 100% oral examination and qualifying supplemental on an ongoing basis

4. **25-694** [Action to Modify the Human Resources Technician \(Job Code 508\) Examination Weighting Plan to 100% Oral Examination and a Qualifying Supplemental on an Ongoing Basis](#)

Recommendation: Approve modifying the Human Resources Technician (Job Code 508) weighting plan to 100% oral examination and qualifying supplemental on an ongoing basis

5. **25-900** [Discuss and Possible Action to Approve the Civil Service Commission Workplan for FY 2025- 2026](#)

Recommendation: Staff has no recommendation

6. **25-769** [Election of Civil Service Commission Chair and Vice Chair](#)

Recommendation: Staff recommends that the Commissioners conduct an election for the roles of Civil Service Commission Chair and Vice Chair for the period of July 10, 2025 through June 30, 2026, or as soon thereafter as is practicable for holding the next Commission election.

7. 25-770 [Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2026](#)

Recommendation: Approve Civil Service Commission meeting and Board of Review dates for 2026

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

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Agenda Report

25-551

Agenda Date: 8/14/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of April 10, 2025.

RECOMMENDATION

Approve the Civil Service Commission meeting minutes of April 10, 2025.

ATTACHMENTS

1. Meeting Minutes - April 10, 2025



City of Santa Clara

Meeting Minutes

Civil Service Commission

04/10/2025

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

Present 5 - Chair Franklin Felizardo, Commissioner Ron Billingsley, Commissioner Wesley Dudzinski, Commissioner Arti Purohit, and Vice Chair Samuel Pumarejo

CALL TO ORDER AND ROLL CALL

Vice Chair Pumarejo called the meeting to order at 6:04 pm and lead the meeting with the Pledge of Allegiance.

Present 3 - Commissioner Ron Billingsley, Commissioner Wesley Dudzinski, and Vice Chair Samuel Pumarejo

Excused 2 - Chair Franklin Felizardo, and Commissioner Arti Purohit

CONSENT CALENDAR

1.a [25-275](#) Action to Approve the Civil Service Commission Meeting Minutes of February 13, 2025

A motion was made by Commissioner Dudzinski, seconded by Commissioner Billingsley to approve the February 13, 2025 Civil Service Commission meeting minutes.

Aye: 3 - Commissioner Billingsley, Commissioner Dudzinski, and Vice Chair Pumarejo

Excused: 2 - Chair Felizardo, and Commissioner Purohit

- 1.b [25-306](#) Note and File the Current Status and Requisition Report Dated March 31, 2025

A motion was made by Commissioner Dudzinski, seconded by Commissioner Billingsley, to Note and File the Current Status and Requisition Report dated March 31, 2025.

Aye: 3 - Commissioner Billingsley, Commissioner Dudzinski, and Vice Chair Pumarejo

Excused: 2 - Chair Felizardo, and Commissioner Purohit

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS

2. [25-307](#) Action to Adjust the Examination Weighting Plan for Police Records Specialist I (Job Code 641) and Police Records Specialist II (Job Code 643) to Qualifying Written and 100% Oral Exam on an Ongoing Basis

A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski, to Adjust the Examination Weighting Plan for Police Records Specialist I (Job Code 641) and Police Records Specialist II (Job Code 643) to Qualifying Written and 100% Oral on an Ongoing basis.

Aye: 3 - Commissioner Billingsley, Commissioner Dudzinski, and Vice Chair Pumarejo

Excused: 2 - Chair Felizardo, and Commissioner Purohit

3. [25-440](#) Action to Modify the Class Specification for Senior Public Safety Dispatcher (Job Code 725) for Calendar Years 2025 and 2026

A motion was made by Commissioner Dudzinski, seconded by Commissioner Billingsley, to Modify the Class Specification for Senior Public Safety Dispatcher (Job Code 725) for Calendar Years 2025 and 2026.

Aye: 3 - Commissioner Billingsley, Commissioner Dudzinski, and Vice Chair Pumarejo

Excused: 2 - Chair Felizardo, and Commissioner Purohit

4. [25-308](#) Action to Modify the Class Specifications for Accounting Technician I (Job Code 216) and Accounting Technician II (Job Code 217)

A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski, to Modify the Class Specifications for Accounting Technician I (Job Code 216) and Accounting Technician II (Job Code 217).

Aye: 3 - Commissioner Billingsley, Commissioner Dudzinski, and Vice Chair Pumarejo

Excused: 2 - Chair Felizardo, and Commissioner Purohit

5. [25-312](#) Action to Abolish the Eligible List for Senior Civil Engineer (Job Code 322)

A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski, to Abolish the Eligible List for Senior Civil Engineer (Job Code 322).

Aye: 3 - Commissioner Billingsley, Commissioner Dudzinski, and Vice Chair Pumarejo

Excused: 2 - Chair Felizardo, and Commissioner Purohit

STAFF REPORT

None

COMMISSIONERS REPORT

Commissioner Billingsley and Commissioner Dudzinski stated that they will not be able to attend the May Civil Service Commission meeting.

ADJOURNMENT

A motion was made by Commissioner Dudzinski, seconded by Commissioner Billingsley, to adjourn the meeting at 6:30pm.

Aye: 3 - Commissioner Billingsley, Commissioner Dudzinski, and Vice Chair Pumarejo

Excused: 2 - Chair Felizardo, and 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.

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Agenda Report

25-539

Agenda Date: 8/14/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Note and File the Current Status and Requisition Report Dated July 31, 2025

RECOMMENDATION

Note and file the Current Status and Requisition Report Dated July 31, 2025

ATTACHMENT

1. Current Status and Requisition Report Dated July 31, 2025

Current Status and Requisition Report*

July 31, 2025

Requisition	Classification	Department	No. Positions Approved to Fill
To be submitted	Legal Office Specialist III	City Attorney's Office	1
To be submitted	Business Analyst	Community Development	1
2319622/2419727/2419733	Combination Inspector	Community Development	3
2419651	Office Specialist III	Community Development	1
2419723, 2519740	Senior Inspector	Community Development	2
2419665	Staff Aide I	Community Development	1
To be submitted	Staff Analyst II	Community Development	2
2319549	Electric Meter Technician	Electric Utility	1
2319553	Electric Utility Electrician	Electric Utility	2
2319548	Electric Utility Electrician Technician	Electric Utility	3
2319538	Electric Utility Engineer	Electric Utility	6
To be submitted	Electric Utility Generation Technician	Electric Utility	2
To be submitted	Electric Utility Network Administrator	Electric Utility	3
2319540	Electric Water and Sewer Operator	Electric Utility	1
To be submitted	Office Specialist III	Electric Utility	1
2319535/2319539	Senior Electric Utility Engineer	Electric Utility	3
To be submitted	Senior Engineering Technician	Electric Utility	1
2419659	Senior Instrument and Control Technician	Electric Utility	1
2319498	Senior Resource Analyst	Electric Utility	2
2419728	Accountant	Finance	1
2319569	Accounting Technician II	Finance	2
2419677	Chief Storekeeper	Finance	1
2419730	Customer Service Representative	Finance	1
2419678	Materials Handler	Finance	1
2419732	Meter Reader	Finance	1
To be submitted	Senior Accounting Technician	Finance	1
2419731	Utility Field Services Worker	Finance	1
2419718	Battalion Chief	Fire	1
To be submitted	Firefighter I	Fire	TBD
2419661	Senior Library Assistant	Library	1
2419667/2419668	Grounds Maintenance Worker I/II	Parks & Recreation	5
To be submitted	Grounds Maintenance Worker III	Parks & Recreation	2
2419670	Parks Maintenance Craft Worker	Parks & Recreation	1
2319579	Recreation Coordinator	Parks & Recreation	2
To be submitted	Office Specialist II	Police	1
2319594	Police Officer Recruit/Lateral	Police	9
19256/20275/21321	Police Records Specialist II	Police	4
To be submitted	Public Safety Dispatcher I/II	Police	7
To be submitted	Senior Public Safety Dispatcher	Police	2
2419716	Staff Aide II	Police	1
2319631	Associate Engineer (Civil)	Public Works	1
2419709	Public Works Inspector	Public Works	1

