



City of Santa Clara

Meeting Agenda

Civil Service Commission

Monday, May 14, 2018

7:00 PM

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

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

- 1.A 18-565 [Meeting Minutes of March 12, 2018](#)
Recommendation: Approve the Meeting Minutes of March 12, 2018.
- 1.B 18-567 [Change of Status Reports for March and April 2018](#)
Recommendation: Approve the Change of Status Reports for March and April 2018.
- 1.C 18-568 [Current Recruitment Activity Reports for March and April 2018](#)
Recommendation: Approve the Current Recruitment Activity Reports for March and April 2018.
- 1.D 18-569 [Examination Reports for March and April 2018](#)
Recommendation: Approve the Examination Reports for March and April 2018.

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2. 18-202 [Request to Modify Job Specifications for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer](#)
Recommendation: Approve the modified job specifications for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer.
3. 18-574 [Request to Extend Eligible List for Equipment Operator](#)
Recommendation: Staff recommends the Civil Service Commission approve the request to extend the eligible list for Equipment Operator by six months to January 7, 2019.

4. **18-586** [Request to Modify Job Specification, Examination Weighting and Recruitment Type for Electric Utility Engineer](#)

 Recommendation: Approve the modified job specification, examination weighting and recruitment type for Electric Utility Engineer.
5. **18-587** [Request to Modify Job Specification for Time and Material Clerk](#)

 Recommendation: Approve the modified job specification for Time and Material Clerk.
6. **18-601** [Request to Extend Eligible List for Firefighter I](#)

 Recommendation: Approve the request to extend the eligible list for Firefighter I by six months to January 17, 2019.
7. **18-608** [Request to Modify Job Specification for Street Maintenance Foreperson](#)

 Recommendation: Approve the modified job specification for Street Maintenance Foreperson.
8. **18-609** [Request to Modify Job Specification for Park Foreperson](#)

 Recommendation: Approve the modified job specification for Park Foreperson.
9. **18-612** [Request to Modify Job Specification and Waive Written Examination Process for Utility Field Services Worker](#)

 Recommendation: Approve the modified job specification and waive written examination process for Utility Field Services Worker.
- 10 **18-613** [Request to Extend Eligible List for Community Service Officer I](#)

 Recommendation: Approve the request to extend the eligible list for Community Service Officer I by six months to January 27, 2019.

STAFF REPORT

- 18-593** [Information regarding Salary Setting Commission, Charter Section 702](#)

 Recommendation: This agenda report is to provide the Civil Service Commission with information regarding the Salary Setting Commission, Charter Sec. 702. There is no recommendation.

COMMISSIONERS REPORT

ADJOURNMENT

The next regular scheduled meeting July 9, 2018.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
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Agenda Report

18-565

Agenda Date: 5/14/2018

SUBJECT

Meeting Minutes of March 12, 2018

RECOMMENDATION

Approve the Meeting Minutes of March 12, 2018.

ATTACHMENT

1. Item 1.A Meeting Minutes of March 12, 2018



City of Santa Clara
Civil Service Commission Minutes
March 12, 2018 at 7:00 PM
City Council Chambers

1500 Warburton Avenue

Santa Clara, CA

Present: Chairperson Mario Bouza, Vice-Chairperson Carolyn McAllister; Commissioners Willie Brown and John Casey; Human Resources Assistant Director, Julia Hill; Recording Secretary, Christine Heng; Deputy City Attorney, Diana Fazely.

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Bouza called the meeting to order at 7:00 p.m., and led the meeting in the Pledge of Allegiance.

II. CONSENT CALENDAR

A. MINUTES OF JANUARY 8, 2018 CIVIL SERVICE COMMISSION MEETING - There being no objections or changes.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Brown, to **NOTE AND FILE Item II-A.**

MOTION carried, 4-0

B. CHANGE OF STATUS REPORT for January and February, 2018.

C. CURRENT RECRUITMENT ACTIVITY REPORT for January and February, 2018.

D. EXAMINATION REPORT for January and February, 2018.

MOTION by Commissioner Brown, seconded by Vice-Chairperson McAllister, to **NOTE AND FILE Items II-B, II-C, and II-D.**

MOTION carried, 4-0

III. ORAL COMMUNICATIONS – None

The law does not permit Commission Action on, or extended discussion of, any item not on the Agenda except under special circumstances. Note the instructions in the Agenda regarding Oral Communications.

IV. NEW BUSINESS

A. CONSIDER REQUEST to Extend Eligible List for Purchasing Clerk.

Ms. Hill explained that the current eligible list for Purchasing Clerk was established on March 20, 2017 and is set to expire on March 20, 2018. Attached is a memorandum from the Finance Department requesting that the Purchasing Clerk eligible list be extended for another six months to September 20, 2018.

The Finance Department anticipates future openings and would like to be able to quickly fill their positions with candidates from the existing list. Extending the eligible list will allow the Finance Department to hire and avoid the expense and time needed to conduct another recruitment.

Staff recommends the Civil Service Commission approve the request to extend the eligible list for Purchasing Clerk by six months to September 20, 2018.

Vice-Chairperson McAllister stated she believes it is a great idea to extend the eligible list to facilitate hiring and reduce cost.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Brown to **extend eligible list for Purchasing Clerk.**

MOTION carried, 4-0.

B. CONSIDER REQUEST to Modify Job Specification for Senior Materials Handler.

Ms. Hill explained that the Public Works Department will soon conduct a recruitment for the position of Senior Materials Handler. The job specification for Senior Materials Handler was last approved in May 2009.

A job analysis was conducted to identify additions and changes to the job specification and add the Department of Public Works. Minimum qualifications were adjusted to two years of experience. Desirable Qualifications were added and include an Associate Degree or experience with an automotive parts system. The Licenses and Certifications section was updated to specify requirements for the Department of Public Works. The Typical Duties section now includes items such as ensures storage facilities remain locked throughout the day and upon leaving, moves material to and from storage, loading and salvage areas by hand truck or fork lift; for the Department of Public Works, purchases fuel to ensure availability at all fuel sites was added. The Knowledge, Skills, and Abilities have been updated to include items such as computer software programs and applications used in a business setting, automotive and heavy duty equipment parts, accessories and tools, and the ability to supervise, train, and educate staff, vendors, suppliers, and others in the maintenance and issuance of supplies.

There are no recommended changes to the recruitment type (Open/Promotional) or examination weighting (100% Oral).

Staff recommends the Civil Service Commission approve the revised job specification for Senior Materials Handler.

Chairperson Bouza inquired if the position is responsible for fueling (dispensing) and if the position requires a HazMat license for fuel spillage. Chris Fazzi explained that the position will not dispense fuel, but will order fuel so a HazMat license is not required. A compliance manager, with the Public Works Department, has oversight of safety and compliance. Chairperson Bouza further inquired if additional OSHA training will be required and Chris Fazzi indicated no additional training is required. Commissioner Brown asked what precipitated the need to update the job specification. Ms. Hill explained that this position is new to the Auto Fleet Services Department, and so there is a need to incorporate the job duties of the Auto Fleet Services Department. Chairperson Bouza recommended that staff stay abreast of new guidelines and compliance with safety requirements. Commissioner Casey requested that staff include additional background on the position, such as which departments house the position, etc.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Brown, **to modify job specification for Senior Materials Handler.**

MOTION carried, 4-0

- C. **CONSIDER REQUEST** to Modify Job Specification for Electric Maintenance Worker.

Ms. Hill explained that The Electric Utility Department will soon conduct a recruitment for the position of Electric Maintenance Worker. The job specification for Electric Maintenance Worker was last approved in September 1985.

A job analysis was recently done and the Electric Utility Department reviewed and identified changes needed to the job specification. A desirable section was added to include a desirable qualification of a Class A California driver's license. A Distinguishing Characteristics section was added to give a better overview of the position. The Typical Duties section was updated to clarify the voltage work needed for this position. The Electric Maintenance Worker may require heavy lifting so the ability to lift 50 lbs. of static weight was added. The job specification was also updated to a new standard format.

There are no recommended changes to the recruitment type (Open/Promotional) or examination weighting (100% Written Examination).

Staff recommends the Civil Service Commission approve the modified job specification for Electric Maintenance Worker.

Vice-Chairperson McAllister inquired about the distinction of the Class A license being desired versus required. Ms. Hill explained that the position below this classification is the Driver/Helper position and it requires a Class A license. The incumbents in the Driver/Helper classification may be promoted into this position and would likely have the Class A license, so in working with the department and bargaining unit, the decision was to make the Class A license desirable. Commissioner Casey asked about employees who are already in the Electric Maintenance Worker classification, and with the requirements of the position changing, would they be grandfathered. Ms. Hill confirmed yes.

MOTION by Commissioner Casey, seconded by Commissioner Brown, **to modify job specification for Electric Maintenance Worker.**

MOTION carried, 4-0

D. CONSIDER REQUEST to Modify Job Specification for Pump Maintenance Technician - Water.

Ms. Hill explained that The Water & Sewer Utilities Department will soon conduct a recruitment for the position of Pump Maintenance Technician - Water. The job specification for Pump Maintenance Technician - Water was last approved in January 2008.

A job analysis was conducted to identify additions and changes to the job specification. The Typical Duties section was updated to include the usage of current technology and software, and reorganized to reflect the most important duties performed by this position.

There are no recommended changes to the recruitment type (Closed/Promotional) or examination weighting (50% Written Examination, 50% Oral Examination).

Staff recommends the Civil Service Commission approve the modified job specification for Pump Maintenance Technician - Water.

Vice-Chairperson McAllister indicated she is very pleased to see the City put in place the Driver's License requirement for the entire duration of an employee's employment.

MOTION by Commissioner Brown, seconded by Vice-Chairperson McAllister, **to modify job specification for Pump Maintenance Technician- Water.**

MOTION carried, 4-0

E. CONSIDER REQUEST to Modify Job Specification for Utility Crew Supervisor.

Ms. Hill explained that the Water & Sewer Utilities Department will soon conduct a recruitment for the position of Utility Crew Supervisor. The job specification for Utility Crew Supervisor was last approved in January 2005.

A job analysis was conducted to identify additions and changes to the job specification. The Typical Duties and Knowledge, Skills, and Abilities sections were updated to include the usage of current technology and software.

There are no recommended changes to the recruitment type (Closed/Promotional) or examination weighting (50% Written Examination, 50% Oral Examination).

Staff recommends the Civil Service Commission approve the modified job specification for Utility Crew Supervisor.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Casey, **to modify job specification for Utility Crew Supervisor.**

MOTION carried, 4-0

F. CONSIDER REQUEST Modify Job Specification and Examination weighting for Account Clerk I.

Ms. Hill explained that the Electric Utility Department will soon conduct a recruitment for the position of Account Clerk I. The job specification for Account Clerk I was last approved in May 2008. The job specification is used in both the Finance Department and Electric Utility Departments. A job analysis was conducted to identify additions and changes to the job specification.

A desirable qualification was added to include an Associates' Degree in Accounting, Business Administration or a related field. The classes needed for this degree are very beneficial to the position. The Distinguishing Characteristics section was updated to include the Electric Utility Department since this position is used in the Electric Utility Department. The typing requirement was deleted because both departments confirmed it was not necessary and can easily screen from previous experience if applicant has required computer experience. The job description was also updated to a new standard format.

There are no recommended changes to the recruitment type (Open/Competitive), however the exam weighting will change from 100% Written/Qualifying Performance to 100% Written with no qualifying performance since the typing certification is not needed.

Staff recommends the Civil Service Commission approve the modified job specification for Account Clerk I and approve the modified exam weighting to 100% Written.

Commission Casey stated that typing 25 wpm is no longer required for this

classification and Ms. Hill confirmed that both departments, Electric Utility and Finance, are comfortable with removing this requirement.

MOTION by Commissioner Brown, seconded by Vice-Chairperson McAllister, **to modify job specification and examination weighting for Account Clerk I.**

MOTION carried, 4-0

G. CONSIDER REQUEST to Adopt Job Specification, Recruitment Type and Examination Weighting for Permit Center Supervisor.

Ms. Hill explained that the Community Development Department has a new budgeted position for Permit Center Supervisor. This new classification was created as part of the fiscal year 2017-2018 Budget and will be included in Unit 578.

Attached is a memorandum from the Building Official requesting that the Commission approve the new job description for Permit Center Supervisor. A job analysis was conducted to determine the job duties and knowledge, skills and abilities needed for the Permit Center Supervisor classification. The new job description is reflective of the duties the incumbent will be expected to perform to oversee the Permit Center for the Building Division, supervise Permit Center staff and ensure good customer service.

It is recommended that the recruitment type for Permit Center Supervisor be Open/Promotional. It is also recommended that the exam weighting for this classification be 100% Oral Examination. This will allow the department the opportunity to evaluate the candidates' skills through a comprehensive interview.

Staff recommends the Civil Service Commission approve the proposed job specification for Permit Center Supervisor, and establish the recruitment type as Open/Promotional, with an examination weighting of 100% oral examination.

Commissioner Brown asked that in a supervisory position, is it standard that the examination weighting is 100% oral, without a written assessment. Ms. Hill responded that if the questions are targeted to the job specification, an oral examination would be sufficient to assess a candidate's skill and experience.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Brown, **to adopt job specification, recruitment type and examination weighting for Permit Center Supervisor.**

MOTION carried, 4-0

H. CONSIDER REQUEST to Change Examination Weighting for Associate Engineer (Civil).

Ms. Hill explained that the Department of Public Works will soon conduct a recruitment for Associate Engineer (Civil) and requests to change the exam weighting from Qualifying Written/100% Oral to 100% Oral.

A requirement needed to qualify for the Associate Engineer (Civil) is the possession of a State of California Engineer-In-Training (E.I.T.) certification or registration as a Civil Engineer in the State of California. A passing score on a State written exam is needed to obtain either of these certifications so a written exam is not needed for this recruitment. The oral examination will be enough to evaluate the candidates' specific knowledge, skills and abilities needed for the position.

Staff recommends the Civil Service Commission approve to change the exam weighting for Associate Engineer (Civil) to 100% Oral Examination.

Commissioner Casey inquired when an EIT certification may be acquired by an individual and Mr. Gustavo Gomez replied that an individual may earn an EIT certification after completing the third year of college.

MOTION by Commissioner Casey, seconded by Commissioner Brown, **to change examination weighting for Associate Engineer (Civil).**

MOTION carried, 4-0

I. CONSIDER REQUEST to Abolish the Eligible List for Associate Engineer (Civil).

Ms. Hill explained that the Department of Public Works recently conducted a recruitment in October 2017 for Associate Engineer (Civil). An eligible list was created and department interviews were conducted. The department chose the two best qualified candidates off of the list and offers were made to both of them. One candidate accepted the offer and will start on March 12, 2018. However, the other candidate accepted another job and declined our offer.

The Public Works Department would like a new recruitment to begin to fill this position quickly. The department felt that the nine remaining candidates on the list were not a good fit for the department and the needs for the position. Abolishing the eligible list would allow Human Resources to conduct another recruitment and create a new eligible list.

Staff recommends the Civil Service Commission approve to abolish the eligible list for Associate Engineer (Civil).

Vice-Chairperson McAllister inquired if the individuals on the current eligible list be considered if they extended their training. Ms. Hill replied that they can reapply for the position. Chairperson Bouza inquired if the City recruits with Universities and Ms. Hill indicated that the City recruits with multiple local Universities.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Brown, to abolish eligible list for Associate Engineer (Civil).

