



City of Santa Clara

Meeting Agenda

Civil Service Commission

Thursday, September 11, 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 25-969 [Action to Approve the Civil Service Commission Meeting Minutes of August 14, 2025.](#)

Recommendation: Approve the Civil Service Commission meeting minutes of August 14, 2025.

ATTACHMENTS

1. Meeting Minutes - August 14, 2025

1.b 25-989 [Note and File the Current Status and Requisition Report Dated August 31, 2025](#)

Recommendation: Note and file the Current Status and Requisition Report Dated August 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. **25-531** [Action to Modify the Class Specification for Electric Utility Programmer Analyst \(Job Code 440\) and Retitle to Electric Utility Information Systems Specialist \(Job Code 440\)](#)

Recommendation: Approve the modified Electric Utility Programmer Analyst (Job Code 440) class specification and Retitle to Electric Utility Information Systems Specialist (Job Code 440).

3. **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.

4. **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

25-969

Agenda Date: 9/11/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of August 14, 2025.

RECOMMENDATION

Approve the Civil Service Commission meeting minutes of August 14, 2025.

ATTACHMENTS

1. Meeting Minutes - August 14, 2025



City of Santa Clara

Meeting Minutes

Civil Service Commission

08/14/2025

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

Vice Chair Pumarejo called the meeting to order at 6:06 PM and lead the meeting with the Pledge of Allegiance.

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

Excused 1 - Commissioner Arti Purohit

Absent 1 - Chair Franklin Felizardo

CONSENT CALENDAR

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

A motion was made by Commissioner Dudzinski, seconded by Commissioner Billingsley to approve the April 10, 2025 Civil Service Commission meeting minutes.

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

Excused: 1 - Commissioner Purohit

Absent: 1 - Chair Felizardo

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

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

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

Excused: 1 - Commissioner Purohit

Absent: 1 - Chair Felizardo

PUBLIC PRESENTATIONS

None

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)

A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski, 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).

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

Excused: 1 - Commissioner Purohit

Absent: 1 - Chair Felizardo

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

A motion was made by Commissioner Dudzinski, seconded by Commissioner Billingsley, 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.

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

Excused: 1 - Commissioner Purohit

Absent: 1 - Chair Felizardo

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

A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski, to Modify the Human Resources Technician (Job Code 508) Examination Weighting Plan to 100% Oral Examination and a Qualifying Supplemental on an Ongoing Basis.

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

Excused: 1 - Commissioner Purohit

Absent: 1 - Chair Felizardo

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

A motion was made by Commissioner Dudzinski, seconded by Commissioner Billingsley, to approve the continuation of workplan for FY 2025-2026 with removal of detail for newly filled positions since this item has been removed.

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

Excused: 1 - Commissioner Purohit

Absent: 1 - Chair Felizardo

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

The election of Civil Service Commission Chair and Vice Chair has been deferred to the next scheduled meeting on September 11, 2025.

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

The action to Establish Civil Service Commission Meeting and Board of Review Dates for 2026 has been deferred to the next scheduled meeting on September 11, 2025.

STAFF REPORT

COMMISSIONERS REPORT

None

ADJOURNMENT

A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski, to adjourn the Civil Service Commission Meeting at 6:45 PM.

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

Excused: 1 - Commissioner Purohit

Absent: 1 - Chair Felizardo

MEETING DISCLOSURES

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Agenda Report

25-989

Agenda Date: 9/11/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

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

RECOMMENDATION

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

ATTACHMENT

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

Current Status and Requisition Report*

August 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
2319553	Electric Utility Electrician	Electric Utility	2
2319548	Electric Utility Electrician Technician	Electric Utility	3
2319538	Electric Utility Engineer	Electric Utility	5
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	3
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
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
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
2319637	Senior Civil Engineer	Public Works	2
2419714	Staff Aide II - Environmental Programs	Public Works	1

Current Status and Requisition Report*

August 31, 2025

Requisition	Classification	Department	No. Positions Approved to Fill
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
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			84

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

New Hires	22
Promotions	12
Transfers	0
Rehires	2
Total	36

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

Classification	Department	No. of Hires/Promotions/Transfers
Electric Meter Technician	Electric Utility/Silicon Valley Power	1
Electric Utility Engineer	Electric Utility/Silicon Valley Power	2
Senior Electric Utility Engineer	Electric Utility/Silicon Valley Power	1
Office Specialist II	Police	1
Police Officer (Lateral)	Police	2
Associate Engineer (Civil)	Public Works	1
Public Works Supervisor	Public Works	2
Senior Engineering Technician	Public Works	1
Total		11