Current Status and Requisition Report*

July 31, 2025

Requisition	Classification	Department	No. Positions Approved to Fill
2319618/2419698	Public Works Supervisor	Public Works	2
2419582	Senior Engineering Technician	Public Works	2
2319637	Senior Civil Engineer	Public Works	2
2419714	Staff Aide II - Environmental Programs	Public Works	1
2419663	Street Maintenance Worker I	Public Works	2
2319628	Code Enforcement Officer	Water and Sewer Utilities	1
2319557	Equipment Operator	Water and Sewer Utilities	2
2419560	Senior Civil Engineer	Water and Sewer Utilities	1
2419706	Senior Engineering Technician	Water and Sewer Utilities	1
2319629	Utility Inspection Technician	Water and Sewer Utilities	1
To be submitted	Water Resources Specialist	Water and Sewer Utilities	1
Total			92

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

New Hires	14
Promotions	10
Transfers	0
Rehires	1
Total	25

Classified Positions Filled July 1, 2025 - July 31, 2025

Classification	Department	No. of Hires/Promotions/Transfers
Electric Utility Electrician	Electric	2
Journey Lineworker	Electric	2
Sr. Resource Analyst	Electric	1
Grounds Maintenance Worker I/II	Parks & Recreation	14
Jail Service Officer	Police	1
Police Sergeant	Police	1
Associate Engineer (Civil)	Water & Sewer Utilities	1
Code Enforcement Technician	Water & Sewer Utilities	1
Water Service Technician I/II	Water & Sewer Utilities	2
Total		25

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



Agenda Report

25-425

Agenda Date: 8/14/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify the Class Specifications for Library Assistant I (Job Code 526), Library Assistant II (Job Code 528) and Senior Library Assistant (Job Code 754)

BACKGROUND

The Human Resources Department proposes to modify the classification (class) specifications for Library Assistant I (Job Code 526), Library Assistant II (Job Code 528) and Senior Library Assistant (Job Code 754). 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 Human Resources Department and Library Department coordinated to update the Library Assistant I (Job Code 526), Library Assistant II (Job Code 528) and Senior Library Assistant (Job Code 754) class specifications. General revisions to all three classifications include updating the *Class Summary* and adding the *Distinguishing Characteristics* sections. The *Typical Duties* and *Knowledge, Skills and Abilities* sections were updated to accurately reflect current duties performed.

The Library Assistant I (Job Code 536) is an entry-level position. In an effort to broaden the candidate pool, the experience requirement was lowered from one (1) year of experience involving direct public contact and/or clerical work to six (6) months of experience.

The Senior Library Assistant (Job Code 754) classification was updated to expand the type of experience that would be considered to meet the minimum qualifications. Additionally, the Senior Library Assistant - Public Services (Job Code 754B) and Senior Library Assistant - Public Services/Graphics (Job Code 754E) will be merged into the general classification of Senior Library Assistant (Job Code 754). This will allow for more cross training opportunities for incumbents. The technology specific duties have been removed, as the incumbent in the Library Technology Assistant (Job Code 754C) classification performs these duties.

The revisions to the class specification 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 Library Assistant I (Job Code 526), Library Assistant II (Job Code 528) and Senior Library Assistant (Job Code 754) class specifications

Reviewed by: Ashley Lancaster, Deputy Director

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification (clean) Library Assistant I (Job Code 526)
2. Class Specification (track changes version) Library Assistant I (Job Code 526)
3. Class Specification (clean) Library Assistant II (Job Code 528)
4. Class Specification (track changes version) Library Assistant II (Job Code 528)
5. Class Specification (clean) Senior Library Assistant (Job Code 754)
6. Class Specification (track changes version) Senior Library Assistant (Job Code 754)

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

TITLE: LIBRARY ASSISTANT I (JOB CODE 526)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Library	Various	Non-Exempt

CLASS SUMMARY

The Library Assistant I is the entry-level classification in the Library Assistant series. This classification provides general library services to patrons through a broad range of clerical, technology support, community outreach, and public service support. With experience, Library Assistant I may oversee a service function in a library program. The Library Assistant I may work in any division within the Library. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the flexibly staffed Library Assistant series. Incumbents work under direct supervision and are not expected to function with the same knowledge or skill set as the Library Assistant II. This classification exercises basic discretion and judgement in matters related to work procedures and methods, with an emphasis on public service. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class is distinguished from the class of Library Assistant II in that the latter is the second level class where incumbents are responsible for performing the full range of library support work and may perform more complex work assignments, including leading staff and projects.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Completion of sixty (60) semester units or ninety (90) quarter units from an a college or university; and
- Six (6) months of experience involving direct public contact and/or clerical work.

ACCEPTABLE SUBSTITUTION

Additional qualifying experience may be substituted for the required education on the basis of one (1) year of experience for thirty (30) semester units or forty-five (45) quarter units up to two (2) years.

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.

DESIRABLE QUALIFICATIONS

One (1) year of customer service or library work experience.

OTHER REQUIREMENTS

- Must be able to perform all the essential functions of the job assignment, with or without reasonable accommodation.
- May be required to work evenings and weekends.

LIBRARY ASSISTANT I (526)

TYPICAL DUTIES

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

Under direct supervision, the incumbent:

- Maintains and supports circulation functions of all library materials;
- Accurately enters, verifies, and maintains library patron accounts and item bibliographic records on library's catalog systems;
- Responsible to collect, handle, and process library fees;
- Collects and maintains data related to library visits, usage, and programs;
- Opens and closes the library facility following established procedures;
- Performs shelf maintenance duties, including retrieves and shelves books and other library materials;
- Provides staff support to ensure library building and equipment are maintained for daily operation;
- Answers routine directional and informational questions,, including information about library services and programs;
- Handles basic issues involving library policies and procedures;
- May provide basic reference and reader's advisory services;
- Receives, prepares, and sorts materials for mail and delivery;
- Maintains and setup meeting and program rooms;
- Provides community support and answers questions related to basic technology needs, including library technologies;
- Monitors public use of computers;
- May provide delivery of library materials between libraries or assigned facilities;
- May provide support to Bookmobile operations in the community, including operating the Bookmobile;
- May provide support for library programs and community outreach;
- May prepare and maintain displays and exhibits;
- May assist in supporting library website or social media; and
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- General types and uses of library materials;
- Basic library terminology;
- Modern office procedures and methods;
- Library computer applications, databases and word processing software; and
- Basic mathematical principles.