MOTION carried, 4-0

V. UNFINISHED BUSINESS – None

VI. INFORMATIONAL REPORTS

A. STAFF REPORTS –

1. Commissioner Interviews is scheduled for March 22, 2018 at 5:30 p.m. in Council Chambers. Ms. Hill explained that Commissioners are welcome to attend.

2. The joint dinner with Council is scheduled for April 3, 2018 at 5:00 p.m.

B. COMMISSIONERS REPORTS - None

VII. ADJOURNMENT

Chairperson Bouza **ADJOURN the meeting at 7:27 p.m., until Monday, May 14, 2018, at 7:00 p.m., the next regularly scheduled meeting of the Civil Service Commission.**



City of Santa Clara

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Agenda Report

18-567

Agenda Date: 5/14/2018

SUBJECT

Change of Status Reports for March and April 2018

RECOMMENDATION

Approve the Change of Status Reports for March and April 2018.

ATTACHMENT

1. Item 1.B Change of Status Report for March and April 2018

**CITY OF SANTA CLARA CHANGE OF STATUS
MONTH OF MARCH 2018
FEBRUARY 25, 2018 - MARCH 24, 2018**

ITEM 1.B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
<u>Mayor & Council</u>				
Yip, Genevieve	Staff Analyst I	Probationary/Promotion		2/25/18
<u>City Manager's Office</u>				
Ivanetich, Catlin	Assistant to the City Manager	Unclassified Appointment		3/5/18
Ly, Michael	Communications Coordinator		Separation	3/7/18
Tran, Anne	Office Specialist III	Probationary/Promotion		3/11/18
<u>Community Development</u>				
Calleja, Eric	Housing Development Officer	Unclassified Appointment		2/26/18
Cummings, Maylan	Customer Service Representative - Permit Center	Probationary		3/12/18
<u>Electric</u>				
Aguilar, Gerald	Electric & Water System Operator	Probationary		2/26/18
Honda, Shelton	Business Analyst - Public Benefits	Probationary		3/12/18
Dunn, Christopher	Electric Helper/Driver		Separation	3/1/18
<u>Finance</u>				
Hoang, Tess	Management Analyst	Unclassified Appointment		2/26/18
<u>Human Resources</u>				
Meslo, Melissa	Office Specialist III	Probationary/Promotion		3/11/18
Brown, Elizabeth	Director of Human Resources		Separation	3/23/18
<u>Fire</u>				
Cook, Mitchell	Firefighter II	Probationary/Promotion		2/25/18
Deschamps, Ryan	Firefighter II	Probationary/Promotion		2/25/18
Golovey, Dmitry	Firefighter II	Probationary/Promotion		2/25/18
Harrington, Daniel	Firefighter II	Probationary/Promotion		2/25/18
Kastner, Steven	Firefighter II	Probationary/Promotion		2/25/18
Marrone, Phillip	Firefighter II	Probationary/Promotion		2/25/18
Quinley, Ryan	Firefighter II	Probationary/Promotion		2/25/18
Renshaw, Christopher	Firefighter II	Probationary/Promotion		2/25/18
Williams, Klayton	Firefighter II	Probationary/Promotion		2/25/18
<u>Police</u>				
Enos, Aric	Police Sergeant	Probationary/Promotion		2/25/18
Hagg, Frank	Police Sergeant	Probationary/Promotion		2/25/18
Niesen, Travis	Police Sergeant	Probationary/Promotion		2/25/18
Telles, Luis	Recruit Police Officer	Probationary		3/8/18
Wilcox, Shannon	Public Safety Dispatcher II	Probationary/Promotion		3/11/18
Ashley, Karen	Community Service Officer II		Separation	3/13/18

**CITY OF SANTA CLARA CHANGE OF STATUS
MONTH OF MARCH 2018
FEBRUARY 25, 2018 - MARCH 24, 2018**

ITEM 1.B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
<u>Police (Continued)</u>				
Henderson, Bab	Police Officer		Separation	3/23/18
<u>Public Works</u>				
Jones, Gareth	Tree Trimmer II	Probationary		3/5/18
Milazzo, Bryan	Street Maintenance Worker I		Separation	3/7/18
Coco, Brandon	Associate Engineer	Probationary		3/12/18
Manuel, Lukas	Street Maintenance Worker I	Probationary		3/21/18
<u>Water & Sewer</u>				
Welling, Gary	Director of Water & Sewer	Probationary		3/11/18
Butler, John	Water & Sewer Maintenance Worker I	Probationary		3/12/18
Larkin, Trevor	Water & Sewer Maintenance Worker I	Probationary		3/19/18
Stagi, Marcus	Water & Sewer Maintenance Worker II		Separation	3/21/18

<u>Appointments</u>		<u>Separations</u>	
Probationary	10.00		
Probationary/Promotion	16.00		
Unclassified Appointment	3.00		
MONTHLY TOTALS	29.00		7.00



Ingrid Miranda
Human Resources Management Analyst

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Director of Human Resources
Civil Service Commission
Assistant Director of Human Resources
Building Maintenance Foreperson
Network Computer Support Division Manager
Applications Manager - Unisys

**CITY OF SANTA CLARA CHANGE OF STATUS
MONTH OF APRIL 2018
MARCH 25, 2018 - APRIL 21, 2018**

ITEM 1.B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
<u>Community Development</u>				
Azcona, Carlos	Building/Housing Inspector	Probationary		4/9/18
Brilliot, Reena	Planning Manager	Unclassified Appointment		4/9/18
Dejillo, Lorna	Office Specialist II		Separation	4/15/18
Hayse, Dennis	Combination Inspector	Probationary		4/16/18
<u>Electric</u>				
Viray, Myke	Engineering Aide - Electric		Separation	4/2/18
Piksaykin, Yuriy	Business Analyst - Fiber		Separation	4/8/18
Owens, Larry	Sr. Electric Division Manager		Separation	4/13/18
<u>Fire</u>				
Jueseekul, Christopher	Office Specialist II	Transfer		4/8/18
Barnes, Stephanie	Office Specialist II		Separation	4/6/18
<u>Library</u>				
Jarvis, Nicole	Library Assistant II	Probationary/Promotion		3/25/18
Palacios, Matthew	Library Assistant II	Probationary/Promotion		3/25/18
York, Alexandria	Library Assistant II		Separation	4/20/18
<u>Police</u>				
Carrera, Noelle	Community Service Officer I	Probationary		4/9/18
Kunzelman, Jennifer	Police Records Specialist II	Probationary		4/9/18
Povio, Katherine	Public Safety Dispatcher II	Probationary		4/9/18
<u>Public Works</u>				
Hood, Alison	Principal Engineer	Unclassified Appointment		3/27/18
<u>Water & Sewer</u>				
Harrison, Ryan	Code Enforcement Officer	Probationary		3/26/18
Thach, Xuong	Utility Operations Engineer		Separation	3/30/18
Valdez, Leonel	Water & Sewer Maintenance Worker II	Probationary/Promotion		4/8/18
Orejel, Roberto	Water & Sewer Maintenance Worker I	Probationary		4/16/18
Taylor, Todd	Utility Crew Supervisor		Separation	4/20/18

CITY OF SANTA CLARA CHANGE OF STATUS
MONTH OF APRIL 2018
MARCH 25, 2018 - APRIL 21, 2018

ITEM 1.B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
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<u>Appointments</u>		<u>Separations</u>	
Probationary	7.00		
Probationary/Promotion	3.00		
Transfer	1.00		
Unclassified Appointment	2.00		
MONTHLY TOTALS	13.00		8.00



Ingrid Miranda
Human Resources Management Analyst

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Director of Human Resources
Civil Service Commission
Assistant Director of Human Resources
Building Maintenance Foreperson
Network Computer Support Division Manager
Applications Manager - Unisys



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Agenda Report

18-568

Agenda Date: 5/14/2018

SUBJECT

Current Recruitment Activity Reports for March and April 2018

RECOMMENDATION

Approve the Current Recruitment Activity Reports for March and April 2018.

ATTACHMENT

1. Item 1.C March and April 2018 Recruitment Activity Report

RECRUITMENT ACTIVITY REPORT
April 1, 2017 to March 31, 2018

Attachment 1

Req #	Title	Status	Department	Created
17063	Electric and Water System Operator	Open	Electric Utility	6/1/2017
17064	Electric Utility Engineer	Open	Electric Utility	6/2/2017
17065	Assistant Electric Utility Engineer	Open	Electric Utility	6/19/2017
17066	Associate Engineer (Civil)	Open	Public Works/Engineering	6/8/2017
17074	Senior Materials Handler	Open	Public Works/Automotive Servi	6/19/2017
17075	Deputy Fire Marshal II	Open	Fire	6/26/2017
17077	Fire Protection Engineer	Open	Fire	6/26/2017
17086	Associate Engineer (Civil)	Open	Public Works/Engineering	6/26/2017
17087	Electric Utility Electrician	Open	Electric Utility	6/29/2017
17096	Accounting Technician I	Open	Finance	7/19/2017
17104	Senior Plans Examiner	Open	Community Development	7/27/2017
17110	Electric Utility Programmer Analyst	Open	Electric Utility	8/2/2017
17111	Fire Application Data Analyst	Open	Fire	8/4/2017
17116	Firefighter I	Open	Parks and Recreation	8/14/2017
17117	Utility Crew Supervisor	Open	Water and Sewer Utilities	8/17/2017
17123	Water & Sewer Maintenance Worker I	Open	Water and Sewer Utilities	8/18/2017
17145	Environmental Program Manager	Open	Public Works/Streets Division	10/3/2017
17146	Electric Program Manager	Open	Electric Utility	10/6/2017
17152	Code Enforcement Technician	Open	Water and Sewer Utilities	10/17/2017
17155	Electric Program Manager	Open	Electric Utility	10/24/2017
17165	Associate Engineer (Civil)	Open	Public Works/Engineering	11/30/2017
17171	Electric Maintenance Worker	Open	Electric Utility	12/11/2017
17179	Code Enforcement Technician	Open	Public Works/Engineering	1/9/2018
17180	Recreation Supervisor	Open	Parks and Recreation	1/9/2018
18004	Senior Civil Engineer	Open	Public Works/Engineering	1/12/2018
18006	Assistant City Clerk	Open	City Clerk/City Auditor's Office	1/16/2018
18007	Librarian I - Youth Services	Open	Library	1/16/2018
18008	Librarian I	Open	Library	1/16/2018
18009	Librarian I	Open	Library	1/16/2018
18010	Electric Division Manager	Open	Electric Utility	1/17/2018
18011	Account Clerk I	Open	Electric Utility	1/17/2018
18017	Park Foreperson	Open	Parks and Recreation	1/19/2018
18018	Assistant Director of Finance	Open	Finance	1/22/2018
18027	Forensic Coordinator	Open	Police	1/26/2018
18030	Combination Inspector	Open	Community Development	2/6/2018
18031	Combination Inspector	Open	Community Development	2/6/2018
18032	Combination Inspector	Open	Community Development	2/6/2018
18033	Senior Inspector	Open	Community Development	2/6/2018
18037	Electric Utility Programmer Analyst	Open	Electric Utility	2/8/2018
18038	Combination Inspector	Open	Community Development	2/21/2018
18041	Management Analyst	Open	City Manager's Office	2/22/2018
18043	Police Lieutenant	Open	Police	3/1/2018
18044	Senior Resource Analyst	Open	Electric Utility	3/5/2018

RECRUITMENT ACTIVITY REPORT
April 1, 2017 to March 31, 2018

Attachment 1

Req #	Title	Status	Department	Created
18045	Risk Control Analyst	Open	Electric Utility	3/5/2018
18048	Staff Aide I	Open	Fire	3/8/2018
18049	Senior Electric Division Manager	Open	Electric Utility	3/8/2018
18052	Public Information Officer	Open	City Manager's Office	3/13/2018
18056	Park Foreperson	Open	Parks and Recreation	3/13/2018
18057	Grounds Maintenance Worker III	Open	Parks and Recreation	3/13/2018
18058	Grounds Maintenance Worker I	Open	Parks and Recreation	3/13/2018
18059	Street Maintenance Foreperson	Open	Public Works/Engineering	3/27/2018
18064	Library Assistant I	Open	Library	3/20/2018
18065	Office Specialist III	Open	Parks and Recreation	3/22/2018
18066	Time & Material Clerk	Open	Electric Utility	3/23/2018
18067	Senior Materials Handler	Open	Finance	3/23/2018
18068	Office Specialist II	Open	Fire	3/27/2018
18071	Library Assistant I	Open	Library	3/27/2018
18072	Police Officer	Open	Police	3/29/2018
18073	Recruit Police Officer	Open	Police	3/29/2018
18074	Recruit Police Officer	Open	Police	3/29/2018
18075	Police Officer	Open	Police	3/29/2018
18076	Police Officer	Open	Police	3/29/2018
18078	Business Analyst- Fiber	Open	Electric Utility	3/29/2018
17088	Electric Utility Electrician	Open	Electric Utility	6/29/2017

RECRUITMENT ACTIVITY REPORT

May 1, 2017 to April 30, 2018

Req #	Title	Status	Department	Created
17063	Electric and Water System Operator	Open	Electric Utility	6/1/2017
17064	Electric Utility Engineer	Open	Electric Utility	6/2/2017
17065	Assistant Electric Utility Engineer	Open	Electric Utility	6/19/2017
17066	Associate Engineer (Civil)	Open	Public Works/Engineering	6/8/2017
17074	Senior Materials Handler	Open	Public Works/Automotive Services	6/19/2017
17075	Deputy Fire Marshal II	Open	Fire	6/26/2017
17077	Fire Protection Engineer	Open	Fire	6/26/2017
17086	Associate Engineer (Civil)	Open	Public Works/Engineering	6/26/2017
17087	Electric Utility Electrician	Open	Electric Utility	6/29/2017
17096	Accounting Technician I	Open	Finance	7/19/2017
17104	Senior Plans Examiner	Open	Community Development	7/27/2017
17110	Electric Utility Programmer Analyst	Open	Electric Utility	8/2/2017
17111	Fire Application Data Analyst	Open	Fire	8/4/2017
17116	Firefighter I	Open	Parks and Recreation	8/14/2017
17117	Utility Crew Supervisor	Open	Water and Sewer Utilities	8/17/2017
17123	Water & Sewer Maintenance Worker I	Open	Water and Sewer Utilities	8/18/2017
17145	Environmental Program Manager	Open	Public Works/Streets Division	10/3/2017
17146	Electric Program Manager	Open	Electric Utility	10/6/2017
17152	Code Enforcement Technician	Open	Water and Sewer Utilities	10/17/2017
17155	Electric Program Manager	Open	Electric Utility	10/24/2017
17165	Associate Engineer (Civil)	Open	Public Works/Engineering	11/30/2017
17171	Electric Maintenance Worker	Open	Electric Utility	12/11/2017
17179	Code Enforcement Technician	Open	Public Works/Engineering	1/9/2018
17180	Recreation Supervisor	Open	Parks and Recreation	1/9/2018
18004	Senior Civil Engineer	Open	Public Works/Engineering	1/12/2018
18006	Assistant City Clerk	Open	City Clerk/City Auditor's Office	1/16/2018
18007	Librarian I - Youth Services	Open	Library	1/16/2018
18008	Librarian I	Open	Library	1/16/2018
18009	Librarian I	Open	Library	1/16/2018
18010	Electric Division Manager	Open	Electric Utility	1/17/2018
18011	Account Clerk I	Open	Electric Utility	1/17/2018
18017	Park Foreperson	Open	Parks and Recreation	1/19/2018
18018	Assistant Director of Finance	Open	Finance	1/22/2018
18027	Forensic Coordinator	Open	Police	1/26/2018
18030	Combination Inspector	Open	Community Development	2/6/2018
18031	Combination Inspector	Open	Community Development	2/6/2018
18032	Combination Inspector	Open	Community Development	2/6/2018
18033	Senior Inspector	Open	Community Development	2/6/2018
18037	Electric Utility Programmer Analyst	Open	Electric Utility	2/8/2018
18038	Combination Inspector	Open	Community Development	2/21/2018
18041	Management Analyst	Open	City Manager's Office	2/22/2018
18043	Police Lieutenant	Open	Police	3/1/2018
18044	Senior Resource Analyst	Open	Electric Utility	3/5/2018