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



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Agenda Report

25-531

Agenda Date: 9/11/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify the Class Specification for Electric Utility Programmer Analyst (Job Code 440) and Retitle to Electric Utility Information Systems Specialist (Job Code 440)

BACKGROUND

The Human Resources Department proposes to modify the classification (class) specification for Electric Utility Programmer Analyst (Job Code 440). 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 Electric Utility Department (Silicon Valley Power) coordinated to update the Electric Utility Programmer Analyst (Job Code 440) class specification. Revisions to the classification include a retitle of the classification to Electric Utility Information Systems Specialist. Other updates include adding the *Distinguishing Characteristics* section, edits to the *Minimum Qualifications* section to broaden the definition of qualifying experience and reduce the years of required experience from two (2) years to one (1) year, and administrative updates throughout the class specification to more accurately reflect the duties performed.

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 Electric Utility Programmer Analyst (Job Code 440) class specification and Retitle to Electric Utility Information Systems Specialist (Job Code 440).

Reviewed by: Ashley Lancaster, Deputy Director

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification (clean) Electric Utility Information Systems Specialist (Job Code 440)
2. Class Specification (track changes version) Electric Utility Information Systems Specialist (Job Code 440)

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

**TITLE: ELECTRIC UTILITY INFORMATION TECHNOLOGY SYSTEMS
SPECIALIST (JOB CODE 440)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Electric Utility	Various	Non-Exempt

CLASS SUMMARY

The Electric Utility Information Technology Systems Specialist is assigned to the City's Electric Utility Department, Silicon Valley Power (SVP), which supports critical 24/7 utility operations, general business office environments, and new technology projects. This includes user computer maintenance, user training, communications systems, card access or security systems, and other technology platforms. This position is often the first line of contact for users needing assistance in parallel to technology platform operations. The incumbent may be required to work at times other than the regularly scheduled work hours. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Electric Utility Information Technology Systems Specialist is responsible for performing the full range of support their assigned program area and is expected to work independently and exercise judgment and initiative. This position is distinguished from the higher-level Electric Division Manager classification in that the latter is a professional position in the unclassified service responsible for managing a Division of the Electric Utility Department.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- A Bachelor's Degree from a college or university with major work in computer science, software engineering, technology hardware, or a related field; and
- One (1) year of programming experience in one or more high level structured program languages, networking, and/or operating systems management.

ACCEPTABLE SUBSTITUTION

Additional qualifying experience may be substituted on a year for year basis for the required education, up to a maximum of four (4) years.

LICENSES/CERTIFICATIONS

None.

DESIRABLE QUALIFICATIONS

- Experience working with municipal utilities or in a telecommunications environment;
- Possession of advanced computing, computer technician, and/or cybersecurity certificates, such as A+, Security +, etc.);
- Experience with Operating Systems (such as Windows, Apple OSX, and iOS, Linux, etc.) and Microsoft 365 or other cloud-based platform; and
- Experience with virtualization software (such as VMWare and Hyper-V).

When assigned to the Electric Utility Operations Division, in addition to the above:

ELECTRIC UTILITY INFORMATION TECHNOLOGY SYSTEMS SPECIALIST (440)

- Experience with Remote Terminal Units (RTUs), microprocessor-based relays, and the Distributed Network Protocol (DNP); and
- Experience using Supervisory Control and Data Acquisition (SCADA) systems

OTHER REQUIREMENTS

- May be required to work unusual hours and weekends in the performance of their duties and be available on an "on call" basis.
- Incumbents will be required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements.
- Must be able to perform all of the essential functions of the job assignment, with or without reasonable accommodations.

