



City of Santa Clara

Meeting Agenda

Civil Service Commission

Monday, March 11, 2019

7:00 PM

City Hall - Council Chambers
1500 Warburton Avenue
Santa Clara, CA 95050

CALL TO ORDER AND ROLL CALL

Pledge of Allegiance

CONSENT CALENDAR

- 1 19-263 [Meeting Minutes of November 19, 2018](#)

Recommendation: Approve the Meeting Minutes of November 19, 2018.

PUBLIC PRESENTATIONS

GENERAL BUSINESS

- 2 19-285 [Election of Civil Service Commission Chair and Vice-Chair](#)

Recommendation: Staff recommends that the Commission conduct an election for the period of March 11, 2019 through June 30, 2019, or as soon thereafter as is practicable for holding the next Commission election.

- 3 19-243 [Action to Extend Probationary Period of Business Analyst](#)

Recommendation: Approve the extension of the probationary period for a Business Analyst (Employee No. 7302).

- 4 19-169 [Action to Modify Job Specification for Senior Electrical Estimator](#)

Recommendation: Approve the modified job specification for Senior Electrical Estimator.

- 5 19-261 [Action to Adopt Job Specification and Examination Weighting for Code Enforcement Supervisor](#)

Recommendation: Approve the proposed job specification for Code Enforcement Supervisor with an examination weighting of 100% Oral.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next regularly scheduled meeting is May 13, 2019.



City of Santa Clara

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

Agenda Report

19-263

Agenda Date: 3/11/2019

SUBJECT

Meeting Minutes of November 19, 2018

RECOMMENDATION

Approve the Meeting Minutes of November 19, 2018.

ATTACHMENT

1. Item 1.A Meeting Minutes of November 19, 2018

Draft



City of Santa Clara

Meeting Minutes

Civil Service Commission

11/19/2018

7:00 PM

City Hall - Council Chambers
1500 Warburton Avenue
Santa Clara, CA 95050

CALL TO ORDER AND ROLL CALL

Chairperson Bouza called the meeting to order at 7:00 PM, and lead the meeting in the Pledge of Allegiance.

Present 4 - Commissioner Mario Bouza, Commissioner Carolyn McAllister, Commissioner Willie D. Brown Jr., and Commissioner John Casey

Absent 1 - Commissioner Franklin Felizardo

CONSENT CALENDAR

1.A [18-1215](#) Meeting Minutes of September 17, September 24, and October 25, 2018

Recommendation: Approve the Meeting Minutes of September 17, September 24, and October 25, 2018.

A motion was made by Commissioner Brown, Jr., seconded by Commissioner Casey, that the Meeting Minutes of September 17, 2018 be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 3 - Commissioner Bouza, Commissioner Brown Jr., and Commissioner Casey

Excused: 1 - Commissioner McAllister

Absent: 1 - Commissioner Felizardo

A motion was made by Commissioner Brown, Jr., seconded by Commissioner Casey, that the Meeting Minutes of September 24, 2018 be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 3 - Commissioner Bouza, Commissioner McAllister, and Commissioner Casey

Excused: 1 - Commissioner Brown Jr.

Absent: 1 - Commissioner Felizardo

A motion was made by Commissioner Brown, Jr., seconded by Commissioner Casey, that the Meeting Minutes of October 25, 2018 be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

1.B [18-1466](#) Open Recruitment Reports for September and October 2018

Recommendation: Approve the Open Recruitment Reports for September and October 2018.

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, Jr., that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

1.C [18-1318](#) Civil Service Commission Meeting Dates for 2019

Recommendation: Approve the 2019 meeting and hearing dates for the Civil Service Commission.

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, Jr., that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

PUBLIC PRESENTATIONS

GENERAL BUSINESS

- 2 [18-1487](#) Election of Civil Service Commission Chair and Vice-Chair

Recommendation: Staff recommends that the Commission conduct an election for the period of November 19, 2018 through June 30, 2019, or as soon thereafter as is practicable for holding the next Commission election.

A motion was made by Commissioner McAllister, seconded by Commissioner Casey, that this item be Continued. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 3 [18-1549](#) Conduct Applicant Interviews and Appoint Members to the Salary Setting Commission

Recommendation: Conduct interviews of applicants and appoint members to the Salary Setting Commission.