RECRUITMENT ACTIVITY REPORT

May 1, 2017 to April 30, 2018

Req #	Title	Status	Department	Created
18045	Risk Control Analyst	Open	Electric Utility	3/5/2018
18048	Staff Aide I	Open	Fire	3/8/2018
18049	Senior Electric Division Manager	Open	Electric Utility	3/8/2018
18052	Public Information Officer	Open	City Manager's Office	3/13/2018
18056	Park Foreperson	Open	Parks and Recreation	3/13/2018
18057	Grounds Maintenance Worker III	Open	Parks and Recreation	3/13/2018
18058	Grounds Maintenance Worker I	Open	Parks and Recreation	3/13/2018
18059	Street Maintenance Foreperson	Open	Public Works/Engineering	3/27/2018
18064	Library Assistant I	Open	Library	3/20/2018
18065	Office Specialist III	Open	Parks and Recreation	3/22/2018
18066	Time & Material Clerk	Open	Electric Utility	3/23/2018
18067	Senior Materials Handler	Open	Finance	3/23/2018
18068	Office Specialist II	Open	Fire	3/27/2018
18071	Library Assistant I	Open	Library	3/27/2018
18072	Police Officer	Open	Police	3/29/2018
18073	Recruit Police Officer	Open	Police	3/29/2018
18074	Recruit Police Officer	Open	Police	3/29/2018
18075	Police Officer	Open	Police	3/29/2018
18076	Police Officer	Open	Police	3/29/2018
18078	Business Analyst- Fiber	Open	Electric Utility	3/29/2018
18079	Grounds Maintenance Worker II	Open	Parks and Recreation	4/17/2018
18080	Utility Operations Engineer	Open	Water and Sewer Utilities	4/10/2018
18081	Utility Field Services Worker	Open	Finance	4/12/2018
17088	Electric Utility Electrician	Open	Electric Utility	6/29/2017



City of Santa Clara

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Agenda Report

18-569

Agenda Date: 5/14/2018

SUBJECT

Examination Reports for March and April 2018

RECOMMENDATION

Approve the Examination Reports for March and April 2018.

ATTACHMENTS

1. Item 1.D Examination Reports for March and April 2018



**City of
Santa Clara**
The Center of What's Possible

Attachment 1
Human Resources Department
Memorandum

Date: May 14, 2018

To: Civil Service Commission

From: Christine Heng, Human Resources Technician

Subject: Exam Review Report for March and April 2018

In the month of March 2018, Commissioner Carolyn McAllister reviewed the oral examinations for Fire Application Data Analyst and Forensic Coordinator; and Commissioner Willie Brown reviewed the oral examination for Automotive Technician I.

In the month of April 2018, Commissioner Mario Bouza reviewed the written examination for Code Enforcement Officer; and the oral examinations for Associate Engineer (Civil), Librarian I, and Recreation Supervisor.

In the above cases, the examinations were found to be job-related and appropriate.

A handwritten signature in blue ink, appearing to be "Christine Heng".

Christine Heng
Human Resources Technician



Agenda Report

18-202

Agenda Date: 5/14/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Request to Modify Job Specifications for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer

BACKGROUND

After reviewing the job specifications in the classified Firefighter promotional series, the Human Resources Department proposes to update the job specifications. The job specification for Firefighter I was last revised in May 2017, Firefighter II was last revised in May 2013, Driver/Engineer was last revised in November 2005, Fire Captain was last revised in March 2012, and Assistant Training Officer was last revised in November 2005.

DISCUSSION

A department review of the job specifications yielded that the job specifications had outdated classes, certifications, and job titles listed for the qualifications. The outdated classes are no longer offered by California State Fire Training, and have been replaced with new classes by California State Fire Training to fulfill the requirements. To bring all of the job specifications up to date, the outdated information was revised and the formatting was corrected for consistency with other job specifications. No changes were made to the Typical Duties or the Knowledge, Skills, and Abilities.

There are no recommended changes to the examination weightings or recruitment types for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer.

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

RECOMMENDATION

Approve the modified job specifications for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer.

Reviewed by: Julia Hill, Interim Director of Human Resources

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. Job Specifications, draft and clean, for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer

LEGEND:

Additions

Deletions

Approved May, 2017

Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA
FIREFIGHTER I
(487)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED
- No experience is required

Desirable Qualifications:

- Demonstrated proficiency in a second language, in accordance with the City's needs
- Military experience, journey-level status in the building construction trades, or other work experience relevant to the fire service
- Community service experience
- Completion of thirty (30) or more units of coursework in Fire Science/Technology at an accredited college
- An associate's or higher-level degree from an accredited college or university
- *Possession of a valid California Paramedic (EMT-P) license (required prior to appointment to a Paramedic assignment)*
- *A valid California Class A or B commercial driver's license*

LICENSES AND/OR CERTIFICATES

- A valid *National Registry or* State of California Emergency Medical Technician (EMT) ~~license~~*-certificate* is required at time of application
- A valid California Firefighter Joint Apprenticeship Committee (CFFJAC) Candidate Physical Ability Test (CPAT) card issued within 6 months prior to the date of ~~hire~~ *a conditional offer of employment*
- Successful completion of a City of Santa Clara approved Fire Academy is required within ~~4~~*6* months of appointment
- Possession of a valid California Class C driver's license is required at time of appointment. A valid California Class C driver's license with Firefighter endorsements~~s~~ is required within 24 months of appointment
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

~~The following are desirable:~~

- ~~• Possession of a valid California Paramedic (EMT-P) license (required prior to appointment to a Paramedic assignment)~~
- ~~• A valid California Class A or B commercial driver's license~~

FIREFIGHTER I (continued)

PHYSICAL REQUIREMENTS

- At least 21 years of age
- ~~Weight in proportion to height and willing to have weight and personal measurements taken~~
- Able to distinguish primary colors (red, green, amber), each eye free of any abnormal condition or disease which might affect performance of job duties, visual acuity in each eye of at least 20/50 vision (uncorrected) and 20/30 (corrected), and normal night vision
- Normal hearing without correction in both ears
- Free from disabling speech impediments, disabling neuroses or psychoses, and disabling physical conditions or diseases
- Strength and physical abilities necessary to perform the duties of a Firefighter I. A valid CFFJAC CPAT card issued within 6 months prior to the date of ~~hire~~ *a conditional offer of employment* is required.

DISTINGUISHING CHARACTERISTICS

The Firefighter *I* is the entry level classification in the Firefighter series. An incumbent in this classification responds to fire alarms, performs rescue services, and protects life and property endangered by fire. When qualified and assigned, Firefighter *I*'s may be assigned to paramedic duties. ~~The Firefighter I classification shall apply to persons hired in the Firefighter job series after Civil Service Commission approval of this job description.~~

TYPICAL DUTIES:

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

- Responds to routine calls and emergencies for protection of life and property
- Assists in all phases of firefighting operations and medical emergencies as directed
- Operates firefighting and first aid equipment, including two-way radios
- Maintains and inspects equipment and makes minor adjustments and repairs to same
- Assists in the maintenance and clean-up in and about fire stations and other Department facilities
- Communicates with the public and other City employees, answering general questions and providing information as necessary
- Identifies fire hazards and conducts or assists in fire inspections of buildings within the City as directed
- Interprets Department training evolutions and assists in the training of regular and volunteer fire personnel
- Conducts or participates in Fire Department demonstrations as directed
- Participates in special Department programs and projects as directed
- Carries out City and Department rules and regulations, policies and procedures
- Maintains good relations with the public, works and cooperates with other City employees
- Participates in and/or directs Department physical fitness activities
- Attends special schools, conferences, seminars, etc. as required by the Department or City
- May act as Driver/Engineer and assume the responsibilities of that position on an assigned shift
- Works in assigned Fire Division, at an assigned station, on an assigned shift, as determined by the Department
- Performs other related duties as assigned

FIREFIGHTER I (continued)

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic mathematics and mechanical principles

Ability to:

- Learn and apply firefighting and rescue methods and techniques;
- Learn the basic operation, mechanics, and maintenance of firefighting equipment and fire apparatus
- Learn to drive fire apparatus with care and safety in accordance with the California Code during emergency and non-emergency situations
- Learn the geography of the City
- Learn pertinent federal, state, and local laws and regulations
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Identify fire hazards and conduct inspections
- Interpret, understand and carry out City and Department rules and regulations, policies, procedures and training evolutions
- Read and interpret maps, run cards, and pre-fire plan drawings
- Interpret and follow oral and written instructions
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Establish and maintain courteous and effective working relationships with those contacted in the course of work, including City staff, members of other governmental agencies, and the general public
- Work effectively as part of a group or team to achieve common goals
- Maintain professionalism and composure at all times, including stressful situations
- Take direction and follow established policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties

In addition, the following Knowledge, Skills, and Abilities are required for a Paramedic assignment:

Knowledge of:

- Advanced Life Support pre-hospital emergency care techniques, principles, and practices
- Basic human anatomy and physiology
- Medical terminology, techniques and analytical processes used in the description and assessment of patient status
- Categories, applications, contraindications, and appropriate dosage levels
- Procedures and equipment used in vital sign monitoring
- Symptoms of impaired cardiac and respiratory functioning, altered states of consciousness, various types of toxicity and poisoning, shock and common diseases

Ability to:

- Use and manipulate tools, medical equipment and conditions at the scene
- Determine appropriate basic and advanced life support procedures

FIREFIGHTER I (continued)

- Make paramedical decisions rapidly and under stressful conditions
- Perform basic and advanced life support procedures including cardiac and pulmonary resuscitation, cardiac monitoring and defibrillation, trauma response, and administration of medications
- Communicate technical information effectively with those encountered in the course of the work

SUPERVISION RECEIVED

Receives general supervision from a Fire Captain or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training of new and/or volunteer personnel.

OTHER REQUIREMENTS

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- May be required to work odd and unusual hours, including weekends and designated holidays and to be subject to call-back in the performance of job duties
- Must be able to perform all of the essential functions of the job assignment

CITY OF SANTA CLARA, CALIFORNIA
FIREFIGHTER I
(487)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED
- No experience is required

Desirable Qualifications:

- Demonstrated proficiency in a second language, in accordance with the City's needs
- Military experience, journey-level status in the building construction trades, or other work experience relevant to the fire service
- Community service experience
- Completion of thirty (30) or more units of coursework in Fire Science/Technology at an accredited college
- An associate's or higher-level degree from an accredited college or university
- Possession of a valid California Paramedic (EMT-P) license (required prior to appointment to a Paramedic assignment)
- A valid California Class A or B commercial driver's license

LICENSES AND/OR CERTIFICATES

- A valid National Registry or State of California Emergency Medical Technician (EMT) certificate is required at time of application
- A valid California Firefighter Joint Apprenticeship Committee (CFFJAC) Candidate Physical Ability Test (CPAT) card issued within 6 months prior to the date of a conditional offer of employment
- Successful completion of a City of Santa Clara approved Fire Academy is required within 6 months of appointment
- Possession of a valid California Class C driver's license is required at time of appointment. A valid California Class C driver's license with Firefighter endorsement is required within 24 months of appointment
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

PHYSICAL REQUIREMENTS

- At least 21 years of age
- Able to distinguish primary colors (red, green, amber), each eye free of any abnormal condition or disease which might affect performance of job duties, visual acuity in each eye of at least 20/50 vision (uncorrected) and 20/30 (corrected), and normal night vision
- Normal hearing without correction in both ears
- Free from disabling speech impediments, disabling neuroses or psychoses, and disabling physical conditions or diseases

FIREFIGHTER I (continued)

- Strength and physical abilities necessary to perform the duties of a Firefighter I. A valid CFFJAC CPAT card issued within 6 months prior to the date of a conditional offer of employment is required.

DISTINGUISHING CHARACTERISTICS

The Firefighter I is the entry level classification in the Firefighter series. An incumbent in this classification responds to fire alarms, performs rescue services, and protects life and property endangered by fire. When qualified and assigned, Firefighter I's may be assigned to paramedic duties.

TYPICAL DUTIES:

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

- Responds to routine calls and emergencies for protection of life and property
- Assists in all phases of firefighting operations and medical emergencies as directed
- Operates firefighting and first aid equipment, including two-way radios
- Maintains and inspects equipment and makes minor adjustments and repairs to same
- Assists in the maintenance and clean-up in and about fire stations and other Department facilities
- Communicates with the public and other City employees, answering general questions and providing information as necessary
- Identifies fire hazards and conducts or assists in fire inspections of buildings within the City as directed
- Interprets Department training evolutions and assists in the training of regular and volunteer fire personnel
- Conducts or participates in Fire Department demonstrations as directed
- Participates in special Department programs and projects as directed
- Carries out City and Department rules and regulations, policies and procedures
- Maintains good relations with the public, works and cooperates with other City employees
- Participates in and/or directs Department physical fitness activities
- Attends special schools, conferences, seminars, etc. as required by the Department or City
- May act as Driver/Engineer and assume the responsibilities of that position on an assigned shift
- Works in assigned Fire Division, at an assigned station, on an assigned shift, as determined by the Department
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic mathematics and mechanical principles

Ability to:

- Learn and apply firefighting and rescue methods and techniques;
- Learn the basic operation, mechanics, and maintenance of firefighting equipment and fire apparatus
- Learn to drive fire apparatus with care and safety in accordance with the California Code

FIREFIGHTER I (continued)

- during emergency and non-emergency situations
- Learn the geography of the City
- Learn pertinent federal, state, and local laws and regulations
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Identify fire hazards and conduct inspections
- Interpret, understand and carry out City and Department rules and regulations, policies, procedures and training evolutions
- Read and interpret maps, run cards, and pre-fire plan drawings
- Interpret and follow oral and written instructions
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Establish and maintain courteous and effective working relationships with those contacted in the course of work, including City staff, members of other governmental agencies, and the general public
- Work effectively as part of a group or team to achieve common goals
- Maintain professionalism and composure at all times, including stressful situations
- Take direction and follow established policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties

In addition, the following Knowledge, Skills, and Abilities are required for a Paramedic assignment:

Knowledge of:

- Advanced Life Support pre-hospital emergency care techniques, principles, and practices
- Basic human anatomy and physiology
- Medical terminology, techniques and analytical processes used in the description and assessment of patient status
- Categories, applications, contraindications, and appropriate dosage levels
- Procedures and equipment used in vital sign monitoring
- Symptoms of impaired cardiac and respiratory functioning, altered states of consciousness, various types of toxicity and poisoning, shock and common diseases

Ability to:

- Use and manipulate tools, medical equipment and conditions at the scene
- Determine appropriate basic and advanced life support procedures
- Make paramedical decisions rapidly and under stressful conditions
- Perform basic and advanced life support procedures including cardiac and pulmonary resuscitation, cardiac monitoring and defibrillation, trauma response, and administration of medications
- Communicate technical information effectively with those encountered in the course of the work

SUPERVISION RECEIVED

Receives general supervision from a Fire Captain or other supervisor as assigned.