TYPICAL DUTIES

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

Under general direction, the incumbent will:

- Perform a variety of programming and analytical tasks including evaluating, flow-charting, logical mapping, coding, implementing and maintaining electric department resource forecasting, analysis, scheduling/dispatching, and networking and communication with local and remote computer systems;
- Adhere to industry and department best practices and requirements for cybersecurity;
- Analyze, evaluate, test, debug, and support applications to ensure system engineering and infrastructure is appropriate;
- Assist users with technology issues;
- Edit and estimate meter data, troubleshooting data processing problems when needed;
- Patch and maintain the Electric Department's applications according to industry best practices and, when required, NERC CIP standards;
- Develop, prepare and maintain system methods and documentation;
- Train electric department personnel in the use of computer systems;
- Write scripts to automate tasks in Windows and Linux (e.g., VB Script, PowerShell, Python, Perl, Linux Shell Scripts);
- Provide technical support and training to end users and staff ;
- Write user guides, procedures, system standards, and technical system documentation;
- Confer with vendors regarding system and database related issues;
- Process requests for troubleshooting failures and questions and takes corrective actions by interpreting problems and providing technical support for hardware, software, and network system;
- Manage computer inventory, print servers, voicemail server, and maintains Internet Protocol (IP's) and configuration to ensure they are up to date;
- Manage vendor contracts and budgets for software licenses;
- Evaluate additions/improvements to computer hardware and software; and
- Perform other related duties as required.

ELECTRIC UTILITY INFORMATION TECHNOLOGY SYSTEMS SPECIALIST (440)

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Windows and Linux operating systems and their associated administration and patching;
- Hardware, software, and telecommunications systems and standards for real-time data collection;
- System analysis methods, structured language methods, micro and minicomputer architecture and operation including system utilities;
- Program coding and testing;
- Communication protocols such as TCP, UDP, and IP;
- Operational and platform management applications; and
- Environmental and safety practices, procedures, and standards.

Ability to:

- Apply effective programming methods to applications;
- Communicate effectively, both orally and in writing;
- Analyze complex procedures and data and develop appropriate logical conclusions;
- Evaluate and maintain electric utility applications;
- Troubleshoot existing systems and programming malfunctions and take corrective actions;
- Document and maintain documentation of current system requirements;
- Effectively handle multiple priorities, organize workload and meet strict deadlines;
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public;
- Work in a team-based environment and achieve common goals;
- Prepare and maintain budgeting information related to software and hardware life cycle;
- Walk or stand for extended periods of time; and
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the direction of the Electric Division Manager, or other manager as assigned.

SUPERVISION EXERCISED

May supervise interns or other personnel as assigned.

CLASSIFICATION HISTORY

Established 12/03/2013, Rev. 12/16/2016, Rev. 6/2025

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

**TITLE: ELECTRIC UTILITY ~~PROGRAMMER~~INFORMATION TECHNOLOGY
SYSTEMS ANALYSTSPECIALIST (JOB CODE 440)**

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

Description**CLASS SUMMARY**

The Electric Utility ~~Programmer~~Information Technology Systems Specialist Analyst is assigned to the City's Electric Utility Department, Silicon Valley Power (SVP), which ~~utilizes a 24-hour per day real-time computer network~~ supports critical 24/7 utility operations, general business~~regular~~ office environments, and new technology projects. This ~~may include the daily operation of the City's Silicon Valley Power (SVP) MeterConnect program maintenance~~user computer maintenance, user training, communications systems, card access or security systems, and other technology platforms. This position is often the first line of contact for users needing assistance in parallel to technology platform operations. of the Supervisory Control and Data Acquisition (SCADA) System. The incumbent may be required to work at times other than the regularly scheduled work hours. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Electric Utility Information Technology Systems Specialist is responsible for performing the full range of support their assigned program area and is expected to work independently and exercise judgment and initiative. This position is distinguished from the higher-level Electric Division Manager classification in that the latter is a professional position in the unclassified service responsible for managing a Division of the Electric Utility Department.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- ~~Education equivalent to a~~ A Bachelor's Degree from an ~~accredited~~ college or university with major work in computer science, software engineering, technology hardware, statistics, mathematics, finance, economics ~~or a related field; and~~
- ~~One (1) Equivalent to two-years recent full time paid-of programming experience, which includes programming in one or more high level structured program languages, ; and networking, and/or operating systems management.~~

Possible Substitutions: ACCEPTABLE SUBSTITUTION

Additional qualifying experience may be substituted on a year for year basis for the required education, up to a maximum of four (4) years.

~~One year of additional full-time paid work experience may be substituted for up to one year of college education.~~

LICENSES/CERTIFICATIONS

None.

Desirable Qualifications: DESIRABLE QUALIFICATIONS

ELECTRIC UTILITY PROGRAMMER ANALYST INFORMATION TECHNOLOGY SYSTEMS SPECIALIST (440)

- Experience working with municipal utilities or in a telecommunications environment ~~is desirable~~;
- Possession of advanced computing, computer technician, and/or cybersecurity certificates, such as A+, Security +, etc.);
- Experience with Operating Systems (such as Windows, Apple OSX, and iOS, Linux, etc.) and Microsoft 365 or other cloud-based platform; and
- Experience with virtualization software (such as VMWare and Hyper-V).