Ability to:

- Learn library practices and procedures, and the location of materials in the libraries;
- Learn to operate computerized bibliographic, periodical, and circulation equipment;
- Perform a variety of library technical and clerical work with speed and accuracy;

LIBRARY ASSISTANT I (526)

- Communicate clearly and concisely in English, both orally and in writing;
- Understand and carry out both oral and written instructions;
- Work accurately with numbers and the alphabet and arrange items in alphabetical and numerical order;
- Learn to operate library delivery vehicle and bookmobile;
- Troubleshoot a variety of technology problems, and report complex problems to the appropriate supervisor;
- Effectively handle multiple priorities, organize workload and meet strict deadlines;
- Recognize and resolve basic problems and exercise good judgment, particularly in stressful situations;
- Maintain confidentiality regarding sensitive information;
- Establish and maintain courteous and effective working relationships with those contacted in the course of work, including under stressful situations;
- Work effectively, either independently or as part of a team to achieve common goals;
- Respond to requests and inquiries from the general public in a tactful, courteous and effective way;
- Develop skill in all service areas to be able to assist at any public point of need;
- Interact positively with a wide variety of patrons in a busy environment;
- Walk or stand for extended periods of time;
- Lift and carry library materials and equipment weighing up to 25 lbs.; and
- Bend, crawl, climb, stoop, reach, walk up and down stairs, and stand or sit for prolonged periods of time.

SUPERVISION RECEIVED

Works under the immediate supervision of the Library Circulation Supervisor, Library Program Coordinator, Senior Library Assistant or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training and lead direction of Library Pages or volunteers.

CLASSIFICATION HISTORY

Established 11/2003; Rev. 12/2016; Rev. 03/2025

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

TITLE: LIBRARY ASSISTANT I (JOB CODE 526)

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

Description-CLASS SUMMARY

The Library Assistant I is the entry-level classification in the Library Assistant series. This classification provides general library services to patrons through a broad range of clerical, technology support, community outreach, and public ~~assistance~~service support. With experience, Library Assistants I may oversee a service function in a library program. The Library Assistant I may work in any division within the Library (~~i.e. Adult Services, Collection, Support Services or Youth & Extension~~). Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the flexibly staffed Library Assistant series. Incumbents work under direct supervision and are not expected to function with the same knowledge or skill set as the Library Assistant II. This classification exercises basic discretion and judgement in matters related to work procedures and methods, with an emphasis on public service. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class is distinguished from the class of Library Assistant II in that the latter is the second level class where incumbents are responsible for performing the full range of library support work and may perform more complex work assignments, including leading staff and projects.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Completion of sixty (60) semester units or ninety (90) quarter units from an ~~an-accredited~~ college or university; and
- Six (6) months of experience involving direct public contact and/or clerical work
- ~~One (1) year of recent full-time experience involving direct public contact and/or clerical work.~~

ACCEPTABLE SUBSTITUTION ~~Possible Substitutions:~~

Additional qualifying experience may be substituted for the required education on the basis of one (1) year of experience for thirty (30) semester units or forty five (45) quarter units up to two (2) years.

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.

DESIRABLE QUALIFICATIONS

One (1) year of recent full-time customer service or library work experience. ~~involving computer technical support.~~

OTHER REQUIREMENTS

LIBRARY ASSISTANT I (526)

- Must be able to perform all the essential functions of the job assignment, with or without reasonable accommodation.
- May be required to work evenings and weekends.

TYPICAL DUTIES

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

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

Under direct supervision, the incumbent:

- ~~Checks library materials in and out for patrons and prepares materials for return to the circulating collection~~ Maintains and supports circulation functions of all library materials
- ~~Registers new patrons by verifying identification, ensuring that the registration form is complete and entering appropriate information into online database~~ Accurately enters, verifies, and maintains library patron accounts and item bibliographic records on library's catalog systems;
- ~~Collects fees and overdue fines~~ Responsible to collect, handle, and process library fees;
- Collects and maintains data related to library visits, usage, and programs;
- Opens and closes the library facility following established procedures;
- Performs shelf maintenance duties, including retrieves and shelves books and other library materials;
- Provides staff support to ensure library building and equipment are maintained for daily operation;
- Answers routine directional and informational questions in person and by telephone, including information about library services and programs;
- ~~Solves basic problems involving procedures, staff and patrons~~
- ~~Refers more difficult questions to appropriate library staff~~ Handles basic issues involving library policies and procedures;
- May provide basic reference and reader's advisory services;
- ~~Uses personal computers and other library equipment to enter, edit and delete bibliographic, periodical, and patron record information in an online database, catalog and other files~~
- ~~Performs copy cataloging and classification of library materials~~
- ~~Retrieves and shelves books and other library materials~~
- ~~Receives and sorts incoming mail and deliveries and prepares materials for mailing~~ Receives, prepares, and sorts materials for mail and delivery;
- Maintains and setup meeting and program rooms;
- Provides community support and answers questions related to basic technology needs, including library technologies;
- Monitors public use of computers;
- May provide delivery of library materials between libraries or assigned facilities;
- May provide support to Bookmobile operations in the community, including operating the Bookmobile;
- May provide support for library programs and community outreach;

LIBRARY ASSISTANT I (526)

- May prepare and maintain displays and exhibits;
- May assist in supporting library website or social media; and
- Performs other related duties as assigned.

When assigned to the For Support Services Division:

- ~~Maintain and update iPad/iPod/Chromebook/e-device inventory~~
- ~~Maintain and load the 3M inventory wand for staff use~~
- ~~Maintain and update Youth Services mobile Laptop lab~~
- ~~Maintain Central and Northside AV meeting/program rooms~~
- ~~Support Library staff with daily desktop support~~
- ~~Monitor Command Center for selfcheck or gate issues and track statistics~~
- ~~Monitor public computers across 3 locations~~
- ~~Backup technology staff on Library homepage~~
- ~~Backup technology staff on public computer backups~~
- ~~Research and test new software and public technology trends~~
- ~~Maintain and support both Techlogic sorting systems~~
- ~~Troubleshoot public technology issues across multiple platforms~~
- ~~Maintain all technology equipment inventories~~
- ~~Remove and recycle old technology equipment~~
- ~~Support Library staff for public computer classes~~
- ~~Assist with special AV setups for City/Public meetings~~
- ~~Work with Building Maintenance on special projects~~
- ~~Research advanced features of public security software~~

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- General types and uses of library materials;
- Basic library terminology;
- Modern office procedures and methods;
- Library computer applications, databases and word processing software; and
- Basic mathematical principles.

Ability to:

- Learn library practices and procedures, and the location of materials in the libraries;
- Learn to operate computerized bibliographic, periodical, and circulation systemsequipment;
- Perform a variety of library technical and clerical work with speed and accuracy;
- Communicate clearly and concisely in English, both orally and in writing;
- Understand and carry out both oral and written instructions;
- Work accurately with numbers and the alphabet and arrange items in alphabetical and numerical order;
- Learn to operate library delivery vehicle and bookmobile;
- Troubleshoot a variety of technology problems, and report complex problems to the appropriate supervisor;

LIBRARY ASSISTANT I (526)

- Effectively handle multiple priorities, organize workload and meet strict deadlines;
- Recognize and resolve basic problems and exercise good judgment, particularly in stressful situations;
- Maintain confidentiality regarding sensitive information;
- Establish and maintain courteous and effective working relationships with those contacted in the course of work, including under stressful situations;
- Work effectively, either independently or as part of a team to achieve common goals;
- Respond to requests and inquiries from the general public in a tactful, courteous and effective way;
- Develop skill in all service areas to be able to assist at any public point of need;
~~— Work in a team based environment and achieve common goals~~
- Interact positively with a wide variety of patrons in a busy environment;
- Walk or stand for extended periods of time;
- Lift and carry library materials and equipment weighing up to 25 lbs.; and
- Bend, crawl, climb, stoop, reach, walk up and down stairs, and stand or sit for prolonged periods of time.