FIREFIGHTER I (continued)

SUPERVISION EXERCISED

May assist in the training of new and/or volunteer personnel.

OTHER REQUIREMENTS

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- May be required to work odd and unusual hours, including weekends and designated holidays and to be subject to call-back in the performance of job duties
- Must be able to perform all of the essential functions of the job assignment

LEGEND:

Additions

Deletions

Approved May, 2013

Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA
FIREFIGHTER II
(480)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED
- Three (3) years experience as a Firefighter I with the City of Santa Clara ~~is required~~
- ~~Successful completion of three (3) of the following four (4) courses: Driver Operator 1B, Command 1A, Command 1B and English 1A (or its equivalent)~~
- *Successful completion of 120 hours of California State Fire Training courses certified by the California Office of the State Fire Marshal ~~that~~ and are Santa Clara Fire Department promotional course requirements for Driver/Engineer and/or Captain. Courses must have been acquired after graduation from the Santa Clara Fire Recruit Academy.*

Desirable Qualifications:

- *Possession of a valid California Paramedic (EMT-P) license (required prior to appointment to a Paramedic assignment)*
- *A valid California Class A or B commercial driver's license*

LICENSES AND/OR CERTIFICATES

- ~~A~~ ~~Valid State of California Emergency Medical Technician~~ ~~—I (EMT-I)~~ ~~and~~ *Cardiopulmonary Resuscitation (CPR)* ~~certificates~~ *is required at time of application*
- Possession of a valid California Class C driver's license with Firefighter endorsements
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

~~The following are desirable:~~

- ~~Possession of a valid California Paramedic (EMT-P) license (required prior to appointment to a Paramedic assignment)~~
- ~~A valid California Class A or B commercial driver's license~~

PHYSICAL REQUIREMENTS

- At least 21 years of age
- ~~Weight in proportion to height and willing to have weight and personal measurements taken~~
- Able to distinguish primary colors (red, green, amber), each eye free of any abnormal condition or disease which might affect performance of job duties, visual acuity in each eye of at least 20/50 vision (uncorrected) and 20/30 (corrected), and normal night vision
- Normal hearing without correction in both ears
- Free from disabling speech impediments, disabling neuroses or psychoses, and disabling

FIREFIGHTER II (continued)

- physical conditions or diseases
- Strength and physical abilities necessary to perform the duties of a Firefighter II

DISTINGUISHING CHARACTERISTICS

~~The Firefighter II classification replaces the prior "Firefighter" classification and all persons previously working in the classification of Firefighter shall now be considered Firefighter II's.~~

Firefighter II is the classification in the Firefighter series to which a Firefighter I may promote after three years of experience as a Firefighter I with the City of Santa Clara, and satisfaction of the educational coursework requirements set forth in the second and third bullets under "Minimum Qualification" in this job description. ~~Persons already working as a "Firefighter" as of the date the Civil Service Commission approves this Firefighter II job description are grandfathered from, and need not satisfy, the years of experience and educational coursework requirements.~~

An incumbent in this classification responds to fire alarms, performs rescue services, and protects life and property endangered by fire. When qualified and assigned, Firefighters may be assigned to paramedic duties.

TYPICAL DUTIES:

~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~ *Duties may include, but are not limited to, the following:*

- Responds to routine calls and emergencies for protection of life and property
- Assists in all phases of firefighting operations and medical emergencies as directed
- Operates firefighting and first aid equipment, including two-way radios
- Maintains and inspects equipment and makes minor adjustments and repairs to same
- Assists in the maintenance and clean-up in and about fire stations and other Department facilities
- Communicates with the public and other City employees, answering general questions and providing information as necessary
- Identifies fire hazards and conducts or assists in fire inspections of buildings within the City as directed
- Interprets Department training evolutions and assists in the training of regular and volunteer fire personnel
- Conducts or participates in Fire Department demonstrations as directed
- Participates in special Department programs and projects as directed
- Carries out City and Department rules and regulations, policies and procedures
- Maintains good relations with the public, works and cooperates with other City employees
- Participates in and/or directs Department physical fitness activities
- Attends special schools, conferences, seminars, etc. as required by the Department or City
- May act as Driver/Engineer and assume the responsibilities of that position on an assigned shift
- Works in assigned Fire Division, at an assigned station, on an assigned shift, as determined by the Department
- Performs other related duties as assigned

FIREFIGHTER II (continued)

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic mathematics and mechanical principles

Ability to:

- Learn and apply firefighting and rescue methods and techniques
- Learn the basic operation, mechanics, and maintenance of firefighting equipment and fire apparatus
- Learn to drive fire apparatus with care and safety in accordance with the California Code during emergency and non-emergency situations
- Learn the geography of the City
- Learn pertinent federal, state, and local laws and regulations
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Identify fire hazards and conduct inspections
- Interpret, understand and carry out City and Department rules and regulations, policies, procedures and training evolutions
- Read and interpret maps, run cards, and pre-fire plan drawings
- Interpret and follow oral and written instructions
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Establish and maintain courteous and effective working relationships with those contacted in the course of work, including City staff, members of other governmental agencies, and the general public
- Work effectively as part of a group or team to achieve common goals
- Maintain professionalism and composure at all times, including stressful situations
- Take direction and follow established policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties

In addition, the following Knowledge, Skills, and Abilities are required for a Paramedic assignment:

Knowledge of:

- Advanced Life Support pre-hospital emergency care techniques, principles, and practices
- Basic human anatomy and physiology
- Medical terminology, techniques and analytical processes used in the description and assessment of patient status
- Categories, applications, contraindications, and appropriate dosage levels
- Procedures and equipment used in vital sign monitoring
- Symptoms of impaired cardiac and respiratory functioning, altered states of consciousness, various types of toxicity and poisoning, shock and common diseases

Ability to:

- Use and manipulate tools, medical equipment and conditions at the scene
- Determine appropriate basic and advanced life support procedures

FIREFIGHTER II (continued)

- Make paramedical decisions rapidly and under stressful conditions
- Perform basic and advanced life support procedures including cardiac and pulmonary resuscitation, cardiac monitoring and defibrillation, trauma response, and administration of medications
- Communicate technical information effectively with those encountered in the course of the work

SUPERVISION RECEIVED

Receives general supervision from a Fire Captain or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training of new and/or volunteer personnel.

OTHER REQUIREMENTS

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- May be required to work odd and unusual hours, including weekends and designated holidays and to be subject to call-back in the performance of job duties
- Must be able to perform all of the essential functions of the job assignment

CITY OF SANTA CLARA, CALIFORNIA
FIREFIGHTER II
(480)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED
- Three (3) years experience as a Firefighter I with the City of Santa Clara
- Successful completion of 120 hours of California State Fire Training courses certified by the California Office of the State Fire Marshal and are Santa Clara Fire Department promotional course requirements for Driver/Engineer and/or Captain. Courses must have been acquired after graduation from the Santa Clara Fire Recruit Academy.

Desirable Qualifications:

- Possession of a valid California Paramedic (EMT-P) license (required prior to appointment to a Paramedic assignment)
- A valid California Class A or B commercial driver's license

LICENSES AND/OR CERTIFICATES

- Valid State of California Emergency Medical Technician (EMT) and Cardiopulmonary Resuscitation (CPR) certificates
- Possession of a valid California Class C driver's license with Firefighter endorsement
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

PHYSICAL REQUIREMENTS

- At least 21 years of age
- Able to distinguish primary colors (red, green, amber), each eye free of any abnormal condition or disease which might affect performance of job duties, visual acuity in each eye of at least 20/50 vision (uncorrected) and 20/30 (corrected), and normal night vision
- Normal hearing without correction in both ears
- Free from disabling speech impediments, disabling neuroses or psychoses, and disabling physical conditions or diseases
- Strength and physical abilities necessary to perform the duties of a Firefighter II

DISTINGUISHING CHARACTERISTICS

Firefighter II is the classification in the Firefighter series to which a Firefighter I may promote after three years of experience as a Firefighter I with the City of Santa Clara, and satisfaction of the educational coursework requirements set forth in the second and third bullets under "Minimum Qualification" in this job description.

An incumbent in this classification responds to fire alarms, performs rescue services, and protects life and property endangered by fire. When qualified and assigned, Firefighters may be

FIREFIGHTER II (continued)

assigned to paramedic duties.

TYPICAL DUTIES:

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

- Responds to routine calls and emergencies for protection of life and property
- Assists in all phases of firefighting operations and medical emergencies as directed
- Operates firefighting and first aid equipment, including two-way radios
- Maintains and inspects equipment and makes minor adjustments and repairs to same
- Assists in the maintenance and clean-up in and about fire stations and other Department facilities
- Communicates with the public and other City employees, answering general questions and providing information as necessary
- Identifies fire hazards and conducts or assists in fire inspections of buildings within the City as directed
- Interprets Department training evolutions and assists in the training of regular and volunteer fire personnel
- Conducts or participates in Fire Department demonstrations as directed
- Participates in special Department programs and projects as directed
- Carries out City and Department rules and regulations, policies and procedures
- Maintains good relations with the public, works and cooperates with other City employees
- Participates in and/or directs Department physical fitness activities
- Attends special schools, conferences, seminars, etc. as required by the Department or City
- May act as Driver/Engineer and assume the responsibilities of that position on an assigned shift
- Works in assigned Fire Division, at an assigned station, on an assigned shift, as determined by the Department
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic mathematics and mechanical principles

Ability to:

- Learn and apply firefighting and rescue methods and techniques
- Learn the basic operation, mechanics, and maintenance of firefighting equipment and fire apparatus
- Learn to drive fire apparatus with care and safety in accordance with the California Code during emergency and non-emergency situations
- Learn the geography of the City
- Learn pertinent federal, state, and local laws and regulations
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Identify fire hazards and conduct inspections
- Interpret, understand and carry out City and Department rules and regulations, policies, procedures and training evolutions

FIREFIGHTER II (continued)

- Read and interpret maps, run cards, and pre-fire plan drawings
- Interpret and follow oral and written instructions
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Establish and maintain courteous and effective working relationships with those contacted in the course of work, including City staff, members of other governmental agencies, and the general public
- Work effectively as part of a group or team to achieve common goals
- Maintain professionalism and composure at all times, including stressful situations
- Take direction and follow established policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties

In addition, the following Knowledge, Skills, and Abilities are required for a Paramedic assignment:

Knowledge of:

- Advanced Life Support pre-hospital emergency care techniques, principles, and practices
- Basic human anatomy and physiology
- Medical terminology, techniques and analytical processes used in the description and assessment of patient status
- Categories, applications, contraindications, and appropriate dosage levels
- Procedures and equipment used in vital sign monitoring
- Symptoms of impaired cardiac and respiratory functioning, altered states of consciousness, various types of toxicity and poisoning, shock and common diseases

Ability to:

- Use and manipulate tools, medical equipment and conditions at the scene
- Determine appropriate basic and advanced life support procedures
- Make paramedical decisions rapidly and under stressful conditions
- Perform basic and advanced life support procedures including cardiac and pulmonary resuscitation, cardiac monitoring and defibrillation, trauma response, and administration of medications
- Communicate technical information effectively with those encountered in the course of the work

SUPERVISION RECEIVED

Receives general supervision from a Fire Captain or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training of new and/or volunteer personnel.

OTHER REQUIREMENTS

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- May be required to work odd and unusual hours, including weekends and designated holidays and to be subject to call-back in the performance of job duties

FIREFIGHTER II (continued)

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

LEGEND:

Additions

Deletions

Approved November, 2005

Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA
DRIVER/ENGINEER
(380)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED; ~~and~~
- ~~Completion of the following courses or approved equivalents: Driver/Operator 1A and 1B, Fire Command 1A and 1B, Incident Command System 200, and one semester of English composition (English 1A) or its prerequisite; and~~
- *Completion of the following courses certified by California State Fire Training (or their equivalent):*
 - *Driver Operator 1A: Driver Operator*
 - *Driver Operator 1B: Pumping Apparatus*
 - *Instructor 1*
 - *Hazardous Materials Incident Command*
(Prerequisites: Hazardous Materials First Responder Operations, Incident Command System 100 & 200)
 - *Fire Command 2D All Risk Command Operations*
- *English Composition: An Associate's or Bachelor's degree from an accredited college, OR a passing grade in an English composition class from an accredited college or university*
- Four (4) years of *combined* sworn experience as a Firefighter *I and Firefighter II* with the Santa Clara Fire Department

Acceptable Substitutions

~~Prior to January 1, 2009, the minimum qualifications may be substituted with the set of requirements listed below:~~

- ~~Graduation from high school or possession of a GED; and~~
- ~~Completion of the basic Fire Science courses or approved equivalents in hydraulics, fire behavior and control, and apparatus and equipment maintenance; and~~
- ~~Five (5) years of sworn experience as a Firefighter with the Santa Clara Fire Department~~

LICENSES AND/OR CERTIFICATES

- A valid California Class ~~BC Fire Fighter~~ driver's license *with Firefighter endorsement* ~~is required at time of appointment~~
- Possession of valid State of California Emergency Medical Technician ~~I (EMT-I); Emergency Medical Technician-Defibrillation (EMT-D);~~ and Cardiopulmonary Resuscitation (CPR) certificates ~~are required~~

DRIVER/ENGINEER (continued)

- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

DISTINGUISHING CHARACTERISTICS

The Driver/Engineer is the second classification in the Firefighter series. In addition to performing the regular duties of a firefighter, an incumbent in this classification has a specialized focus on the driving, operation, and maintenance of fire apparatus.

TYPICAL DUTIES

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

- Responds to emergency and non-emergency alarms for the protection of life and property, and may select the most direct route to the alarm; drives and operates all types of fire apparatus and other emergency vehicles of the Santa Clara Fire Department
- Positions fire apparatus at alarms for the most effective and efficient operations; operates fire apparatus, hoses, pumps, and other equipment at the response scene
- Maintains firefighting apparatus and equipment, including cleaning and making minor repairs and adjustments; returns equipment to its rightful place after use or repair; ensures apparatus and equipment are in readiness condition at all times
- Assists in maintaining clean and orderly conditions in and around the assigned fire station
- Assists in all phases of emergency operations and medical emergencies as directed
- Conducts Life and Fire Safety Inspections of buildings and occupancies within the City as directed
- Assists in the training of career and volunteer/reserve personnel
- Conducts or participates in Fire Department demonstrations as directed;
- Prepares and maintains records and reports as required
- Participates in and/or manages special department programs and/or projects as directed
- Communicates, supports, carries out, and maintains all City and Fire Department policies, procedures, and standards, and informs others of any authorized changes
- Maintains good public relations for the City and the Fire Department
- Contributes to a safe working environment in the Fire Department
- May act as Captain or Deputy Fire Marshal as assigned;
- Maintains required proficiency and competency in all mandated training; keeps informed of the latest developments and trends of modern fire apparatus and equipment; attends special schools, conferences, and seminars as directed
- Maintains a level of health and physical fitness consistent with Fire Department standards
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices, and procedures of modern firefighting and the protection of life and property
- The operation and maintenance of fire apparatus and equipment used in the Santa Clara Fire Department

DRIVER/ENGINEER (continued)

- Geography of the City, including the location and size of mains, and major fire hazards within City limits;
- Principles of hydraulics as applied in the fire service
- Emergency medical aid practices
- Pertinent federal, state, and local laws, regulations, and policies

Ability to:

- Operate all firefighting equipment used by the Santa Clara Fire Department and drive fire apparatus with care and safety in accordance with traffic laws, ordinances, and pertinent City and Department policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Work effectively as part of a group or team to achieve common goals
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Understand and follow oral and written instructions
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Maintain professionalism and composure at all times, including stressful situations
- Take direction and follow established policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties

SUPERVISION RECEIVED

Receives general supervision from a Fire Captain, and on occasion, of an Acting Fire Captain.