A motion was made by Commissioner Brown, Jr., seconded by Commissioner McAllister, that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 4 [18-1399](#) Action to Extend Eligible List for Water Service Technician I

Recommendation: Approve the request to extend the eligible list for Water Service Technician I by six months to June 4, 2019.

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, Jr., that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 5 [18-1507](#) Action to Modify Job Specification for Police Officer

Recommendation: Approve the modified job specification for Police Officer.

A motion was made by Commissioner Brown, Jr., seconded by Commissioner Casey, that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 6 [18-1464](#) Action to Modify Job Specification for Police Records Supervisor

Recommendation: Approve the modified job specification for Police Records Supervisor.

A motion was made by Commissioner Brown, Jr., seconded by Commissioner Casey, that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 7 [18-1455](#) Action to Modify Job Specification for Grounds Maintenance Worker II

Recommendation: Approve the modified job specification for Grounds Maintenance Worker II.

A motion was made by Commissioner Casey, seconded by Commissioner McAllister, that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 8 [18-1452](#) Action to Modify Job Specification and Examination Weighting for Recreation Supervisor

Recommendation: Approve the modified job specification and exam weighting of 100% Oral for Recreation Supervisor.

A motion was made by Commissioner McAllister, seconded by Commissioner Casey, that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 9 [18-1442](#) Action to Modify Job Specification for Staff Aide II - Environmental Programs

A motion was made by Commissioner Casey, seconded by Commissioner McAllister, that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 10 [18-1453](#) Action to Modify Job Specification for Senior Permit Technician

Recommendation: Approve the modified job specification for Senior Permit Technician.

A motion was made by Commissioner McAllister, seconded by Commissioner Casey, that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 11 [18-1506](#) Action to Modify Job Specification for Library Program Coordinator - Branch Manager

Recommendation: Approve the modified job specification for Library Program Coordinator - Branch Manager.

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, Jr., that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

- 12 [18-1454](#) Action to Adopt Job Specification and Examination Weighting for Public Works Supervisor

Recommendation: Approve the proposed job specification for Public Works Supervisor with an examination weighting of 100% Oral.

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, Jr., that this item be Approved Staff Recommendation. The motion carried by the following vote:

Aye: 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

Absent: 1 - Commissioner Felizardo

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

Chairperson Bouza adjourned the meeting at 8:14 PM. The next regularly scheduled meeting is January 14, 2019.

Adjourned



Agenda Report

19-285

Agenda Date: 3/11/2019

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 as needed in the absence of the Chair. Mario Bouza, who serves as the current Civil Service Commission Chair, and Carolyn McAllister, who serves as the current Vice Chair, assumed their positions in May 2017. The Civil Service Commission may vote to elect a Chair and Vice Chair to serve a term ending in June 2019, 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 is so elected.

The Board and Commission Handbook procedures describe the role of the Chair and Vice Chair (Attachment 1).

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 [<mailto:clerk@santaclaraca.gov>](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Staff recommends that the Commission conduct an election for the period of March 11, 2019 through June 30, 2019, or as soon thereafter as is practicable for holding the next Commission election.

Reviewed by: Teresia Zadroga-Haase, Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENT

1. City Commission Handbook, Section 2 (portion)

Role of the Chair and Vice Chair

"It can take 10 years to gain the public's trust . . . and 10 minutes to lose it."
Chris McKenzie

City commissions generally rotate the position of chair and vice chair each year in July. Frequently the position is based on seniority, but that is not a mandatory criterion. The willingness and ability of an individual to serve as the chair or vice chair should be taken into consideration. The additional responsibilities of serving as chair and vice chair may take extra time.

Responsibilities of the Chair:

- Preside at all official meetings of the City commission
- Consult with the staff liaison in drafting the meeting agenda
- Attend City Council meetings as needed to represent the City commission
- Sign correspondence on behalf of the City commission

Responsibility of the Vice Chair:

- Substitute for the Chair as needed



Agenda Report

19-243

Agenda Date: 3/11/2019

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Extend Probationary Period of Business Analyst

ACTION AND AUTHORITY

The Electric Utility Department is requesting to extend the probationary period for an employee based on the authority of the Civil Service Rule 4.20(b), "Any permanent employee who is an applicant for promotion may have their probationary period extended by the Commission to permit the acquisition of required licenses or certificates or completion of training. Regular classified employees may have their probationary period extended by the Commission for reasons of sickness or absence."