SUPERVISION RECEIVED

Works under the immediate supervision of the Library Circulation Supervisor, Library Program Coordinator, Senior Library Assistant or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training and lead direction supervision of Library Pages or volunteers.

CLASSIFICATION HISTORY

Established 11/2003; Rev. 12/2016; Rev. 03/2025

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

TITLE: LIBRARY ASSISTANT II (JOB CODE 528)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Library	Various	Non-Exempt

CLASS SUMMARY

The Library Assistant II is the second-level paraprofessional classification in the Library Assistant series. This classification performs paraprofessional library work of moderate difficulty and may supervise the work of one or more Library Pages. With experience, Library Assistant II may lead a service function in a library program. The Library Assistant II may work in any division within the Library. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Library Assistant II is the second level class where incumbents are responsible for performing the full range of library support work and may perform more complex work assignments. Incumbents work under general supervision and function with a higher knowledge and skill set than Library Assistant I. Library Assistant II may provide training and direction for one or more Library Pages and/or Library Assistant I's. Incumbents within this class are distinguished from the Library Assistant I by exhibiting a higher level of judgment and independence in performing the full range of duties as assigned. This class is distinguished from the Senior Library Assistant in that the latter is responsible for the supervision and direction of a work unit comprised of paraprofessional, clerical and/or Library Page staff.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Completion of sixty (60) semester units or ninety (90) quarter units from a college or university, and
- Two (2) years of paraprofessional library experience.

ACCEPTABLE SUBSTITUTION

- Additional qualifying experience may be substituted for the required education on the basis of one (1) year of experience for thirty (30) semester units or forty-five (45) quarter units up to two (2) years.
- Completion of an Associate of Arts degree in Library Technology may substitute for the required education, plus one (1) year of the required 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.

DESIRABLE QUALIFICATIONS

One (1) year or more of customer service or public library work experience.

OTHER REQUIREMENTS

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

LIBRARY ASSISTANT II (528)

reasonable accommodation.

- May be required to work evenings and weekends.

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 supervision, the incumbent will perform the following duties in addition to the typical duties of Library Assistant I:

- Assesses damaged materials and creates charges on appropriate accounts;
- Processes interlibrary loans, reserves, or periodicals including LINK+ operations;
- Compiles data and prepares summary activity reports, including circulation and other statistics;
- Negotiates fee waivers in prescribed circumstances;
- Solves advanced problems involving library policies and procedures;
- Provides basic reference and reader's advisory services;
- Performs copy cataloging and classification of library materials;
- Assists in selecting, ordering and receiving library materials;
- Provides support for library programs and community outreach;
- Prepares and maintains displays and exhibits;
- Assigns routine tasks and provides instruction to Library Pages and Library Assistant I's;
- Assists in developing procedures, publicity, and other written documents;
- May coordinate volunteer program; and
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- General types and uses of library materials;
- Basic library terminology;
- Modern office procedures and methods;
- Library computer applications, databases and word processing software;
- Basic mathematical principles;
- Computerized bibliographical and circulation system database fundamentals and rules for entering data;
- Principles and practices of technical library work, including bibliographic search procedures and the rules for cataloging and classification of library materials;
- General library practices, procedures, and policies;
- Standard and online tools to promote library programs, services and collections; and
- Principles and practices of team building.

Ability to:

- Learn to operate computerized bibliographic, periodical and circulation equipment;
- Perform a variety of library technical and clerical work with speed and accuracy;
- Communicate clearly and concisely in English, both orally and in writing;

LIBRARY ASSISTANT II (528)

- Understand and carry out both oral and written instructions;
- Work accurately with numbers and the alphabet and arrange items in alphabetical and numerical order;
- Learn to operate library delivery vehicle and bookmobile;
- Troubleshoot routine technology problems; and recognize and report complex problems to the appropriate supervisor;
- Effectively handle multiple priorities, organize workload and meet strict deadlines;
- Recognize and resolve basic problems and exercise good judgment, particularly in stressful situations;
- Maintain confidentiality regarding sensitive information;
- Develop skill in all service areas to be able to teach and assist at any public point of need;
- Establish and maintain courteous and effective working relationships with those contacted in the course of work, including under stressful situations;
- Work effectively, either independently or as part of a team, to achieve common goals;
- Respond to requests and inquiries from the general public in a tactful, courteous, and effective way;
- Work in a team-based environment and achieve common goals;
- Interact positively with a wide variety of patrons in a busy environment;
- Monitor, coordinate, and train assigned staff;
- Effectively lead library operations in the absence of senior library staff;
- Facilitate the productivity of a group;
- Lift and carry library materials and equipment weighing up to 25 lbs.; and
- Bend, crawl, climb, stoop, reach, walk up and down stairs and stand or sit for prolonged periods of time.

SUPERVISION RECEIVED

Works under the general supervision of the Library Circulation Supervisor, Library Program Coordinator, Senior Library Assistant, or other supervisor as assigned.

SUPERVISION EXERCISED

May provide training and lead direction to Library Pages, Library Assistant I's and volunteers. Acts as lead person in absence of senior staff.

CLASSIFICATION HISTORY

Established 11/2003; Rev. 10/2013; Rev. 03/2025

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

TITLE: LIBRARY ASSISTANT II (JOB CODE 528)

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

Description-CLASS SUMMARY

The Library Assistant II is the ~~full-journey~~second-level paraprofessional classification in the Library Assistant series. This classification performs paraprofessional library work of moderate difficulty and may supervise the work of one or more Library Pages. With experience, Library Assistant II may lead a service function in a library program. The Library Assistant II may work in any division within the Library. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Library Assistant II is the second level class where incumbents are responsible for performing the full range of library support work and may perform more complex work assignments. Incumbents work under general supervision and function with a higher knowledge and skill set than Library Assistant I. Library Assistant II may provide training and direction for one or more Library Pages and/or Library Assistant I's. Incumbents within this class are distinguished from the Library Assistant I by exhibiting a higher level of judgment and independence in performing the full range of duties as assigned. This class is distinguished from the Senior Library Assistant in that the latter is responsible for the supervision and direction of a work unit comprised of paraprofessional, clerical and/or ~~p~~Library Page staff.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Completion of sixty (60) semester units or ninety (90) quarter units from an ~~an-accredited~~ college or university, and
- Two (2) years of ~~recent full-time~~ paraprofessional library experience.

Possible-ACCEPTABLE SUBSTITUTION

- Additional qualifying experience may be substituted for the required education on the basis of one (1) year of experience for thirty (30) semester units or forty-five (45) quarter units up to two (2) years.
- Completion of an Associate of Arts degree in Library Technology may substitute for the required education, plus one (1) year of the required 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.