When assigned to the Electric Utility Operations Division, in addition to the above:

- Experience with Remote Terminal Units (RTU's), microprocessor-based relays, and the Distributed Network Protocol (DNP), and ABB Network Manager—S (SPIDER) Energy Management Systems (EMS), Linux and Windows Operating Systems, and virtualization ~~is highly desirable~~; and
- Experience using Supervisory Control and Data Acquisition (SCADA) systems ~~is highly desirable and may be required depending upon assignment.~~

OTHER REQUIREMENTS

- May be required to work unusual hours and weekends in the performance of their duties and be available on an "on call" basis.
- Incumbents will be ~~Employees are~~ required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements.
- Must be able to perform all of the essential functions of the job assignment, with or without reasonable accommodations.

TYPICAL DUTIES

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

Under general supervision-direction, the incumbent will:

- Performs a variety of programming and analytical tasks including evaluating, flow-charting, logical mapping, coding, implementing and maintaining electric department resource forecasting, analysis, scheduling/dispatching, and networking and communication with local and remote computer systems;
- Adhere to industry and department best practices and requirements for cybersecurity;
- Analyzes, evaluates, tests, debugs, and supports applications to ensure system engineering and infrastructure is appropriate;
- Assist users with technology issues;
- Edits and estimates meter data ~~and,~~ troubleshoots data processing problems when needed;
- Patches and maintains the Electric Department's Supervisory Control and Data Acquisition (SCADA) System or other department applications according to industry best practices and, when required, NERC CIP standards;

ELECTRIC UTILITY ~~PROGRAMMER~~ ANALYST INFORMATION TECHNOLOGY SYSTEMS SPECIALIST (440)

- Develops, prepares and maintains system methods and documentation;
- Trains electric department personnel in programming and the use of computer systems;
- Writes scripts to automate tasks in Windows and Linux (e.g., VB Script, PowerShell, Python, Perl, Linux Shell Scripts);
- Provides technical support and training to end users and staff subject to 24/7 callout;
- Writes user guides, and procedures, system standards, and technical system documentation;
- Confers with vendors regarding system and database related issues;
- Processes requests for troubleshooting failures and questions and takes corrective actions by interpreting problems and providing technical support for hardware, software, and network system;
- Manages computer inventory, print servers, voicemail server, and maintains Internet Protocols (IP's) and configuration to ensure they are up to date;
- Manages vendor contracts and budgets for software licenses;
- Evaluates additions/improvements to computer hardware and software; and
- Perform other related duties as required.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Windows and Linux operating systems and their associated administration and patching;
- Hardware, software, and telecommunications systems and standards for real-time data collection;
- System analysis methods, structured language methods, micro and minicomputer architecture and operation including system utilities;
- Program coding and testing;
- Communication protocols such as TCP, UDP, and IP;
- Operational and platform management applications; and for Supervisory Control and Data Acquisition (SCADA) or meter data management, including scheduling and execution of data requests
- Environmental and safety practices, procedures, and standards.

Ability to:

- Apply effective programming methods to applications;
- Communicate effectively, both orally and in writing;
- Analyze complex procedures and data and develop appropriate logical conclusions;
- Evaluate and maintain electric utility applications;
- Troubleshoot existing systems and programming malfunctions and take corrective actions;
- Document and maintain documentation of current system requirements;
- Effectively handle multiple priorities, organize workload and meet strict deadlines;
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public;
- Work in a team-based environment and achieve common goals;
- Prepare and maintain budgeting information related to software and hardware life cycle;

**ELECTRIC UTILITY-PROGRAMMER-ANALYST-INFORMATION TECHNOLOGY
SYSTEMS SPECIALIST (440)**

- Walk or stand for extended periods of time; [and](#)
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the direction of the Electric Division Manager, [Senior Electric Utility Engineer](#), or other manager as assigned.

SUPERVISION EXERCISED

[May s](#)Supervises interns or other personnel as assigned.

CLASSIFICATION HISTORY

Established 12/03/2013, Rev. 12/16/2016, [Rev. 6/2025](#)



Agenda Report

25-769

Agenda Date: 9/11/2025

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: 9/11/2025

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