DISCUSSION

A Business Analyst (Employee No. 7302) in the Electric Utility Department is currently on a medical leave, which began during the employee's probationary period, and is expected to extend beyond the original probation completion date. Therefore, the Department is requesting an extension of the probationary period by approximately two months after his anticipated return to work to August 31, 2019 to allow for a full 12 months probationary period to conduct the proper assessments required during probationary status.

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

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RECOMMENDATION

Approve the extension of the probationary period for a Business Analyst (Employee No. 7302).

Reviewed by: Teresia Zadroga-Haase, Director, Human Resources
Approved by: Nadine Nader, Assistant City Manager



Agenda Report

19-169

Agenda Date: 3/11/2019

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Job Specification for Senior Electrical Estimator

ACTION AND AUTHORITY

The Electric Utility Department is requesting to modify the job specification for Senior Electrical Estimator based on the authority of Personnel & Salary Resolution, Sec. 6(d), "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 job specification for Senior Electrical Estimator was last revised in September 2007. A job analysis was conducted in December 2018 to identify changes needed to the job specification. The Education and Experience section was updated to include an Associates' degree and three (3) years of experience which better reflects the needs of the department for the senior level of the Electrical Estimator. The desirable qualifications section was revised to include experience using ESRI-based GIS applications.

There are no recommended changes to the examination weighting for Senior Electrical Estimator. The updated classification has been reviewed by the affected bargaining unit.

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 the modified job specification for Senior Electrical Estimator.

Reviewed by: Teresia Zadroga-Haase, Director of Human Resources

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. Job Specification, clean and draft, for Senior Electrical Estimator
2. Memo to modify Job Specification for Senior Electric Estimator

CITY OF SANTA CLARA, CALIFORNIA
SENIOR ELECTRICAL ESTIMATOR
(726)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- ~~Any combination of education and experience equivalent to five (5) years of progressively responsible experience in the design of overhead and underground electric utility transmission and distribution systems~~
Any combination of education and experience equivalent to five (5) years of progressively responsible experience in the design of overhead and underground electric utility transmission and distribution systems.
- ~~_____~~
- ~~_____~~
- Experience in operating, ~~and the ability to operate~~ Computer Aided Drafting and Design (CADD) programs.

Possible Substitutions:

- ~~An associate degree in engineering or a related field from an accredited college or university may be substituted for two (2) years of the required design experience.~~
- ~~A bachelor's degree in engineering or related field from an accredited college or university may be substituted for four (4) years of the required design experience.~~ An associate degree in engineering or a related field from an accredited college or university may be substituted for two (2) years of the required design experience
- A bachelor's degree in engineering or related field from an accredited college or university may be substituted for four (4) years of experience in the design of overhead and underground electric utility transmission and distribution systems
- ~~Experience as a journey lineworker may be substituted for the required design experience on a year for year basis.~~

Desirable Qualification:

- Overhead 60kV and 115kV transmission line design experience
- ESRI-based GIS applications experience.

LICENSE

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

DISTINGUISHING CHARACTERISTICS

Under general direction, organizes, reviews and performs a variety of sub-professional engineering office and field work. This class is distinguished from Electrical Estimator in that it performs the more complex phases of cost estimating, has lead responsibility in planning, design and review of special and major development projects, and has responsibility for the development and implementation of estimating and construction standards. This position is

SENIOR ELECTRICAL ESTIMATOR (continued)

expected to work independently with limited direct supervision and to provide training and assistance to lower level positions.

TYPICAL DUTIES

~~Each position in this classification may not include all of 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:

- Prepares detailed plans and specifications of electric utility distribution plant construction, maintenance or removal, such as underground residential/commercial developments, overhead and underground main feeder systems and transformer, capacitor, switching equipment installations or replacement.
- Prepares plans for transmission line extensions and reconstruction of existing transmission line facilities.
- Designs street lighting systems and prepares construction drawings.
- Prepares detailed sketches of work to be performed, including special instructions for installing materials and location of poles, anchors, guys, conduit systems, vaults, service boxes, transformers, etc.
- Determines proper cable and wire sizes, transformer sizes and combinations for given loads on the distribution system.
- Prepares cost, time, and material estimates for the construction, repair, rearrangement, and maintenance of overhead and underground utility facilities including transmission, distribution, street lighting, and metering, in accordance with the Public Utilities Commission (PUC) General Orders and City construction standards.
- Coordinates layout of subdivisions with other utilities.
- Conducts field surveys of project sites to determine the location of electric and other facilities and the impact of proposed changes.
- Determines easement requirements and initiates easement requests.
- Reviews and comments on building and public improvement plans.
- Assists in the development of material and construction standards.
- Works with developers, consultants, contractors, property owners, and other utilities on construction activities and proposed additions and changes to the City's electric utility system.
- Communicates in writing with developers, consultants, contractors, property owners, and other utilities regarding construction responsibilities and costs.
- Provides technical direction and training for other department and division personnel.
- Provides customer information to the utility billing division.
- Responds to questions and concerns from the public regarding the electric utility's activities/system and provides information related to electric utility methods and standards.
- Prepares routine correspondence.
- Maintains appropriate records of electric system facilities.
- May act as Principal Electrical Estimator in his/her absence; and
- Performs other related work as assigned.

SENIOR ELECTRICAL ESTIMATOR (continued)

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Fundamentals of engineering methods, materials and equipment used in construction and maintenance of overhead and underground electrical distribution and transmission facilities-
- Pertinent laws, rules, regulations, codes and safety orders-
- Theory and principles of electricity as applied to circuits and wiring systems-
- Environmental and safety practices, procedures and standards-
- Principles of cost estimating-
- Basic principles and practices of project planning and scheduling-
- Basic principles of supervision and personnel administration
- Mathematics commonly used in electrical systems' calculations and estimating, including algebra, geometry and trigonometry-
- Computer Aided Design and Drafting tools (e.g., AutoCAD) and techniques-

Ability to:

- Interpret pertinent laws, rules, regulations, codes and safety orders-
- Read, interpret, and work from plans, diagrams, and sketches;
- Plan and lay out installation of new electrical facilities;
- Prepare electrical plans and specifications, and to make accurate estimates of time, costs, and quantities for construction, installation, transmission, distribution, and maintenance of electric transmission and distribution facilities-
- Effectively handle multiple priorities, organize workload, and meet strict deadlines-
- Plan, review and help coordinate other employees' project processes-
- Review plans for conformance to rules and regulations-
- Make mathematical calculations commonly used in electrical estimating-
- Prepare drawings utilizing ~~both conventional drafting and~~ computer aided drafting techniques-
- Demonstrate proficient computer skills-
- Make field observations and transfer the information to design drawings-
- Negotiate easements and right-of-way-
- Work cooperatively with those contacted in the course of work, including the general public and City employees-
- Work in a team-based environment to achieve common goals-
- Communicate clearly and effectively, both orally and in writing-
- Understand and carry out oral and written instructions-
- Prepare and maintain accurate records, files and reports-
- Prepare routine correspondence-
- Perform work indoors and outdoors throughout the year-
- Walk or stand for extended periods of time-
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties-
- Lift ~~50-75 pounds, with assistance, once or twice a week.~~

SUPERVISION RECEIVED

Works under the general supervision of Senior Electric Utility Engineer, Principal Electrical Estimator, or other assigned supervisor.

SENIOR ELECTRICAL ESTIMATOR (continued)

SUPERVISION EXERCISED

May supervise the work of sub-professional engineering personnel as assigned.

SPECIAL CONDITIONS

May work unusual hours in emergency situations, or while acting as supervisor, or at other than the regular job site.

OTHER REQUIREMENTS

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

CITY OF SANTA CLARA, CALIFORNIA
SENIOR ELECTRICAL ESTIMATOR
(726)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Any combination of education and experience equivalent to five (5) years of progressively responsible experience in the design of overhead and underground electric utility transmission and distribution systems
- Experience in operating Computer Aided Drafting and Design (CADD) programs.