DESIRABLE QUALIFICATIONS

One (1) year or more of customer service or public library work experience.

OTHER REQUIREMENTS

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

LIBRARY ASSISTANT II (528)

reasonable accommodation.

- May be required to work evenings and weekends.

TYPICAL DUTIES

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

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

Under general supervision, the incumbent will perform the following duties in addition to the typical duties of Library Assistant I:

- Checks library materials in and out for patrons and prepares materials for return to the circulating collection Assesses damaged materials and creates charges on appropriate accounts;
 - Registers new patrons by verifying identification, ensuring that the registration form is complete and entering appropriate information into online database Processes interlibrary loans, reserves, or periodicals including LINK+ operations;
 - Compiles data and prepares summary activity reports, including circulation and other statistics;
 - Collects fees and overdue fines Negotiates fee waivers in prescribed circumstances;
 - Opens and closes the library facility following established procedures
 - Answers routine directional and informational questions in person, and by telephone
 - Refers more difficult reference questions to appropriate professional library staff
 - Uses personal computers and other library equipment to enter, edit, and maintain bibliographic, periodical, reserve, and patron record information in an online database, catalog and other files Solves advanced problems involving library policies and procedures;
 - Provides basic reference and reader's advisory services;
 - Performs copy cataloging and classification of library materials;
 - Assists in selecting, ordering and receiving library materials;
 - Retrieves and shelves books and other library materials
 - Receives, sorts and distributes incoming mail and deliveries and prepares materials for mailing Provides support for library programs and community outreach;
 - May prepare and maintains displays and exhibits;
- Compiles data and prepares summary activity reports, including circulation and other statistics
- Assesses damaged materials and creates charges in computer system
 - Processes interlibrary loans, reserves, or periodicals
 - Assigns routine tasks and provides instruction to Library Pages and Library Assistant Is;
 - May provide basic reference and reader's advisory services
 - Assists in selecting, ordering and receiving library materials
 - Assists in developing procedures, publicity, and other written documents;
 - Solves complex problems involving procedures, staff, and patrons
 - May coordinate volunteer program; and
 - Performs other related duties as assigned.

LIBRARY ASSISTANT II (528)

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- General types and uses of library materials;
- Basic library terminology;
- Modern office procedures and methods;
- Library computer applications, databases and word processing software;
- Basic mathematical principles;
- Computerized bibliographical and circulation system database fundamentals and rules for entering data;
- ~~Innovative Interfaces Millennium (ILS)~~
- Principles and practices of technical library work, including bibliographic search procedures and the rules for cataloging and classification of library materials;
- General library practices, procedures, and policies;
- ~~Computer peripheral devices and audio-visual equipment~~
- ~~Mobile devices and e-readers~~
- Standard and online tools to promote library programs, services and collections; and
- Principles and practices of team building.

Ability to:

- ~~Arrange items in alphabetical and numerical order~~
- Learn to operate computerized bibliographic, periodical and circulation equipment;
- Perform a variety of library technical and clerical work with speed and accuracy;
- Communicate clearly and concisely in English, both orally and in writing;
- Understand and carry out both oral and written instructions;
- Work accurately with numbers and the alphabet and arrange items in alphabetical and numerical order;
- ~~Learn to operate computerized bibliographic, periodical and circulation equipment~~
- Learn to operate library delivery vehicle and bookmobile;
- Troubleshoot routine technology problems; and recognize and report complex problems to the appropriate supervisor;
- Effectively handle multiple priorities, organize workload and meet strict deadlines;
- Recognize and resolve basic problems and exercise good judgment, particularly in stressful situations;
- Maintain confidentiality regarding sensitive information;
- Develop skill in all service areas to be able to teach and assist at any public point of need;
- ~~Maintain confidentiality regarding sensitive information~~
- ~~Communicate clearly and concisely in English, both orally and in writing~~
- ~~Understand and carry out both oral and written instructions~~
- Establish and maintain courteous and effective working relationships with those contacted in the course of work, including under stressful situations;
- Work effectively, either independently or as part of a team, to achieve common goals;
- ~~Recognize and resolve basic problems and exercise good judgment~~
- Respond to requests and inquiries from the general public in a tactful, courteous, and effective way;

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- Work in a team--based environment and achieve common goals;
- Interact positively with a wide variety of patrons in a busy environment;
- ~~Effectively handle multiple priorities, organize workload and meet strict deadlines~~
- Monitor, coordinate, and train assigned staff;
- Effectively ~~supervise~~lead library operations in the absence of senior library staff;
- Facilitate the productivity of a group;
- Lift and carry library materials and equipment weighing up to 25 lbs.; and
- Bend, crawl, climb, stoop, reach, walk up and down stairs and stand or sit for prolonged periods of time.

SUPERVISION RECEIVED

Works under the general supervision of the Library Circulation Supervisor, Library Program Coordinator, Senior Library Assistant, or other supervisor as assigned.

SUPERVISION EXERCISED

May provide training and ~~supervision~~ lead direction to Library Pages ~~and~~, Library Assistant I's and volunteers. Acts as lead person in absence of senior staff.

CLASSIFICATION HISTORY

Established 11/2003; Rev. 10/2013; Rev. 03/2025

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

TITLE: SENIOR LIBRARY ASSISTANT (JOB CODE 754)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Library	Various	Non-Exempt

CLASS SUMMARY

This is a paraprofessional supervisory position in the classified service. Positions in this class are responsible for the supervision and direction of a work unit comprised of paraprofessional, clerical and/or Library Page staff. Specialized duties may be required in the following areas: Circulation, Branch Services and Bookmobile, Communications and Technical Services. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is responsible for performing the full range of paraprofessional and staff supervision duties for an assigned library branch or unit. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the lower-level class of Library Assistant I/II in that the latter is not responsible for the supervision and direction of a work unit comprised of paraprofessional, clerical and/or Library Page staff.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Completion of sixty (60) semester units or ninety (90) quarter units from a college or university; AND
- Three (3) years' experience in customer or public service; paraprofessional library work; communication or digital communication; library technical services that may include ordering, procurement, cataloging, maintaining financial records and vendor engagement; community outreach or bookmobile operation. Of the required experience one (1) year shall include supervising the work of others or as a project leader AND one (1) year of experience must involve customer or public service or paraprofessional library work.

ACCEPTABLE SUBSTITUTION

- Additional qualifying experience may be substituted for the required education on the basis of one (1) year of experience for thirty (30) semester units or forty-five (45) quarter units up to two (2) years.
- Completion of an Associate of Arts degree in Library Technology may substitute for the required education, plus one (1) year of the required experience. This experience shall not be substituted for the one (1) year of experience supervising the work of others or as a project leader OR one (1) year of experience involving customer or public service or paraprofessional library work.

LICENSES/CERTIFICATIONS

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

SENIOR LIBRARY ASSISTANT (754)

DESIRABLE QUALIFICATIONS

Two (2) years or more of customer service or public library experience

OTHER REQUIREMENTS

- Must be able to perform all the essential functions of the job assignment, with or without reasonable accommodation.
- May be required to work evenings and weekends.