SUPERVISION EXERCISED

May act as Fire Captain or Deputy Fire Marshal as assigned.

OTHER REQUIREMENTS

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- Must be able to perform all of the essential functions of the job assignment.

CITY OF SANTA CLARA, CALIFORNIA
DRIVER/ENGINEER
(380)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED
- Completion of the following courses certified by California State Fire Training (or their equivalent):
 - Driver Operator 1A: Driver Operator
 - Driver Operator 1B: Pumping Apparatus
 - Instructor 1
 - Hazardous Materials Incident Command
(Prerequisites: Hazardous Materials First Responder Operations, Incident Command System 100 & 200)
 - Fire Command 2D All Risk Command Operations
- English Composition: An Associate's or Bachelor's degree from an accredited college, OR a passing grade in an English composition class from an accredited college or university
- Four (4) years of combined sworn experience as a Firefighter I and Firefighter II with the Santa Clara Fire Department

LICENSES AND/OR CERTIFICATES

- A valid California Class C driver's license with Firefighter endorsement
- Possession of valid State of California Emergency Medical Technician (EMT) and Cardiopulmonary Resuscitation (CPR) certificates
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

DISTINGUISHING CHARACTERISTICS

The Driver/Engineer is the second classification in the Firefighter series. In addition to performing the regular duties of a firefighter, an incumbent in this classification has a specialized focus on the driving, operation, and maintenance of fire apparatus.

TYPICAL DUTIES

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

- Responds to emergency and non-emergency alarms for the protection of life and property, and may select the most direct route to the alarm; drives and operates all types of fire apparatus and other emergency vehicles of the Santa Clara Fire Department
- Positions fire apparatus at alarms for the most effective and efficient operations; operates fire apparatus, hoses, pumps, and other equipment at the response scene

DRIVER/ENGINEER (continued)

- Maintains firefighting apparatus and equipment, including cleaning and making minor repairs and adjustments; returns equipment to its rightful place after use or repair; ensures apparatus and equipment are in readiness condition at all times
- Assists in maintaining clean and orderly conditions in and around the assigned fire station
- Assists in all phases of emergency operations and medical emergencies as directed
- Conducts Life and Fire Safety Inspections of buildings and occupancies within the City as directed
- Assists in the training of career and volunteer/reserve personnel
- Conducts or participates in Fire Department demonstrations as directed
- Prepares and maintains records and reports as required
- Participates in and/or manages special department programs and/or projects as directed
- Communicates, supports, carries out, and maintains all City and Fire Department policies, procedures, and standards, and informs others of any authorized changes
- Maintains good public relations for the City and the Fire Department
- Contributes to a safe working environment in the Fire Department
- May act as Captain or Deputy Fire Marshal as assigned
- Maintains required proficiency and competency in all mandated training; keeps informed of the latest developments and trends of modern fire apparatus and equipment; attends special schools, conferences, and seminars as directed
- Maintains a level of health and physical fitness consistent with Fire Department standards
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices, and procedures of modern firefighting and the protection of life and property
- The operation and maintenance of fire apparatus and equipment used in the Santa Clara Fire Department
- Geography of the City, including the location and size of mains, and major fire hazards within City limits
- Principles of hydraulics as applied in the fire service
- Emergency medical aid practices
- Pertinent federal, state, and local laws, regulations, and policies

Ability to:

- Operate all firefighting equipment used by the Santa Clara Fire Department and drive fire apparatus with care and safety in accordance with traffic laws, ordinances, and pertinent City and Department policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Work effectively as part of a group or team to achieve common goals
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Understand and follow oral and written instructions

DRIVER/ENGINEER (continued)

- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Maintain professionalism and composure at all times, including stressful situations
- Take direction and follow established policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties

SUPERVISION RECEIVED

Receives general supervision from a Fire Captain, and on occasion, of an Acting Fire Captain.

SUPERVISION EXERCISED

May act as Fire Captain or Deputy Fire Marshal as assigned.

OTHER REQUIREMENTS

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- Must be able to perform all of the essential functions of the job assignment.

LEGEND:

Additions

Deletions

Approved March, 2012

Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA
FIRE CAPTAIN
(475)

EDUCATION AND EXPERIENCE

Minimum Qualifications: at time of application filing

- ~~One of the following combinations of education:~~
 - ~~Graduation from high school or possession of a GED, certification from the California State Fire Marshal as a Fire Officer, and completion of one semester of English composition (English 1A) from an accredited college; or~~
 - ~~An associate's degree in Fire Science/Technology from an accredited college and completion of Fire Instructor 1A or Training Instructor 1B, and Fire Instructor 1B or Training Instructor 1A, Fire Command 1A and 1B, and Fire Management 1; or~~
 - ~~A bachelor's degree from an accredited college and completion of Fire Instructor 1A or Training Instructor 1B, and Fire Instructor 1B or Training Instructor 1A, Fire Command 1A and 1B, and Fire Management 1; and~~
- *Graduation from high school or possession of a GED*
- *Fire Officer's Certification from State Fire Marshal or completion of the following courses certified by California State Fire Training (or their equivalent):*
 - *Company Officer 2A: HR Management*
 - *Company Officer 2C: Fire Inspections and Investigation*
 - *Company Officer 2D: All-Risk Command Operations*
 - *Instructor I: Instruction Methodology*
- *English Composition: An Associate's or Bachelor's degree from an accredited college; OR a passing grade in an English composition class from an accredited college or university*
- One of the following combinations of experience:
 - Six (6) years of sworn experience with the Santa Clara Fire Department, including permanent status as a Driver/Engineer; or
 - Four (4) years of *combined* sworn experience as a ~~f~~*Firefighter I and Firefighter II* with the Santa Clara Fire Department, plus two (2) years of experience as a Deputy Fire Marshal *II* ~~or Hazardous Materials Specialist~~ with the Santa Clara Fire Department

Acceptable Substitutions:

- *Prior to January 1, 2020, the minimum qualification for Company Officer 2C may be met with successful completion of the course within 12 months of appointment.*

Desirable Qualifications:

- *An Associate's degree in Fire Science/Technology from an accredited college*
- *A Bachelor's degree from an accredited college*

FIRE CAPTAIN (continued)

LICENSES AND/OR CERTIFICATES

- Possession of a valid California Class ~~BC Fire Fighter~~ driver's license *with firefighter endorsement is required*
- Possession of valid State of California Emergency Medical Technician ~~I (EMT-I); Emergency Medical Technician—Defibrillation (EMT-D);~~ and Cardiopulmonary Resuscitation (CPR) certificates *are required*
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

DISTINGUISHING CHARACTERISTICS

The Fire Captain is the first-line supervisory classification in the Firefighter series. As the officer in charge of a fire station, an incumbent in this classification supervises a fire company and participates in fire suppression, rescue, and related activities.

TYPICAL DUTIES

~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~ *Duties may include, but are not limited to, the following:*

- Responds to routine calls and emergencies for the protection of life and property, and may select the most direct route to be taken
- May be responsible for an emergency or non-emergency scene until relieved by a superior officer, and orders the placement of personnel and equipment for the most efficient operations
- Evaluates situations and determines the most effective methods for the saving of life and property
- Supervises and assists in rescue, confinement, extinguishment, overhaul, salvage, and ventilation operations as necessary; supervises and assists in the administration of medical aid as necessary
- Ensures that equipment is returned to its proper place and is cleaned, serviced and in good working order upon the completion of an assignment
- Supervises the day-to-day maintenance of quarters, apparatus and equipment
- Inspects and supervises assigned personnel, maintaining discipline and good morale
- May conduct or assist in the training of regular and volunteer reserve personnel of the Fire Department; may conduct or assist in the training and education of others, both individuals and groups, as directed
- Ensures that all City and Fire Department administrative policies and procedures are implemented, and communicates policy and procedural changes to others as necessary
- Maintains effective public relations for the City and the Fire Department
- Prepares and maintains all station records and reports and is responsible for ensuring that all reports originating from his/her station are clear, accurate, concise, and timely
- Prepares performance evaluation reports on assigned subordinates as directed
- Advises counterparts of activities on his/her shift, noting special instructions and unusual conditions
- Conducts fire and life safety inspections and business license conformance inspections of any occupancy within the City as directed by the Fire Department

FIRE CAPTAIN (continued)

- Attends special schools, conferences, and seminars, as directed
- May act as Battalion Chief as assigned
- Participates in and/or directs Department physical fitness activities
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Fire department administration and fire company organization
- Pre-fire planning methods and techniques and the principles of the protection of life and property
- Proper operation and maintenance of apparatus and equipment used in modern firefighting activities, including hydraulic equipment
- Principles of fire tactics and strategies and salvage
- First aid and resuscitation practices
- Instructional techniques and training methods
- Common hazardous materials and chemicals
- Principles and practices of supervision
- Pertinent federal, state, and local laws, regulations, and policies

Ability to:

- Effectively supervise others, and maintain discipline
- Work effectively as part of a group or team to achieve common goals
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Operate fire apparatus and equipment, including radiological equipment
- Maintain professionalism and composure at all times, including stressful situations
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Prepare, understand and maintain clear, complete and accurate written reports and records
- Take direction and follow established policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties

SUPERVISION RECEIVED

Receives direction from the shift Battalion Chief or other supervisor, as assigned.

SUPERVISION EXERCISED

Supervises a company of fire suppression personnel at an assigned fire station.

OTHER REQUIREMENTS

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- May be required to work odd and unusual hours, including weekends and designated holidays and to be subject to call-back in the performance of job duties
- May be assigned when necessary to other shifts or divisions within the Fire Department

FIRE CAPTAIN (continued)

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

CITY OF SANTA CLARA, CALIFORNIA
FIRE CAPTAIN
(475)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED
- Fire Officer's Certification from State Fire Marshal or completion of the following courses certified by California State Fire Training (or their equivalent):
 - Company Officer 2A: HR Management
 - Company Officer 2C: Fire Inspections and Investigation
 - Company Officer 2D: All-Risk Command Operations
 - Instructor I: Instruction Methodology
- English Composition: An Associate's or Bachelor's degree from an accredited college; OR a passing grade in an English composition class from an accredited college or university
- One of the following combinations of experience:
 - Six (6) years of sworn experience with the Santa Clara Fire Department, including permanent status as a Driver/Engineer; or
 - Four (4) years of combined sworn experience as a Firefighter I and Firefighter II with the Santa Clara Fire Department, plus two (2) years of experience as a Deputy Fire Marshal II with the Santa Clara Fire Department

Acceptable Substitutions:

- Prior to January 1, 2020, the minimum qualification for Company Officer 2C may be met with successful completion of the course within 12 months of appointment.

Desirable Qualifications:

- An Associate's degree in Fire Science/Technology from an accredited college
- A Bachelor's degree from an accredited college

LICENSES AND/OR CERTIFICATES

- Possession of a valid California Class C driver's license with firefighter endorsement
- Possession of valid State of California Emergency Medical Technician (EMT) and Cardiopulmonary Resuscitation (CPR) certificates
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

DISTINGUISHING CHARACTERISTICS

The Fire Captain is the first-line supervisory classification in the Firefighter series. As the officer in charge of a fire station, an incumbent in this classification supervises a fire company and participates in fire suppression, rescue, and related activities.

TYPICAL DUTIES

FIRE CAPTAIN (continued)

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

- Responds to routine calls and emergencies for the protection of life and property, and may select the most direct route to be taken
- May be responsible for an emergency or non-emergency scene until relieved by a superior officer, and orders the placement of personnel and equipment for the most efficient operations
- Evaluates situations and determines the most effective methods for the saving of life and property
- Supervises and assists in rescue, confinement, extinguishment, overhaul, salvage, and ventilation operations as necessary; supervises and assists in the administration of medical aid as necessary
- Ensures that equipment is returned to its proper place and is cleaned, serviced and in good working order upon the completion of an assignment
- Supervises the day-to-day maintenance of quarters, apparatus and equipment
- Inspects and supervises assigned personnel, maintaining discipline and good morale
- May conduct or assist in the training of regular and volunteer reserve personnel of the Fire Department; may conduct or assist in the training and education of others, both individuals and groups, as directed
- Ensures that all City and Fire Department administrative policies and procedures are implemented, and communicates policy and procedural changes to others as necessary
- Maintains effective public relations for the City and the Fire Department
- Prepares and maintains all station records and reports and is responsible for ensuring that all reports originating from his/her station are clear, accurate, concise, and timely
- Prepares performance evaluation reports on assigned subordinates as directed
- Advises counterparts of activities on his/her shift, noting special instructions and unusual conditions
- Conducts fire and life safety inspections and business license conformance inspections of any occupancy within the City as directed by the Fire Department
- Attends special schools, conferences, and seminars, as directed
- May act as Battalion Chief as assigned
- Participates in and/or directs Department physical fitness activities
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Fire department administration and fire company organization
- Pre-fire planning methods and techniques and the principles of the protection of life and property
- Proper operation and maintenance of apparatus and equipment used in modern firefighting activities, including hydraulic equipment
- Principles of fire tactics and strategies and salvage
- First aid and resuscitation practices
- Instructional techniques and training methods
- Common hazardous materials and chemicals
- Principles and practices of supervision

FIRE CAPTAIN (continued)

- Pertinent federal, state, and local laws, regulations, and policies

Ability to:

- Effectively supervise others, and maintain discipline
- Work effectively as part of a group or team to achieve common goals
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Operate fire apparatus and equipment, including radiological equipment
- Maintain professionalism and composure at all times, including stressful situations
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Prepare, understand and maintain clear, complete and accurate written reports and records
- Take direction and follow established policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties

SUPERVISION RECEIVED

Receives direction from the shift Battalion Chief or other supervisor, as assigned.

SUPERVISION EXERCISED

Supervises a company of fire suppression personnel at an assigned fire station.