Possible Substitutions:

- An associate degree in engineering or a related field from an accredited college or university may be substituted for two (2) years of the required design experience
- A bachelor's degree in engineering or related field from an accredited college or university may be substituted for four (4) years of experience in the design of overhead and underground electric utility transmission and distribution systems

Desirable Qualification:

- Overhead 60kV and 115kV transmission line design experience
- ESRI-based GIS applications experience

LICENSE

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

DISTINGUISHING CHARACTERISTICS

Under general direction, organizes, reviews and performs a variety of sub-professional engineering office and field work. This class is distinguished from Electrical Estimator in that it performs the more complex phases of cost estimating, has lead responsibility in planning, design and review of special and major development projects, and has responsibility for the development and implementation of estimating and construction standards. This position is expected to work independently with limited direct supervision and to provide training and assistance to lower level positions.

TYPICAL DUTIES

Duties include, but are not limited to the following:

Under general supervision:

- Prepares detailed plans and specifications of electric utility distribution plant construction, maintenance or removal, such as underground residential/commercial developments, overhead and underground main feeder systems and transformer, capacitor, switching equipment installations or replacement

SENIOR ELECTRICAL ESTIMATOR (continued)

- Prepares plans for transmission line extensions and reconstruction of existing transmission line facilities
- Designs street lighting systems and prepares construction drawings
- Prepares detailed sketches of work to be performed, including special instructions for installing materials and location of poles, anchors, guys, conduit systems, vaults, service boxes, transformers, etc.
- Determines proper cable and wire sizes, transformer sizes and combinations for given loads on the distribution system
- Prepares cost, time, and material estimates for the construction, repair, rearrangement, and maintenance of overhead and underground utility facilities including transmission, distribution, street lighting, and metering, in accordance with the Public Utilities Commission (PUC) General Orders and City construction standards
- Coordinates layout of subdivisions with other utilities
- Conducts field surveys of project sites to determine the location of electric and other facilities and the impact of proposed changes
- Determines easement requirements and initiates easement requests
- Reviews and comments on building and public improvement plans
- Assists in the development of material and construction standards
- Works with developers, consultants, contractors, property owners, and other utilities on construction activities and proposed additions and changes to the City's electric utility system
- Communicates in writing with developers, consultants, contractors, property owners, and other utilities regarding construction responsibilities and costs
- Provides technical direction and training for other department and division personnel
- Provides customer information to the utility billing division
- Responds to questions and concerns from the public regarding the electric utility's activities/system and provides information related to electric utility methods and standards
- Prepares routine correspondence
- Maintains appropriate records of electric system facilities
- May act as Principal Electrical Estimator in his/her absence; and
- Performs other related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Fundamentals of engineering methods, materials and equipment used in construction and maintenance of overhead and underground electrical distribution and transmission facilities
- Pertinent laws, rules, regulations, codes and safety orders
- Theory and principles of electricity as applied to circuits and wiring systems
- Environmental and safety practices, procedures and standards
- Principles of cost estimating
- Basic principles and practices of project planning and scheduling
- Basic principles of supervision and personnel administration
- Mathematics commonly used in electrical systems' calculations and estimating, including algebra, geometry and trigonometry
- Computer Aided Design and Drafting tools (e.g., AutoCAD) and techniques

SENIOR ELECTRICAL ESTIMATOR (continued)

Ability to:

- Interpret pertinent laws, rules, regulations, codes and safety orders
- Read, interpret, and work from plans, diagrams, and sketches
- Plan and lay out installation of new electrical facilities
- Prepare electrical plans and specifications, and to make accurate estimates of time, costs, and quantities for construction, installation, transmission, distribution, and maintenance of electric transmission and distribution facilities
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Plan, review and help coordinate other employees' project processes
- Review plans for conformance to rules and regulations
- Make mathematical calculations commonly used in electrical estimating
- Prepare drawings utilizing computer aided drafting techniques
- Demonstrate proficient computer skills
- Make field observations and transfer the information to design drawings
- Negotiate easements and right-of-way
- Work cooperatively with those contacted in the course of work, including the general public and City employees
- Work in a team-based environment to achieve common goals
- Communicate clearly and effectively, both orally and in writing
- Understand and carry out oral and written instructions
- Prepare and maintain accurate records, files and reports
- Prepare routine correspondence
- Perform work indoors and outdoors throughout the year
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties
- Lift 50 pounds

SUPERVISION RECEIVED

Works under the general supervision of Senior Electric Utility Engineer, Principal Electrical Estimator, or other assigned supervisor.

SUPERVISION EXERCISED

May supervise the work of sub-professional engineering personnel as assigned.