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 supervision, the incumbent:

- Plans, prioritizes, and reviews the work of staff or volunteers assigned to a variety of paraprofessional and clerical duties in support of library;
- Supervises staff including participating in the selection of staff; providing or coordinating staff training; support coaching and development of employees; work with employees to improve skills and performance, and correct deficiencies;
- Handles and solves complex transactions involving library operations and procedures;
- Assists in the development, implementation, and interpretation of library policies and procedures that support positive customer experience;
- Composes, prepares and distributes correspondence, memos, reports, statistics and surveys;
- Coordinates displays in library facilities, including signage;
- Develops schedules and methods to accomplish assignments, ensuring work is completed in a timely and efficient manner;
- Serves as a member of library teams and on task forces;
- Plans and conducts regular unit meetings;
- Provides basic reference and reader's advisory services;
- Establishes positive community relationships and partnerships;
- Provides support or lead for library programs and community outreach;
- Assists in supporting library website or social media;
- Provides staff support to ensure library building and equipment are maintained for daily operation;
- Develops schedules and methods to accomplish assignments, ensuring work is completed in a timely and efficient manner;
- Acts as lead person in absence of senior staff; and
- Performs other related duties as assigned.

When assigned to Circulation, Branch Services and Bookmobile:

- Organizes workflow, assists in library operations, and oversees customer service duties;
- Schedules and coordinates outreach visits that include general library services and programs;
- Responsible to collect, handle, and process library fees, including cash handling to City

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Finance;

- Negotiates appropriate fee waivers in prescribed circumstances;
- Operates and maintains the library bookmobile and other library vehicles; and
- Responsible for selection and stocks of library materials for the bookmobile.

When assigned to Communications:

- Provides communications and marketing support to promote the library and its programs;
- Designs and provides input on layouts, arts, and graphics to support the library's promotional and presentation needs;
- Performs layout, proofreading, and editing of written copy, templates, forms and artwork to support library communications;
- Serves as one of the staff leads to create contents and maintain library's digital platforms, including website and social media;
- Serves as the Library's liaison with the City Communications;
- Assists in coordinating library's internal and external communication; and
- Participates in developing, maintaining, and implementing library communication plan.

When assigned to Technical Services:

- Assists in selecting, ordering and receiving library materials;
- Enters and processes new order records;
- Maintains appropriations, encumbrances, and expenditures in the Library's automation system;
- Processes purchase orders, claims, invoices, and payments;
- Receives and maintains order records and vendor files; and
- Performs bibliographics maintenance, copy cataloging and classification of library materials.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Circulation, branch, or acquisitions procedures and practices;
- Current personnel practices, including supervision, training, and evaluation of employees;
- Automated library systems;
- Principles and practices of team building; and
- Office safety practices, procedures and standards.

Ability to:

- Operate library vehicles that may include the bookmobile;
- Operate library equipment, such as computers, and use related software applications and databases effectively;
- Effectively handle multiple priorities, organize workload and meet strict deadlines;
- Recognize and resolve basic problems and exercise good judgment, particularly in stressful situations;
- Communicate effectively, both orally and in writing;
- Select, train, schedule, supervise, and evaluate the work of staff;

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- Effectively direct the activities of the assigned work unit;
- Work in a team-based environment and achieve common goals;
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public;
- Set up displays and promote library services and programs;
- Work independently;
- Walk or stand for extended periods of time; and
- Bend, stoop, reach, carry, crawl, climb and lift up to 25 pounds to perform assigned duties.

SUPERVISION RECEIVED

Works under the general supervision of the Library Circulation Supervisor, Library Program Coordinator, or other supervisor as assigned.

SUPERVISION EXERCISED

Trains, evaluates, and supervises paraprofessional, clerical and/or Library Page staff assigned to the work unit. May assist in the supervision of other assigned library personnel. Act as the lead person and be responsible for a unit or facility in the absence of senior staff.

CLASSIFICATION HISTORY

Established 07/1996; Rev. 07.2017; Rev. 03/2025

CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION

TITLE: SENIOR LIBRARY ASSISTANT (JOB CODE 754)

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

Description CLASS SUMMARY

This is a paraprofessional supervisory position in the classified service. Positions in this class are responsible for the supervision and direction of a work unit comprised of paraprofessional, clerical and/or ~~page~~ Library Page staff. -Specialized duties may be required in the following areas: Circulation, Branch Services and Bookmobile, Communications and Technical Services. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is responsible for performing the full range of paraprofessional and staff supervision duties for an assigned library branch or unit. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the lower-level class of Library Assistant I/II in that the latter is not responsible for the supervision and direction of a work unit comprised of paraprofessional, clerical and/or Library Page staff.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Completion of sixty (60) semester units or ninety (90) quarter units from ~~an accredited~~ college or university; ~~and~~ AND
- Three (3) years ~~recent full-time~~ experience in customer or public service; paraprofessional library work; communication or digital communication; library technical services that may include ordering, procurement, cataloging, maintaining financial records and vendor engagement; community outreach or bookmobile operation. Of the required experience one (1) year shall include supervising the work of others or as a project leader AND one (1) year of experience must involve customer or public service or paraprofessional library work. involving customer service or paraprofessional library experience involving public service, one year of which shall be have been supervising the work of others or as a project leader.

POSSIBLE ACCEPTABLE SUBSTITUTION

- ~~Additional college education may be substituted for the required experience on the basis of one (1) year of experience for 30 semester units.~~
 - ~~Completion of a two-year Library Technology Associate of Arts degree may be substituted for one (1) year of the required experience. Additional qualifying experience may be substituted for the required education on the basis of one (1) year of experience for thirty (30) semester units or forty-five (45) quarter units up to two (2) years.~~
 - Completion of an Associate of Arts degree in Library Technology may substitute for the required education, plus one (1) year of the required experience. This experience shall not be substituted for the one (1) year of experience supervising the work of others or as a

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project leader OR one (1) year of experience involving customer or public service or paraprofessional library work.

LICENSES/CERTIFICATIONS

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

DESIRABLE QUALIFICATIONS

Two (2) years or more of customer service or public library experience

OTHER REQUIREMENTS

- ~~• Performs physical tasks, such as lifting and moving library materials, stooping, reaching, and walking up and down stairs.~~
- ~~• Must be able to lift and carry library materials weighing up to 25 lbs.~~
- Must be able to perform all the essential functions of the job assignment, with or without reasonable accommodation.
- May be required to work evenings and weekends.
- ~~• May be required to drive large vehicles such as a bookmobile.~~

TYPICAL DUTIES

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

Under general supervision, the incumbent:

- ~~• Implements library policies and procedures~~
- Plans, prioritizes, and reviews the work of staff or volunteers assigned to a variety of paraprofessional and clerical duties in support of library;
- Supervises staff including participating in the selection of staff; providing or coordinating staff training; support coaching and development of employees; work with employees to improve skills and performance, and correct deficiencies;
- Handles and solves complex transactions involving library operations and procedures;
- ~~• Assists staff and the public in the interpretation of library policies and procedures~~
- Assists in the development, implementation, and interpretation of library policies and procedures that support positive customer experience;
- ~~• Composes and, prepares and distributes~~ correspondence, memos, reports, statistics and surveys;
- Coordinates displays in library facilities, including signage;
- Develops schedules and methods to accomplish assignments, ensuring work is completed in a timely and efficient manner;
- ~~• Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures~~
- Serves as a member of library ~~ry~~ teams and on task forces;
- ~~— May supervise volunteer staff~~
- Plans and conducts regular unit meetings;
- Provides basic reference and reader's advisory services;
- Establishes positive community relationships and partnerships;

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- Provides support or lead for library programs and community outreach;
- Assists in supporting library website or social media;
- Provides staff support to ensure library building and—equipment are maintained for daily operation;
- Develops schedules and methods to accomplish assignments, ensuring work is completed in a timely and efficient manner;
- Acts as lead person in absence of senior staff; and
- Performs other related duties as assigned.