OTHER REQUIREMENTS

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- May be required to work odd and unusual hours, including weekends and designated holidays and to be subject to call-back in the performance of job duties
- May be assigned when necessary to other shifts or divisions within the Fire Department
- Must be able to perform all of the essential functions of the job assignment

LEGEND:

Additions

Deletions

Approved November, 2005

Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA
ASSISTANT TRAINING OFFICER
(233)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- One of the following combinations of education:
 - ~~○ Graduation from high school or possession of a GED, certification from the California State Fire Marshal as a Fire Officer, completion of two (2) semesters of English (including one semester of English composition [English 1A]) from an accredited college or university, and successful completion of Fire Command 2A, 2B, and 2C (Command Tactics at Major Fires, Management of Hazardous Materials Incidents, and High Rise Fire Tactics); or~~
 - ~~○ An associate's degree in Fire Science/Technology from an accredited college and successful completion of Fire Instructor 1A and 1B, Fire Command 1A and 1B, Fire Management 1, and Fire Command 2A, 2B, and 2C (Command Tactics at Major Fires, Management of Hazardous Materials Incidents, and High Rise Fire Tactics); and~~
 - *○ An Associate's degree in Fire Science Technology from an accredited college;*
 - OR-*
 - A Bachelor's degree from an accredited college;*
 - or -OR-*
 - Graduation from high school or its equivalent -AND- thirty (30) semester units of Fire Science/Technology -AND- thirty (30) additional semester college units in general education*
- One of the following combinations of experience:
 - Nine (9) years of sworn experience with the Santa Clara Fire Department, *including* three (3) years of *which include* experience as a Fire Captain; or *Deputy Fire Marshal II with the Santa Clara Fire Department*
 - ~~○ Eleven (11) years of sworn experience in the fire service, including seven (7) years of experience in fire suppression and four (4) years of experience as a Fire Officer (Fire Captain or Deputy Fire Marshal) with the Santa Clara Fire Department, two (2) years of which must be as a Fire Captain; and~~
 - ~~Successful completion of Incident Command System S-334 (Strike Team Leader) within one (1) year of appointment~~

Acceptable Substitutions

Prior to January 1, 2010, the minimum qualifications may be substituted with one of the set of requirements listed below:

ASSISTANT TRAINING OFFICER (continued)

- ~~• An associate's degree from an accredited college or university in Fire Science/Technology; successful completion of Fire Instructor 1A and 1B; and ten (10) years of sworn experience with the Santa Clara Fire Department, including three (3) years as a Fire Officer (Fire Captain or Deputy Fire Marshal), one (1) of which must be as a Fire Captain; or~~
- ~~• Graduation from high school or possession of a GED; thirty (30) semester units of Fire Science/Technology or a certificate in Fire Science/Technology, fifteen (15) additional semester units, and successful completion of Instructor 1A and 1B; and eleven (11) years of sworn experience with the Santa Clara Fire Department, including three (3) years as a Fire Officer, one (1) of which must be as a Fire Captain~~

Desirable Qualifications:

- ~~• An associate's or higher level degree from an accredited college or university~~
- Certification from the California State Fire Marshal as a Chief Officer or Master Instructor
- Teaching credential

LICENSES AND/OR CERTIFICATES

- Possession of a valid California Class ~~BC Fire Fighter~~ driver's license *with Firefighter endorsement is required*
- Possession of valid State of California Emergency Medical Technician ~~I (EMT-I); Emergency Medical Technician—Defibrillation (EMT-D)~~, and Cardiopulmonary Resuscitation (CPR) certificates *are required*
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

DISTINGUISHING CHARACTERISTICS

The Assistant Training Officer is an entry level professional managerial position in the classified service that assumes the role of officer in charge of the suppression division when the shift Battalion Chief is not on duty and assists the training Battalion Chief in planning, organizing, directing, coordinating, and evaluating in-service training programs of the Fire Department (including the Volunteer Reserve Division). An incumbent in this classification *at times* exercises independent judgment and discretion; manages and directs employees at emergency and non-emergency operations; helps in formulating administrative policies for the effective use of assigned personnel; and actively supports the direction established by the Fire Chief and City Manager and policies established by the City Council for the delivery of Fire Department services to the citizens.

TYPICAL DUTIES

~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~ *Duties may include, but are not limited to, the following:*

Suppression Division:

- Coordinates, assigns, and directs the work and activities of fire suppression personnel
- Supervises the effective operation, utilization, and maintenance of fire, rescue, hazardous materials, and emergency medical services apparatus and equipment

ASSISTANT TRAINING OFFICER (continued)

- Responds to emergencies to coordinate and direct the activities of personnel and equipment
- Transmits, supports, and carries out City and Fire Department orders and policies
- Represents, when necessary, line Fire Captains to administration and administration to line captains
- Inspects personnel and equipment and ensure deficiencies are corrected
- Assists in preparing performance evaluations on subordinates
- Advises counterparts and shift Battalion Chiefs of activities within the division, noting special instructions and unusual conditions
- Assists in the preparation, submittal, and administration of the annual budget for the suppression division
- Develops plans, policies, and procedures concerning all areas of Fire Department activities with other members of the Fire Department staff
- Participates in the evaluation of applicants for employment
- Attends and actively participates in professional conferences
- Prepares complete staff work including administrative assignments
- Regularly assumes the duties of Battalion Chief up to and including 24-hour assignments
- Performs other related duties as assigned.

Training Division:

- Supervises and conducts training programs, drills, and evolutions
- Assists in the research and development of standardized methods used and equipment employed in fire department operations
- Observes and evaluates emergency operations procedures utilized by fire department personnel in order to establish and provide training needs
- Assists in coordinating the development and presentation of fire fighting, and life and fire safety training programs for organizations and citizens within the city
- Supervises the instruction and assists in the evaluation of probationary classified suppression personnel
- Participates in pre-fire planning programs and operational reviews
- Assists with scheduling and coordinating special training conducted for fire department personnel by other agencies
- Prepares and gives performance evaluations on subordinates supervised
- Supervises the development and updating of training reference material
- May participate in the evaluation of applicants for employment
- Attends and actively participates in professional conferences
- Keeps records pertaining to training activities
- Helps to prepare, submit, and administer the annual budget for the training division
- Works with other members of the Fire Department staff in developing plans, policies, and procedures concerning all areas of Fire Department activity
- Prepares staff work including administrative assignments
- Assists in the delivery of the City of Santa Clara Disaster Preparedness Program
- May act as the Battalion Chief of the Training Division
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

ASSISTANT TRAINING OFFICER (continued)

Knowledge of:

- Principles, practices, and techniques of modern firefighting operations including those pertaining to emergency scene tactics and strategy and saving life and property
- Effective training practices and techniques
- Major life and fire hazards within the City
- The operations and maintenance of various types of fire apparatus and equipment
- Principles, practices, and techniques of modern technical rescue, hazardous materials control, emergency medical service, and wildland/interface firefighting
- Pertinent federal, state, and local laws, regulations, and policies
- Modern principles and practices of fire department organization and management, including a broad awareness and understanding of the interrelationships between departmental operations, programs, and activities
- Fire alarm systems
- Principles of hydraulics and chemistry as applied to firefighting
- City geography and the water system
- California Vehicle Code

Ability to:

- Effectively use the Incident Command System to manage fire department operations;
- Recognize major life and fire hazards;
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Employ the leadership skills needed so that others can accomplish departmental and personal goals and objectives;
- Maintain and project a positive attitude, and foster the same in others;
- Command the respect of coworkers, superiors, and subordinates and maintain discipline and high morale
- Direct, schedule, evaluate, and train subordinates
- Assist with the preparation and administration of the department's budgets
- Prepare and present clear, concise and complete reports
- Deal fairly, objectively, and impartially with others
- Establish and maintain tactful and effective working relationships with officials, organizations, the general public, and others encountered in the course of work to accomplish tasks while engendering trust and cooperation
- Work effectively as part of a group or team to achieve common goals
- Maintain professionalism and composure at all times, including stressful situations
- Take direction and follow established policies and procedures
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Recognize training needs and implement the necessary training

SUPERVISION RECEIVED

Receives general supervision from the Battalion Chief of the Training Division while engaged in training activities and from the shift Battalion Chief while engaged in suppression activities.

ASSISTANT TRAINING OFFICER (continued)

SUPERVISION EXERCISED

Training Division: supervises Training Division personnel as assigned. Suppression Division: supervises Fire Captains and Acting Fire Captains.

OTHER REQUIREMENTS

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- 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
- Must be able to perform all of the essential functions of the job assignment

CITY OF SANTA CLARA, CALIFORNIA
ASSISTANT TRAINING OFFICER
(233)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- One of the following combinations of education:
 - An Associate's degree in Fire Science Technology from an accredited college;
 - OR-
 - A Bachelor's degree from an accredited college;
 - OR-
 - Graduation from high school or its equivalent -AND- thirty (30) semester units of Fire Science/Technology -AND- thirty (30) additional semester college units in general education
- One of the following combinations of experience:
 - Nine (9) years of sworn experience with the Santa Clara Fire Department, three (3) years of which include experience as a Fire Captain; or Deputy Fire Marshal II with the Santa Clara Fire Department

Desirable Qualifications:

- Certification from the California State Fire Marshal as a Chief Officer or Master Instructor
- Teaching credential

LICENSES AND/OR CERTIFICATES

- Possession of a valid California Class C driver's license with Firefighter endorsement
- Possession of valid State of California Emergency Medical Technician (EMT), and Cardiopulmonary Resuscitation (CPR) certificates
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

DISTINGUISHING CHARACTERISTICS

The Assistant Training Officer is an entry level professional managerial position in the classified service that assumes the role of officer in charge of the suppression division when the shift Battalion Chief is not on duty and assists the training Battalion Chief in planning, organizing, directing, coordinating, and evaluating in-service training programs of the Fire Department (including the Volunteer Reserve Division). An incumbent in this classification exercises independent judgment and discretion; manages and directs employees at emergency and non-emergency operations; helps in formulating administrative policies for the effective use of assigned personnel; and actively supports the direction established by the Fire Chief and City Manager and policies established by the City Council for the delivery of Fire Department services to the citizens.

ASSISTANT TRAINING OFFICER (continued)

TYPICAL DUTIES

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

Suppression Division:

- Coordinates, assigns, and directs the work and activities of fire suppression personnel
- Supervises the effective operation, utilization, and maintenance of fire, rescue, hazardous materials, and emergency medical services apparatus and equipment
- Responds to emergencies to coordinate and direct the activities of personnel and equipment
- Transmits, supports, and carries out City and Fire Department orders and policies
- Represents, when necessary, line Fire Captains to administration and administration to line captains
- Inspects personnel and equipment and ensure deficiencies are corrected
- Assists in preparing performance evaluations on subordinates
- Advises counterparts and shift Battalion Chiefs of activities within the division, noting special instructions and unusual conditions
- Assists in the preparation, submittal, and administration of the annual budget for the suppression division
- Develops plans, policies, and procedures concerning all areas of Fire Department activities with other members of the Fire Department staff
- Participates in the evaluation of applicants for employment
- Attends and actively participates in professional conferences
- Prepares complete staff work including administrative assignments
- Regularly assumes the duties of Battalion Chief up to and including 24-hour assignments
- Performs other related duties as assigned

Training Division:

- Supervises and conducts training programs, drills, and evolutions
- Assists in the research and development of standardized methods used and equipment employed in fire department operations
- Observes and evaluates emergency operations procedures utilized by fire department personnel in order to establish and provide training needs
- Assists in coordinating the development and presentation of fire fighting, and life and fire safety training programs for organizations and citizens within the city
- Supervises the instruction and assists in the evaluation of probationary classified suppression personnel
- Participates in pre-fire planning programs and operational reviews
- Assists with scheduling and coordinating special training conducted for fire department personnel by other agencies
- Prepares and gives performance evaluations on subordinates supervised
- Supervises the development and updating of training reference material
- May participate in the evaluation of applicants for employment
- Attends and actively participates in professional conferences
- Keeps records pertaining to training activities
- Helps to prepare, submit, and administer the annual budget for the training division

ASSISTANT TRAINING OFFICER (continued)

- Works with other members of the Fire Department staff in developing plans, policies, and procedures concerning all areas of Fire Department activity
- Prepares staff work including administrative assignments
- Assists in the delivery of the City of Santa Clara Disaster Preparedness Program
- May act as the Battalion Chief of the Training Division
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices, and techniques of modern firefighting operations including those pertaining to emergency scene tactics and strategy and saving life and property
- Effective training practices and techniques
- Major life and fire hazards within the City
- The operations and maintenance of various types of fire apparatus and equipment
- Principles, practices, and techniques of modern technical rescue, hazardous materials control, emergency medical service, and wildland/interface firefighting
- Pertinent federal, state, and local laws, regulations, and policies
- Modern principles and practices of fire department organization and management, including a broad awareness and understanding of the interrelationships between departmental operations, programs, and activities
- Fire alarm systems
- Principles of hydraulics and chemistry as applied to firefighting
- City geography and the water system
- California Vehicle Code

Ability to:

- Effectively use the Incident Command System to manage fire department operations
- Recognize major life and fire hazards
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Employ the leadership skills needed so that others can accomplish departmental and personal goals and objectives
- Maintain and project a positive attitude, and foster the same in others
- Command the respect of coworkers, superiors, and subordinates and maintain discipline and high morale
- Direct, schedule, evaluate, and train subordinates
- Assist with the preparation and administration of the department's budgets
- Prepare and present clear, concise and complete reports
- Deal fairly, objectively, and impartially with others
- Establish and maintain tactful and effective working relationships with officials, organizations, the general public, and others encountered in the course of work to accomplish tasks while engendering trust and cooperation
- Work effectively as part of a group or team to achieve common goals
- Maintain professionalism and composure at all times, including stressful situations
- Take direction and follow established policies and procedures

ASSISTANT TRAINING OFFICER (continued)

- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Recognize training needs and implement the necessary training

SUPERVISION RECEIVED

Receives general supervision from the Battalion Chief of the Training Division while engaged in training activities and from the shift Battalion Chief while engaged in suppression activities.

SUPERVISION EXERCISED

Training Division: supervises Training Division personnel as assigned. Suppression Division: supervises Fire Captains and Acting Fire Captains.

OTHER REQUIREMENTS

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- 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
- Must be able to perform all of the essential functions of the job assignment



Agenda Report

18-574

Agenda Date: 5/14/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Request to Extend Eligible List for Equipment Operator

BACKGROUND

The current eligible list for Equipment Operator was established on July 7, 2017 and is set to expire on July 7, 2018. Attached is a memorandum from the Water and Sewer Utilities Department requesting that the Equipment Operator eligible list be extended for another six months to January 7, 2019.

DISCUSSION

The Water and Sewer Utilities Department anticipates future openings and would like to be able to quickly fill their positions with candidates from the existing list. Extending the eligible list will allow the Water and Sewer Utilities Department to hire off of the list with 4 qualified candidates while avoiding the expense and time needed to conduct another recruitment.

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 job specification, examination weighting and recruitment type other than 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 <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Staff recommends the Civil Service Commission approve the request to extend the eligible list for Equipment Operator by six months to January 7, 2019.

Reviewed by: Vanessa Guerra, HR Division Manager

Approved by: Julia Hill, Interim Director, Human Resources

ATTACHMENTS

1. Equipment Operator Eligible List Memorandum



**City of
Santa Clara**
The Center of What's Possible

Water & Sewer Utilities
Memorandum

Date: March 22, 2018

To: Human Resources Director

From: Water & Sewer Utilities Director

7.W.

Subject: Equipment Operator Eligible List

Water & Sewer Utilities is requesting to extend the eligible list for this classification, currently set to expire on July 8, 2018, for a period of six additional months. The Department is anticipating openings in the classification in the near future and believes that the current list contains qualified candidates.

Please have your staff confirm the extension of the list, with a new schedule for the expiration of the list, or notify me of the denial of this request.

cc: Department File

RECEIVED
MAR 22 2018
HUMAN RESOURCES DEPARTMENT
CITY OF SANTA CLARA



Agenda Report

18-586

Agenda Date: 5/14/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Request to Modify Job Specification, Examination Weighting and Recruitment Type for Electric Utility Engineer

BACKGROUND

The Electric Utility Department will soon conduct a recruitment for the position of Electric Utility Engineer. The job specification for Electric Utility Engineer was last revised in November 2006.