SPECIAL CONDITIONS

May work unusual hours in emergency situations, or while acting as supervisor, or at other than the regular job site.

OTHER REQUIREMENTS

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

Silicon Valley Power

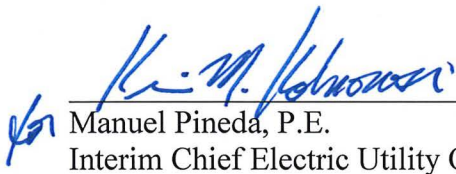
CITY OF SANTA CLARA ELECTRIC DEPARTMENT

INTEROFFICE MEMORANDUM

DATE: February 1, 2019
TO: Director of Human Resources
FROM: Interim Chief Electric Utility Officer
SUBJECT: Request to Approve Job Specifications for Sr. Electrical Estimator

The Electric Department has reviewed its staffing needs and is requesting the approval of the revised job specifications for Sr. Electrical Estimator. The revisions are being requested to update the current job requirements and align them with the other classifications in the job series. The updates include changes to technology being used during the course of work and clarifications to the education, experience and substitutions requirements.

Thank you for your assistance. If you have any questions regarding this request, please contact Voula Brown, Staff Aide II, at 615-6604.



Manuel Pineda, P.E.
Interim Chief Electric Utility Officer



Agenda Report

19-261

Agenda Date: 3/11/2019

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Adopt Job Specification and Examination Weighting for Code Enforcement Supervisor

ACTION AND AUTHORITY

The Community Development Department is requesting to adopt a new classified job description and exam weighting for Code Enforcement Supervisor based on the Personnel & Salary Resolution, Sec. 6(d), "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," and Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical tests, or any combination thereof, and shall indicate the procedure in the announcement."

DISCUSSION

Attached is a memorandum from the Community Development Department requesting that the Commission approve the new job description for Code Enforcement Supervisor. The new job description reflects the duties the incumbent will be expected to perform such as planning, developing and overseeing the work of staff involved in the investigation of code enforcement issues, interpretation and enforcement of ordinances and codes, and overseeing the issuance of administrative citations to ensure uniform application. The Typical Duties and Knowledge, Skills, and Abilities sections demonstrate the technical knowledge and related abilities needed pertaining to supervising assigned staff enforcing zoning, land use, building, housing, and related municipal codes and ordinances, to determine violations and gain compliance.

It is recommended that the examination weighting for Code Enforcement Supervisor be 100% Oral.

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 the proposed job specification for Code Enforcement Supervisor with an examination weighting of 100% Oral.

Reviewed by: Teresia Zadroga-Haase, Director of Human Resources

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. Job Specification for Code Enforcement Supervisor
2. Community Development Memorandum

CITY OF SANTA CLARA, CALIFORNIA
CODE ENFORCEMENT SUPERVISOR

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EDUCATION AND EXPERIENCE

Minimum Qualifications:

- A Bachelor's Degree in City or Urban Planning, Business Administration, Public Administration, Construction Technology, Environmental Science, or closely related field; and
- Four (4) years of experience in public contact work involving interpreting and enforcing a variety of codes, zoning, administrative investigation, building inspection or investigation, including two (2) years of supervisory experience or demonstrated experience in a leadership role.

Possible Substitutions:

- One (1) year of additional related experience may be substituted for each year, up to two years of the required education.

Desirable Qualifications:

- A Code Enforcement Officer Certification by the California Association of Code Enforcement Officers (CACEO) or the California Code Enforcement Corporation (CCEC) is desirable.

LICENSES AND CERTIFICATIONS

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.
- Possession of a Code Enforcement Officer Certification by the California Association of Code Enforcement Officers (CACEO) or the California Code Enforcement Corporation (CCEC) is required within twelve (12) months of appointment and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

An incumbent in this position will perform work in supervising assigned staff enforcing zoning, land use, building, housing, and related municipal codes and ordinances, to determine violations and gain compliance. This is a supervising position responsible for administration and supervision of the work of the Code Enforcement Technicians and Officers in the inspection, investigation, and promotion of health, safety, and environmental quality. Primary responsibilities are training and directing assigned staff, in the performing of complaint investigations and inspections, code enforcement and specialized programs and assignments.