When assigned to Circulation, Branch Services and Bookmobile:

- Organizes workflow, assists in library operations, and oversees customer service duties;
- Schedules and coordinates outreach visits that include general library services and programs;
- Responsible to collect, handle, and process library fees, including cash handling to City Finance;
- Negotiates appropriate fee waivers in prescribed circumstances;
- Operates and maintains the library bookmobile and other library vehicles; and
- Responsible for selection and stocks of library materials for the bookmobile.

When assigned to Communications:

- -Provides communications and marketing support to promote the library and its programs;
- Designs and provides input on layouts, arts, and graphics to support the library's promotional and presentation needs;
- Performs layout, proofreading, and editing of written copy, templates, forms and artwork to support library communications;
- Serves as one of the staff leads to create contents and maintain library's digital platforms, including website and social media;
- Serves as the Library's liaison with the City Communications;
- Assists in coordinating library's internal and external communication; and
- Participates in developing, maintaining, and implementing library communication plan.

When assigned to Technical Services:

- Assists in selecting, ordering and receiving library materials;
- Enters and processes new order records;
- Maintains appropriations, encumbrances, and expenditures in the Library's automation system;
- Processes purchase orders, claims, invoices, and payments;
- Receives and maintains order records and vendor files; and
- Performs bibliographics maintenance, copy cataloging and classification of library materials.

For Customer Service and Youth Services:

- Supervises the daily shelf maintenance of Central Library's adult, teen and children's collections, including the on-going shelving, shelf-reading, and shifting of these

SENIOR LIBRARY ASSISTANT (754)

collections

- ~~Schedules, supervises, trains, and evaluates pages assigned to unit in order to facilitate shelf maintenance duties~~
- ~~Performs routine circulation duties~~
- ~~Acts as unit lead in the absence of the Circulation Supervisor~~
- ~~Prepares information and marketing materials such as signage, brochures, flyers, and pamphlets for library services, resources, and programs~~
- ~~Initiates the testing, interviewing, selection, and hiring of library pages~~
- ~~Works with assigned employees to improve performance and implements corrective action as required~~
- ~~Plans and conducts regular page meetings~~

~~For Branch Services:~~

- ~~Schedules and supervises the daily operation of a branch or Mobile Library~~
- ~~Schedules staff, organizes work flow, and oversees customer service duties~~
- ~~Performs routine circulation duties~~
- ~~Checks materials in and out~~
- ~~Interacts with other staff and the public~~
- ~~May schedule staff to facilitate public service duties~~
- ~~Schedules and coordinates outreach visits that include general library services as well as some programs and storytimes~~
- ~~Drives bookmobile, selects and stocks materials for the bookmobile~~
- ~~Supervises paraprofessional and library page staff~~
- ~~Furnishes reference service using basic branch reference sources~~
- ~~Collects fines and fees~~
- ~~Establishes positive community relationships and partnerships~~
- ~~Acts as unit lead in the absence of the senior staff~~

~~For Technical Services Unit:~~

- ~~Performs routine bibliographic searches~~
- ~~Enters and processes new order records~~
- ~~Maintains appropriations, encumbrances, and expenditures in the Library's automation system~~
- ~~Processes invoices and partial payments for Finance Department~~
- ~~Prepares claims~~
- ~~Prepares and edits purchase orders in the City's financial management system~~
- ~~Receives and updates order records~~
- ~~Maintains vendor files~~
- ~~Compiles and prepares reports and statistics~~

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Circulation, branch, or acquisitions procedures and practices;
- Current personnel practices, including supervision, training, and evaluation of employees;

SENIOR LIBRARY ASSISTANT (754)

- Automated library systems;
- Principles and practices of team building; and
- Office safety practices, procedures and standards.

Ability to:

- ~~Safely drive a bookmobile~~ Operate library vehicles that may include the bookmobile;
- Operate library equipment, such as computers, and use related software applications and databases effectively;
- Effectively handle multiple priorities, organize workload and meet strict deadlines;
- Recognize and resolve basic problems and exercise good judgment, particularly in stressful situations;
- Communicate effectively, both orally and in writing;
- Select, train, schedule, supervise, and evaluate the work of staff;
- Effectively direct the activities of the assigned work unit;
- Work in a team-based environment and achieve common goals;
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public;
- Set up displays and promote library services and programs;
- Work independently;
- Walk or stand for extended periods of time; and
- Bend, stoop, reach, carry, crawl, climb and lift up to 25 pounds to perform assigned duties.

SUPERVISION RECEIVED

Works under the general supervision of the Library Circulation Supervisor, Library Program Coordinator, or other supervisor as assigned.

SUPERVISION EXERCISED

Trains, evaluates, and supervises paraprofessional, clerical and/or Library Page staff assigned to the work unit. May assist in the supervision of other assigned library personnel. ~~May be responsible for a unit or facility in the absence of senior personnel.~~ Act as the lead person and be responsible for a unit or facility in the absence of senior staff.

CLASSIFICATION HISTORY

Established 07/1996; Rev. 07.2017; Rev. 03/2025



Agenda Report

25-896

Agenda Date: 8/14/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify the Electric Utility Generation Technician (Job Code 431) Examination Weighting Plan to 100% Oral Examination and a Qualifying Supplemental on an Ongoing Basis

ACTION AND AUTHORITY

The Human Resources Department is requesting Commission approval to modify the examination weighting plan for Electric Utility Generation Technician (Job Code 431) on an ongoing basis. This request is based on the authority of Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical test, or any combination thereof, and shall indicate the procedure in the announcement."

The Electric Utility Generation Technician (Job Code 431) is responsible to ensure that for all of the City of Santa Clara's electric generation power plants, that all of the systems and sub-systems are operated and maintained in an efficient, effective, and a safe manner.

DISCUSSION

The Human Resources Department recommends modifying the examination weighting plan for Electric Utility Generation Technician (Job Code 431) on an ongoing basis. Currently, the examination weighting plan consists of 50% oral examination and 50% qualifying written examination. The proposed modification is to make the examination weighting a 100% oral examination with a qualifying supplemental questionnaire. The Department is requesting the Commission consider this request which will allow additional flexibility in the recruitment process and expand the qualified candidate pool.

The minimum qualifications for the position require a high school diploma or GED and four years of electric generation operation and maintenance experience in a medium sized electric generation power plant or the equivalent is required, two years of which must have been at above the entry-level. The acceptable substitution allows for three years of operations and maintenance level experience above the entry level with work assignments in the City of Santa Clara combined cycle generation facilities to be substituted for the experience requirement.

The written examination assesses written communication, mathematical ability, and general electrical maintenance knowledge. Given the minimum qualifications require experience in a medium sized electric generation power plant or entry level with work assignments in the City of Santa Clara combined cycle generation facilities, these areas of assessment on the written exam are already assessed based on the candidate meeting the minimum qualifications and possess applicable electric generation operation and maintenance experience.