DISCUSSION

A job analysis was conducted to identify changes to the job specification. Several desirable qualifications were added such as Registration as an Electrical, Mechanical or Civil Engineer in the State of California as well as experience with Geographic Information Systems (GIS). The typical tasks section was updated to better reflect the current position. The Knowledge, Skills and Abilities section was updated to reflect the skills needed for the new typical tasks.

The Electric Utility Department submitted a request to change the recruitment type from Open/Competitive to Open/Promotional since the new entry level classification of Assistant Electric Utility Engineer was approved and Electric Utility Engineer is now a promotional classification. The department also requests that the exam weighting change from Qualifying Supplemental/100% Oral to 100% Oral since the application packet and oral examination is sufficient to measure a candidate's qualifications.

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 job specification, examination weighting and recruitment type 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 or at the public information desk at any City of Santa Clara public

library.

RECOMMENDATION

Approve the modified job specification, examination weighting and recruitment type for Electric Utility Engineer.

Reviewed by: Julia Hill, Interim Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. Electric Utility Engineer Job Specification, clean and rough copy

Approved November, 2006
Proposed May 2018

CITY OF SANTA CLARA, CALIFORNIA
ELECTRIC UTILITY ENGINEER
(428)

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with:
 - a) Bachelor's Degree in Electrical Engineering and two (2) years experience doing electric utility engineering work, or
 - b) Bachelor's Degree in Engineering and three (3) years experience doing electric utility engineering work and
- Experience using AutoCAD and Microsoft office (i.e. Microsoft Word, Excel, PowerPoint and Mathlab)

Possible Substitutions

- A Master's Degree in Electrical Engineering from an accredited college or university may be substituted for one (1) year of experience
- An Engineer-in-Training Certification with ten (10) years of experience in electric utility engineering work can be substituted for the degree in engineering and the required experience indicated above

Desirable Qualifications

- Registration as an Electrical, Mechanical or Civil Engineer in the State of California
- Experience using ESRI based Geographic Information System (GIS)
- Experience using system modeling and load flow software; Aspen one-liner software, GE PSLF, and DEW ISM

LICENSE

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

DISTINGUISHING CHARACTERISTICS

An incumbent in this position may be assigned to work in the generation, substations, transmission, distribution, planning, protection, or operations groups of the Electric Utility Department, as the need is determined.

TYPICAL TASKS

Duties may include but are not limited to the following.

Under general direction:

- Designs, assists in coordinating the design of, and manages electric utility system projects, including: generation facilities, electric substations, protection systems, overhead and underground transmission and distribution lines, supervisory control facilities, street lighting, and other electric system facilities

ELECTRIC UTILITY ENGINEER (continued)

- Prepares and/or assists in the preparation of design and construction standards, equipment procurement specifications, construction specifications and drawings, design procedures, test procedures, and safety procedures for electric facilities
- Performs and/or assists in power system studies such as protective coordination, fault studies, power flows, service reliability, and power quality
- Uses AutoCAD in the preparation of drawings, plans and other related matters
- Prepares, supervises, or assists in the preparation and maintenance of circuit maps, diagrams, construction drawings, charts, and plans
- Compiles engineering data and makes complex engineering calculations and analysis
- Monitors utility compliance with State and Federal regulations, makes recommendations and may develop and implement procedures for compliance
- Investigate field problems and troubleshoot problems with utility equipment and facilities
- May provide assistance to all classes of customers, developers, the utility business office, and to other City Departments on technical matters relevant to electric utility services
- May provide assistance to technical and financial inputs for projects in electric utility budget
- Prepares contracts, agreements, technical specifications, reports, minutes and other related documents
- May assist with the preparation of department's annual and five-year capital improvement budgets and the operating budget
- Coordinates engineering activities with other City departments and other public agencies
- May supervise, train and develop staff and act as supervisor during periods outside of regular working hours during emergency situations or while on local or remote job construction sites; and
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Engineering principles, practices, procedures, materials, and equipment used in the design, cost estimation, analysis, construction, operation, repair and maintenance of electric utility generation, substations, transmission, distribution, protection, street lighting, metering, and other electric utility facilities
- Principles and theory of electric utility design, construction, operation and maintenance (i.e., power generation, transmission, and distribution systems)
- Federal, State and local laws, codes, ordinances, regulations and policies pertaining to power infrastructure operation
- Utility system modeling techniques and technology
- Principles of supervision and training
- Computer applications (e.g. Microsoft office, project management software, scheduling tools, computer-aided drafting and design CAD and Mathlab)
- Environmental and safety practices, procedures and standards, including the National Electric Safety Code (NESC) and other standards

Ability to:

- Understand and follow oral and written instructions

ELECTRIC UTILITY ENGINEER (continued)

- Analyze engineering problems of moderate complexity
- Analyze data, prepare reports and make recommendations
- Perform electric utility power engineering work related to planning, design, and operation of distribution, transmission, or substation systems
- Communicate effectively both verbally and in writing
- Write clear, concise reports, using correct composition, English grammar and spelling
- Deal tactfully and courteously with others
- Work in a team based environment to resolve problems, achieve common goals and successfully deliver projects
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public
- 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 as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the general direction of a Senior Electric Engineer, , Division Manager, Assistant Director or other supervisor as assigned.

SUPERVISION EXERCISED

May supervise engineering administrative, technical , or other staff 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
ELECTRIC UTILITY ENGINEER
(428)

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with:
 - a) ~~a~~ Bachelor's Degree in Electrical Engineering and two (2) years experience doing electric utility engineering work, or
 - b) a* Bachelor's Degree in Engineering and three (3) years experience doing electric utility engineering work- *and*
~~b)~~
- Experience using AutoCAD and Microsoft office (i.e. Microsoft Word, Excel, PowerPoint and Mathlab)
- ~~• Candidates from a non accredited college or university must demonstrate educational equivalency by registration as a professional electrical, mechanical, or civil engineer in the State of California.~~
~~A Master's Degree in Electrical Engineering from an accredited college may be substituted for one (1) year of experience.~~

Possible Substitutions

- ~~•~~
- *A Master's Degree in Electrical Engineering from an accredited college or university may be substituted for one (1) year of experience*
- *An Engineer-in-Training Certification with ten (10) years of experience in electric utility engineering work can be substituted for the degree in engineering and the required experience indicated above*

Desirable Qualifications

- *Registration as an Electrical, Mechanical or Civil Engineer in the State of California*
- *Experience using ESRI based Geographic Information System (GIS)*
- *Experience using system modeling and load flow software; Aspen one-liner software, GE PSLF, and DEW ISM*
- ~~• In lieu of a degree in engineering and the required experience indicated above, an Engineer in Training Certification with ten (10) years of experience in electric utility engineering work is qualifying.~~

LICENSE

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

ELECTRIC UTILITY ENGINEER (continued)

DISTINGUISHING CHARACTERISTICS

An incumbent in this position may be assigned to work in the generation, substations, transmission, distribution, planning, protection, or operations groups of the Electric Utility Department, as the need is determined.

TYPICAL TASKS

Duties may include but are not limited to the following.

Under general direction:

- Designs, assists in coordinating the design of, and manages electric utility system projects, including: generation facilities, electric substations, protection systems, overhead and underground transmission and distribution lines, supervisory control facilities, street lighting, and other electric system facilities;
- Prepares and/or assists in the preparation of design and construction standards, equipment procurement specifications, construction specifications and drawings, design procedures, test procedures, and safety procedures for electric facilities;
- Performs and/or assists in power system studies such as protective coordination, fault studies, power flows, service reliability, *and power quality, etc.;*
- *Uses AutoCAD in the preparation of drawings, plans and other related matters*
- Prepares, supervises, or assists in the preparation and maintenance of circuit maps, diagrams, construction drawings, charts, and plans;
- *Compiles engineering data and makes complex engineering calculations and analysis*
- *Monitors utility compliance with State and Federal regulations, makes recommendations and may develop and implement procedures for compliance*
- *Investigate field problems and troubleshoot problems with utility equipment and facilities*
- May provide assistance to all classes of customers, developers, the utility business office, and to other City Departments on technical matters relevant to electric utility services;
- May provide assistance to technical and financial inputs for projects in electric utility budget.
- *Prepares contracts, agreements, technical specifications, reports, minutes and other related documents*
- *May assist with the preparation of department's annual and five-year capital improvement budgets and the operating budget*
- *Coordinates engineering activities with other City departments and other public agencies*
- *May supervise, train and develop staff and act as supervisor during periods outside of regular working hours during emergency situations or while on local or remote job construction sites; and*
- ~~May act as duty supervisor during periods outside of regular working hours during emergency situations or while on local or remote job construction sites; and~~
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Engineering principles, practices, procedures, materials, and equipment used in the design, cost estimation, analysis, construction, operation, repair and maintenance of electric utility

ELECTRIC UTILITY ENGINEER (continued)

generation, substations, transmission, distribution, protection, street lighting, metering, and other electric utility facilities;

- Principles and theory of electric utility design, construction, operation and maintenance (i.e., power generation, transmission, and distribution systems);
- *Federal, State and local laws, codes, ordinances, regulations and policies pertaining to power infrastructure operation*
- *Utility system modeling techniques and technology*
- *Principles of supervision and training*
- *Computer applications (e.g. Microsoft office, project management software, scheduling tools, computer-aided drafting and design CAD and Mathlab)*
- *Environmental and safety practices, procedures and standards, including the National Electric Safety Code (NESC) and other standards*

Ability to:

- Understand and follow oral and written instructions;
- Analyze engineering problems of moderate complexity;
- *Analyze data, prepare reports and make recommendations*
- *Perform electric utility power engineering work related to planning, design, and operation of distribution, transmission, or substation systems*
- ~~Calculate and report solutions;~~
- Communicate effectively *both* verbally and in writing;
- *Write clear, concise reports, using correct composition, English grammar and spelling*
- Deal tactfully and courteously with others;
- *Work in a team based environment to resolve problems, achieve common goals and successfully deliver projects*
- ~~Effectively interface with the general public including customers and other City employees;~~
- *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;~~
- 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 as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the general direction of a Senior *Electric* Engineer, ~~Field Foreperson~~, Division Manager, Assistant Director or other supervisors as assigned.

SUPERVISION EXERCISED

May supervise engineering administrative, ~~or~~ technical ~~personnel~~, or other ~~staff~~~~personnel~~ as assigned.

SPECIAL CONDITIONS

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

ELECTRIC UTILITY ENGINEER (continued)

OTHER REQUIREMENTS

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



Agenda Report

18-587

Agenda Date: 5/14/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Request to Modify Job Specification for Time and Material Clerk

BACKGROUND

The Department of Electric Utility will soon conduct a recruitment for the position of Time and Material Clerk. The job specification for Time and Material Clerk was last revised in May 2008.

DISCUSSION

A job analysis was conducted to identify a few minor changes to the job specification. A desirable qualification of experience supervising office staff was added as well as computer proficiency with PeopleSoft. The typical tasks section was updated to add the task of coordinating agenda reports and responding to travel requests and expense reports to better reflect the current position.

There are no recommended changes to the recruitment type (Closed/Promotional) or the examination weighting (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 fiscal impact to revising the job specification, examination weighting and recruitment type other than staff time.

PUBLIC CONTACT

Public contact was made by posting the Civil Service 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 Time and Material Clerk.

Reviewed by: Julia Hill, Interim Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. Job Specification Time and Material Clerk, rough and clean copy

LEGEND:
Additions
Approved May, 2008
Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA
TIME AND MATERIAL CLERK
(845)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or possession of a GED; and
- Four (4) years experience in financial record keeping, materials procurement, and customer service

Possible Substitutions:

- College education with major course work in business, accounting or other related fields may be substituted for up to two years of the required experience on a basis of 30 semester units for each year of experience.

Desirable Qualifications:

- Administrative experience supporting management
- Experience in supervising office support staff
- Computer proficiency in Microsoft Word, Excel, Power Point, Access and PeopleSoft.

LICENSE

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

DISTINGUISHING CHARACTERISTICS

This is a paraprofessional position and is distinguished from other City office support classes in that incumbents normally report to a division head or higher City position with responsibilities involving frequent use of tact, discretion, initiative, and independent judgment. Responsibilities include regular contact with representatives of business or community organizations, the public, and City staff to exchange information and explain administrative policies and procedures. An incumbent in this classification performs work of a varied and responsible nature under general direction with some responsibility for financial record keeping, materials procurement, customer service and radio dispatching.

TYPICAL DUTIES

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

Under general supervision:

- Using independent judgment, requisitions and maintains records of supplies and materials
- Prepares payroll sheets and maintains employee work distribution records
- Prepares work activity reports

TIME & MATERIAL CLERK (continued)

- Maintains productivity and program statistics
- Maintains project status reports
- Enters and retrieves data and prepares or updates a variety of accounting, financial, statistical records and reports from an automated financial system or personal computer spreadsheet software
- Responds and maintains customer service requests, citizen inquiries, requests for service, and complaints
- Direct, review, and evaluate the work of assigned staff and instruct staff in work procedures
- Coordinates agenda reports to Council
- Responds to travel requests and expense reports
- Performs complex and sensitive administrative tasks in support of departmental functions
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- General clerical and record keeping methods and procedures
- The materials, supplies and equipment used in public works and utility activities
- Office methods and practices including the use of applicable office equipment
- Standard business arithmetic
- Ten-key, and spreadsheet formulas and their use
- Correct English usage, including spelling, grammar, punctuation and vocabulary
- Basic supervisory principles and practices
- Office safety practices, procedures and standards

Ability to:

- Perform accurate arithmetical calculations, reconcile and analyze results
- Enter data into and retrieve data from the City's Financial Human Resources Management System and Payroll Accounting Systems (PeopleSoft)
- Use standard word processing, spreadsheet and database software programs, such as Word, Excel, PowerPoint and Access
- Prepare and maintain payroll records
- Prepare purchase requisitions, invoices, accounts receivable memoranda, and delivery slips
- Perform detailed computational and communications work accurately
- Use initiative and sound independent judgment within established guidelines
- Communicate clearly and effectively, both orally and in writing
- Understand and follow oral and written instructions
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public and deal tactfully and courteously with others
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Walk, sit or stand for extended periods of time and bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the general direction of the Department Director or other supervisor as assigned.

SUPERVISION EXERCISED

TIME & MATERIAL CLERK (continued)

May supervise a variety of office support positions as assigned and assist in the training of new personnel.

OTHER REQUIREMENTS

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

LEGEND:

Additions

Deletions

Approved May, 2008

Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA
TIME AND MATERIAL CLERK
(845)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or possession of a GED;
- Four (4) years experience in financial record keeping, materials procurement, *and* customer service ~~and radio dispatching, at least two (2) years of which shall have involved supervising office support personnel.~~

Possible Substitutions:

- College education with major course work in business, accounting or other related fields may be substituted for up to two years of the required experience on a basis of 30 semester units for each year of experience.