TYPICAL DUTIES

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

Under general direction:

CODE ENFORCEMENT SUPERVISOR (Continued)

- Plans, develops and oversees the work of staff involved in the investigation of code enforcement issues and interpretation and enforcement of ordinances and codes
- Supervises, trains and evaluates assigned staff
- Receives and responds to inquiries and complaints received by City departments and the public; investigates and researches issues and recommends a correct course of action
- Oversees the issuance of administrative citations to ensure uniform application
- Negotiates with individuals and/or groups to gain cooperation in resolving code violations
- Performs final inspections to determine compliance with planning related conditions of approval on projects
- Oversees the scheduling of and staff preparation for administrative hearings and represents the City in Administrative and Criminal hearings
- Recommends and implements unit goals and objectives; establishes performance standards and methods for the enforcement of municipal, State and Federal codes; develops and implements policies and procedures in accordance with current code enforcement trends, legislation, regulations and internal direction
- Regularly drives through the City to identify and monitor problem properties, areas and open spaces
- Coordinates with citizens, neighborhood groups, City Council staff, City Departments and outside agencies to develop equitable solutions to difficult problems in accordance with Division goals, policies, and procedures
- Provides expert testimony relating to code enforcement issues in court and at administrative proceedings
- May make presentations to City Council and community groups
- Prepares a variety of technical and administrative reports, documents and correspondence
- Perform other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Field investigations and procedures
- Environmental and safety practices, procedures and standards
- Project management and workload planning
- Principles and practices of code enforcement; investigation techniques and evidence collection and preparation, negotiations and conflict resolution, and interviewing
- Pertinent City, Local, Federal and department codes, policies, and procedures
- Business report writing
- Planning requirements related to setbacks, buildings and sign heights
- Business computer user applications, relating to work management and data collection
- Property owner rights; property descriptions and assessor's map systems
- Supervisory and administrative principles

Ability to:

- Develop and recommend policies and procedures related to assigned operations
- Plan, organize, and direct staff engaged in the performance of a variety of complex, technical work
- Develop and implement short-term and long-term goals and objective
- Operate a mobile device/computer and applicable software such as a work order management

CODE ENFORCEMENT SUPERVISOR (Continued)

system and Microsoft Office Suite

- Communicate effectively and clearly, both orally and in writing
- Prepare, maintain and update records, logs and reports
- Respond to inquiries and complaints in a tactful and timely manner
- 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
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb, and lift up to 25 pounds to perform assigned duties.

SUPERVISION RECEIVED

Works under the general direction of a Principal Planner or other supervisor as assigned.

SUPERVISION EXERCISED

Supervises Code Enforcement Technicians, Code Enforcement Officers, and other assigned staff.

OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment.
- May be required to work odd and unusual hours in the performance of duties and during emergency situations.

CONFLICT OF INTEREST

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



Date: February 27, 2019
To: Director of Human Resources
From: Community Development Director
Subject: **Request to Approve Job Specification for a Community Development Department Code Enforcement Supervisor**

The Community Development Department currently has a budgeted, but vacant code enforcement officer position and two filled code enforcement technician positions. All three of these positions report directly to the principal planner. The Department is requesting to add the position of Code Enforcement Supervisor to provide direct supervision to the officer and technicians and better align the job descriptions with the job duties performed.

The code enforcement officer job description states that they may supervise code enforcement technicians; however, the position is not utilized as such, and the remainder of the description does not describe any typical duties of a supervisor. The code enforcement technician job description does not include supervision duties.

The proposed Code Enforcement Supervisor position will be responsible for administration and supervision of the work of the code enforcement officers and technicians in the enforcement of land use, zoning code, and related municipal codes and ordinances, to determine violations and gain compliance. The primary responsibilities will be directing assigned staff in the performing of complaint investigations and inspections, setting goals and priorities, establishing performance standards, managing team workload and conducting performance reviews.

The Code Enforcement Supervisor job description details the duties of a supervisor combines multiple job descriptions into a single job description reflecting a common administrative skillset. Specific certifications/licenses, skills, and abilities are itemized out for each division supervisor.

Thank you in advance for your consideration. Please contact me at (408) 615-2451 if you have any questions regarding this request.

For Andrew Crabtree
Community Development Director

cc: Reena Brilliot, Planning Manager; Christine Doan, HR Technician