Additionally, the written examination is not assessing generation operation and maintenance ability which would be more relevant for the examination. In order to address the technical abilities normally assessed at the written exam, the Department will ask technical questions on the job application and oral examination which will be evaluated to determine the most competitive applicants to move forward to the next phase of the recruitment process. Additionally, the Department has 12-months to assess the employee's performance during the probationary period and will use this time to assess the technical knowledge and abilities of the

selected applicant.

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 revise the examination weighing plan other than staff time.

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

Approve modifying the Electric Utility Generation Technician (Job Code 431) weighting plan to 100% oral examination and qualifying supplemental on an ongoing basis

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

Approved by: Marco Mercado, Acting Director of Human Resources



Agenda Report

25-694

Agenda Date: 8/14/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify the Human Resources Technician (Job Code 508) Examination Weighting Plan to 100% Oral Examination and a Qualifying Supplemental on an Ongoing Basis

ACTION AND AUTHORITY

The Human Resources Department is requesting Commission approval to modify the examination weighting plan for Human Resources Technician (Job Code 508) on an ongoing basis. This request is based on the authority of Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical test, or any combination thereof, and shall indicate the procedure in the announcement."

The Human Resources Technician (Job Code 508) is responsible for a variety of tasks associated with the administration of recruitments, classification and compensation, workers' compensation, benefits, and training.

DISCUSSION

The Human Resources Department recommends modifying the examination weighting plan for Human Resources Technician (Job Code 508) on an ongoing basis. Currently, the examination weighting plan consists of 100% oral examination and qualifying written examination. The proposed modification is to make the examination weighting a 100% oral examination with a qualifying supplemental questionnaire. The City brought this request forward to the Civil Service Commission on February 14, 2022 and it was not approved by the Commission. The Department is requesting the Commission reconsider this request which will allow additional flexibility in the recruitment process and expand the qualified candidate pool.

The minimum qualifications for the position require a high school diploma or GED and 2 years of experience in technical or clerical human resources programs. The acceptable substitution allows for 30 college credits to be substituted for the experience requirement on a year for year basis. The written examination assesses written communication, analytical ability, ability to maintain accurate records, mathematical ability, and interpersonal skills. Given the minimum qualifications require either human resources experience or college credits, these areas of assessment on the written exam are already assessed based on the candidate meeting the minimum qualifications and possess applicable human resources experience or completing college credits. Additionally, the written examination is not assessing human resources technical ability which would be more relevant for the examination. In order to address the technical abilities normally assessed at the written exam, the Department will ask technical questions on the job application and oral examination which will be evaluated to determine the most competitive applicants to move forward to the next phase of the recruitment process. Additionally, the Department has 12-months to assess the employee's performance during the probationary period and will use this time to assess the technical knowledge and abilities of the selected applicant.

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 revise the examination weighing plan other than staff time.

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

Approve modifying the Human Resources Technician (Job Code 508) weighting plan to 100% oral examination and qualifying supplemental on an ongoing basis

Reviewed by: Ashley Lancaster, Deputy Director

Approved by: Aracely Azevedo, Director of Human Resources



Agenda Report

25-900

Agenda Date: 8/14/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Discuss and Possible Action to Approve the Civil Service Commission Workplan for FY 2025- 2026

DISCUSSION

Prior Year's Workplan

At the August 8, 2024 Civil Service Commission (Commission) meeting, the Commission received a staff presentation regarding the Commission's roles and purview, and an overview of classified employment under Civil Service Rules and Regulations.

The Commission discussed and developed a workplan for the FY 2024-2025. 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. Add detail on newly filled classified positions on monthly Current Status and Requisition Report:
The Human Resources Department provides regular updates on the new filled positions, promotions, transfers, or rehires throughout the fiscal year.
4. Schedule mid-year check-in on these workplan items:
Provide the Commission with a status update in early 2026.

FY 2025-2026 Commission Workplan

Members of the Commission may wish to discuss continuing to address any unfinished items from the prior year's workplan for FY 2025-2026 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

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

RECOMMENDATION

Staff has no recommendation

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

Approved by: Marco Mercado, Acting Director of Human Resources



Agenda Report

25-769

Agenda Date: 8/14/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Election of Civil Service Commission Chair and Vice Chair

BACKGROUND

City Charter, Article X, Section 1003 provides, "As soon as practicable, following the first day of July of every year, each of such boards and commissions shall organize by electing one of its members to serve as presiding officer at the pleasure of such board or commission."

DISCUSSION

The City Charter requires that commissions elect one of its members to serve as presiding officer. Traditionally, the Commission has elected a Chair and a Vice Chair who may serve as the Chair interchangeably in the absence of the Chair. Franklin Felizardo, who serves as the current Chair, and Samuel Pumarejo, who serves as the current Vice Chair, assumed their positions effective August 8, 2024 through June 30, 2025.

The Civil Service Commission may vote to elect a Chair and Vice Chair to serve a term ending on June 30, 2026, or as soon thereafter as is practicable for holding the next Commission election. There is no restriction against Commissioners serving multiple or sequential terms as Chair or Vice Chair if so elected.

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(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT

There is no fiscal impact associated with this item aside from administrative cost and expenses.

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

RECOMMENDATION

Staff recommends that the Commissioners conduct an election for the roles of Civil Service Commission Chair and Vice Chair for the period of July 10, 2025 through June 30, 2026, or as soon thereafter as is practicable for holding the next Commission election.

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

Approved by: Marco Mercado, Acting Director of Human Resources



Agenda Report

25-770

Agenda Date: 8/14/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2026

BACKGROUND

No City Charter or City Code provision specifies the frequency of the Civil Service Commission meetings. Section 1003 of the Charter only requires a meeting occur “as soon as practicable” after the first of July every year to elect a presiding officer. City Code section 2.120.030 provides that “Each board or commission of the City with members thereon appointed by the City Council shall hold regular meetings at the times and on the days indicated by resolution of the City Council except when such day falls on a City holiday, and shall hold such special meetings as it may require. The times and days for holding regular meetings are subject to amendment from time to time by resolution of the City Council. A copy of the applicable resolution(s) is and will be available for public inspection in the office.” Historically, City practice has been that the Commission meets at least every two months and when necessary as a hearing board.

DISCUSSION

For 2025, the Civil Service Commission approved a meeting schedule of every second Thursday of each month beginning in January with a start time of 6:00 p.m.

For the 2026 calendar year, the Administration recommends to continue scheduling monthly meetings on the second Thursday of the month at 6:00 pm. For each alternating month, it is recommended that, if necessary, the Board of Review convene immediately following the conclusion of the Civil Service Commission meeting. The meeting dates proposed for 2026 are as follows:

January 8, 2026
February 12, 2026*
March 12, 2026
April 9, 2026*
May 7, 2026
June 11, 2026*
July 9, 2026
August 13, 2026*
September 10, 2026
October 8, 2026*
November 12, 2026
December 10, 2026*

* The Board of Review will commence immediately following the conclusion of the CSC meeting, if necessary.

If approved by the Commission, these dates and the modified start time will be brought to Council for approval as the regular meeting dates of the Civil Service Commission.

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 additional cost to the City other than administrative staff time and expense.

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

RECOMMENDATION

Approve Civil Service Commission meeting and Board of Review dates for 2026

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

Approved by: Marco Mercado, Acting Director of Human Resources