Desirable Qualifications:

- Administrative experience supporting management; ~~and~~
- *Experience in supervising office support staff*
- Computer proficiency in Microsoft Word, Excel, Power Point, *Access and PeopleSoft* ~~and Access.~~

LICENSE

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

DISTINGUISHING CHARACTERISTICS

This is a paraprofessional position and is distinguished from other City office support classes in that incumbents normally report to a division head or higher City position with responsibilities involving frequent use of tact, discretion, initiative, and independent judgment. Responsibilities include regular contact with representatives of business or community organizations, the public, and City staff to exchange information and explain administrative policies and procedures. An incumbent in this classification performs work of a varied and responsible nature under general direction with some responsibility for financial record keeping, materials procurement, customer service and radio dispatching.

TYPICAL DUTIES

~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed~~ *Duties may include, but are not limited to, the following.*

Under general supervision:-

TIME & MATERIAL CLERK (Continued)

- Using independent judgment, requisitions and maintains records of supplies and materials;
- Prepares payroll sheets and maintains employee work distribution records;
- Prepares work activity reports;
- Maintains productivity and program statistics;
- Maintains project status reports;
- ~~Maintains records of customer service requests and complaints;~~
- ~~Operates base radio station, logs in and out of service communications from field personnel, and dispatches field personnel to respond to customer service requests and complaints;~~
- Enters and retrieves data and prepares or updates a variety of accounting, financial, statistical records and reports from an automated financial system or personal computer spreadsheet software;
- Responds *and maintains* ~~to~~ *customer service requests*, citizen inquiries, requests for service, and complaints;
- *Direct, review, and evaluate the work of assigned staff and instruct staff in work procedures*
- ~~Prepares letters and memoranda;~~
- *Coordinates agenda reports to Council*
- *Responds to travel requests and expense reports*
- Performs complex and sensitive ~~secretarial and~~ administrative ~~tasks~~*support* in support of departmental functions;
- ~~Assists in the implementation of demand-side management programs; and~~
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- General clerical and record keeping methods and procedures;
- The materials, supplies and equipment used in public works and utility activities;
- *Office methods and practices including the use of applicable office equipment*
- ~~The operation of common office equipment including a personal computer, on-line terminal, and facsimile machine;~~
- Standard business arithmetic;
- Ten-key, ~~calculator~~, and spreadsheet formulas and their use;
- Correct English usage, including spelling, grammar, punctuation and vocabulary;
- Basic supervisory principles and practices; ~~and~~
- Office safety practices, procedures and standards.

Ability to:

- Perform accurate arithmetical calculations, reconcile and analyze results;
- ~~Use a personal computer or terminal to~~ *E*nter data into and retrieve data from the City's Financial Human Resources Management System and Payroll Accounting Systems (PeopleSoft);
- Use standard word processing, spreadsheet and database software programs, such as Word, Excel, PowerPoint and Access;
- Prepare and maintain payroll records;
- Prepare purchase requisitions, invoices, accounts receivable memoranda, and delivery slips;
- Perform detailed computational and communications work accurately;
- Use initiative and sound independent judgment within established guidelines;

TIME & MATERIAL CLERK (Continued)

- Communicate clearly and effectively, both orally and in writing;
- Understand and follow oral and written instructions;
- ~~Deal tactfully and courteously with others;~~
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public *and deal tactfully and courteously with others;*
- ~~Direct, review, and evaluate the work of assigned staff and instruct staff in work procedures;~~
- Work in a team-based environment and achieve common goals;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines; ~~and~~
- Walk, *sit* -or stand for extended periods of time and bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties-

SUPERVISION RECEIVED

Works under the general direction of the *Department Director or other supervisor as assigned.* ~~Director of Streets and Automotive Services, Director of Water and Sewer Utilities, or other supervisor as assigned.~~

SUPERVISION EXERCISED

May supervise a variety of office support positions as assigned and assist in the training of new personnel.

OTHER REQUIREMENTS

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



City of Santa Clara

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Santa Clara, CA 95050
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Agenda Report

18-601

Agenda Date: 5/14/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Request to Extend Eligible List for Firefighter I

BACKGROUND

The current eligible list for Firefighter I was established on July 17, 2017 and is set to expire on July 17, 2018. Attached is a memorandum from the Fire Department requesting that the Firefighter I eligible list be extended for another six months to January 17, 2019.

DISCUSSION

Six hundred and twenty seven (627) candidates applied for the position of Firefighter I during the last recruitment. Nine (9) candidates were appointed to Firefighter I and twenty seven (27) candidates remain on the eligible list. The Fire Department anticipates future openings and would like to be able to quickly fill their positions with candidates from the existing list. Extending the eligible list will allow the Fire Department to hire and avoid the expense and time needed to conduct another recruitment.

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 other than 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 <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the request to extend the eligible list for Firefighter I by six months to January 17, 2019.

Reviewed by: Vanessa Guerra, HR Division Manager

Approved by: Julia Hill, Interim Director of Human Resources

ATTACHMENTS

1. Firefighter I Eligible List Memorandum



**City of
Santa Clara**
The Center of What's Possible

Fire Department
Memorandum

Date: April 30, 2018
To: Julia Hill, Interim Director of Human Resources
From: William Kelly, Fire Chief
Subject: Firefighter I Eligibility List Extension

This memo is to serve as a formal request for extension of the existing Firefighter I eligibility list for the Fire Department. On July 17, 2017 this list was established and certified after an extensive testing and interview process. Nine (9) Firefighters were hired off of this eligibility list.

The testing process for this position takes approximately 6 months to complete and is very time intensive. With the quality of candidates still eligible on this current list, it is our opinion that extending the list is the most cost effective way to fill vacancies as they become available.

We are recommending that the Civil Service Commission extend this list for an additional period of six (6) months.

Thank you for your consideration.



Agenda Report

18-608

Agenda Date: 5/14/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Request to Modify Job Specification for Street Maintenance Foreperson

BACKGROUND

The Department of Public Works will soon conduct a recruitment for the position of Street Maintenance Foreperson. The job specification for Street Maintenance Foreperson was last approved in October 2000.

DISCUSSION

A job analysis was recently done and the Department of Public Works reviewed and identified changes needed to the job specification. The Typical Duties section was updated to include operating a mobile device/computer, such as a smart phone or tablet to read, respond, and input data for an automated work management system and developing scope of services for requests for proposals and requests for quotations. The Knowledge, Skills, and Abilities section was updated to include principals of supervision and training, environmental and safety practices, procedures, and standards, and operating personal computers and other standard office equipment. The Street Maintenance Foreperson may require lifting so the ability to lift 25 lbs. of static weight was added. The job specification was also updated to a new standard format.

There are no recommended changes to the recruitment type (Closed/Promotional) or examination weighting (50% Written Examination and 50% Oral Examination).

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

RECOMMENDATION

Approve the modified job specification for Street Maintenance Foreperson.

Reviewed by: Julia Hill, Interim Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. Job Specification Street Maintenance Foreperson, rough and clean copy

Approved October, 2000
Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA
STREET MAINTENANCE FOREPERSON
(809)

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED; and
- Seven (7) years of increasingly responsible street or storm drain construction and/or maintenance experience, at least two (2) years of which must have been as a Street Maintenance Worker IV, Equipment Operator, and/or Street Foreman/Forewoman for the City of Santa Clara.

Desirable Qualifications:

- An associate degree in business, construction management, or related subject is desirable.

LICENSE

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

DISTINGUISHING CHARACTERISTICS

This is a management position in the classified service in the Street Maintenance Division in the Department of Public Works. An incumbent in this class manages, controls, and directs employees assigned by economically deploying staff and using appropriate tools and equipment commensurate with the difficulty or magnitude of the task at hand. An incumbent in this class exercises independent judgment and discretion not of a routine or clerical nature. An incumbent in this class assists in the administration of the Street Maintenance Division annual budget and contractual services related to the division.

TYPICAL DUTIES

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

Under general direction:

- Plans, organizes, coordinates, supervises, and participates in the activities of maintenance crews engaged in street maintenance; storm drain maintenance; hazardous chemical and pesticide storage, application, and clean-up of spills
- Supervises and participates in street reconstruction and restoration activities, including but not limited to paving, sidewalk, curb, and gutter maintenance, seal coating, crack sealing, alley maintenance, storm system clearance, storm pump lift station maintenance, installation of storm drains, manholes, catch basins, and other related facilities
- Supervises, trains, evaluates, plans, and reports on the performance of assigned staff
- Inspects work in progress to insure conformance with instructions
- Operates a mobile device/computer, such as a smart phone or table to read, respond, and input data for an automated work management system
- Maintains time and material records, schedules, and reports using Microsoft Office Suite

STREET MAINTENANCE FOREPERSON (continued)

- Trains and instructs staff in maintenance techniques, safety practices equipment operation, and routine maintenance
- Requests and assigns necessary supplies and materials, including base rock, hot asphalt mix, concrete cement, etc.
- Investigates and resolves service complaints and processes service requests
- Prepares activity reports, purchase requests and requisitions, and accident reports
- Assists in budget preparation
- Develops scope of services for requests for proposals (RFP) and requests for quotations (RFQ)
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principals of supervision and training
- Construction and maintenance methods, equipment, and terminology
- Equipment and tools used in street maintenance and repair work
- Environmental and safety practices, procedures, and standards
- Pertinent Federal, State, and local laws, codes, and ordinances

Ability to:

- Plan, assign, supervise, and review the work of staff
- Read, interpret, and work from blueprints and sketches
- Use mobile device to read, respond and input data for an automated work order management system
- Operate personal computers, and other standard office equipment; prepare reports using computer software, such as Microsoft Office Suite
- Perform basic mathematics to determine volume, tonnage, square footage, and other measures
- Compute time and material forms and records
- Establish and maintain a cooperative working relationship with those contacted in the course of work
- Communicate clearly and effectively both orally and in writing
- Work in a team based environment and achieve common goals
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties
- Lift and move static weight of 25 lbs.

SUPERVISION RECEIVED

Works under the direction of the Deputy Public Works Director or other supervisor as assigned.

SUPERVISION EXERCISED

Supervises Street Maintenance Worker IV, Equipment Operator, Street Maintenance Worker III, Street Maintenance Worker I/II, and other assigned staff.

STREET MAINTENANCE FOREPERSON (continued)

SPECIAL CONDITIONS

May be required to work unusual hours in emergency situations and to be available on an “on-call” basis as assigned.

OTHER REQUIREMENTS

- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- Must be able to perform all of the essential functions of the job assignment.

LEGEND:

Additions

Deletions

Approved October, 2000

Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA
STREET MAINTENANCE FOREPERSON
(809)

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED~~;~~ and
- ~~seven~~*Seven* (7) years of increasingly responsible street or storm drain construction and/or maintenance experience, at least two (2) years of which must have been as a Street Maintenance Worker IV, Equipment Operator, and/or Street Foreman/Forewoman for the City of Santa Clara.

Desirable Qualifications:

- An associate degree in business, construction management, or related subject is ~~desired~~*desirable*.

LICENSE

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

DISTINGUISHING CHARACTERISTICS

This is a management position in the classified service in the Street Maintenance Division in the ~~Street~~ Department *of Public Works*. -An incumbent in this class manages, controls, and directs employees assigned by economically deploying ~~personnel~~*staff* and using appropriate tools and equipment commensurate with the difficulty or magnitude of the task at hand.- An incumbent in this class exercises independent judgment and discretion not of a routine or clerical nature.- An incumbent in this class assists in the administration of the Street Maintenance Division annual budget and contractual services related to the division.

TYPICAL ~~TASKS~~DUTIES

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

Under *general* direction:

- ~~plans~~*Plans*, organizes, coordinates, supervises, and participates in the activities of maintenance crews engaged in: -street maintenance; storm drain maintenance; hazardous chemical and pesticide storage, application, and ~~clean-up~~*clean-up* of spills.
- Supervises and participates in street reconstruction and restoration activities, including but not limited to paving, *sidewalk, curb, and gutter maintenance*, seal coating, crack sealing, alley maintenance, storm system clearance, storm pump lift station maintenance, installation of storm drains, manholes, catch basins, and other related facilities;

STREET MAINTENANCE FOREPERSON (continued)

- ~~evaluates~~ *Supervises, trains, evaluates, plans,* and reports on the performance of assigned ~~subordinate personnel~~ *staff*;
- ~~inspects~~ *Inspects* work in progress to insure conformance with instructions;
- ~~uses computer for data entry and report generation of records of maintenance, and~~ *Operates a mobile device/computer, such as a smart phone or table to read, respond, and input data for an automated work management system*
- ~~maintains~~ *Maintains* time and material records, *schedules, and reports using Microsoft Office Suite*;
- ~~trains~~ *Trains* and instructs ~~subordinates~~ *staff* in maintenance techniques, safety practices, ~~and~~ equipment operation, and routine maintenance;
- ~~requisitions~~ *Requests* and assigns necessary supplies and materials, *including base rock, hot asphalt mix, concrete cement, etc.*;
- ~~confers with designated management personnel to review and discuss day-to-day operations and to plan major work for optimum effectiveness in personnel and material utilization;~~ *investigates* *Investigates* and resolves service complaints and processes service requests;
- ~~resolves employee grievances;~~
- ~~prepares~~ *Prepares* activity reports, purchase requests and requisitions, and accident reports;
- ~~assists~~ *Assists* in *budget* preparation ~~of the annual departmental budget~~;
- *Develops scope of services for requests for proposals (RFP) and requests for quotations (RFQ)*
- ~~performs~~ *Performs* other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- *Principals of supervision and training*
- ~~Thorough knowledge of construction~~ *Construction* and maintenance methods, equipment, and terminology;
- *Equipment and tools used in street maintenance and repair work*
- *Environmental and safety practices, procedures, and standards*
- *Pertinent Federal, State, and local laws, codes, and ordinances*

~~Good ability~~ *Ability* to:

- *Plan, assign, supervise, and review the work of staff*
- ~~work~~ *Read, interpret, and work* from ~~plans~~ *blueprints* and sketches;
- ~~maintain cooperative working relationships with co-workers and the general public;~~
- *Use mobile device to read, respond and input data for an automated work order management system*
- *Operate personal computers, and other standard office equipment; prepare reports using computer software, such as Microsoft Office Suite*
- ~~make arithmetic calculations~~ *Perform basic mathematics for determining to determine* volume, tonnage, square footage, and other measures;
- ~~compute~~ *Compute* time and material forms and records;
- ~~supervise, motivate, counsel, evaluate, and communicate effectively with subordinates.~~
- *Establish and maintain a cooperative working relationship with those contacted in the course of work*

STREET MAINTENANCE FOREPERSON (continued)

- *Communicate clearly and effectively both orally and in writing*
- *Work in a team based environment and achieve common goals*
- *Effectively handle multiple priorities, organize workload, and meet strict deadlines*
- *Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties*
- *Lift and move static weight of 25 lbs*

SUPERVISION RECEIVED

Works under the direction of the *Deputy Public Works Director* ~~Street/Storm Maintenance Supervisor~~ or other supervisor as assigned.

SUPERVISION EXERCISED

Supervises Street Maintenance Worker IV, Equipment Operator, Street Maintenance Worker III, Street Maintenance Worker I/II, and other assigned ~~personnel~~*staff*.

SPECIAL CONDITIONS

May be required to work unusual hours in emergency situations and to be available on an “on-call” basis as assigned.

OTHER REQUIREMENTS

- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- Must be able to perform all of the essential functions of the job assignment.



**City of
Santa Clara**
The Center of What's Possible

Streets/Automotive Services
Memorandum

Date: April 27, 2018

To: Julia Hill, Acting Director of Human Resources

From: Dave Staub, Deputy Director of Public Works

Subject: Request to Modify Job Specification for Street Maintenance Foreperson

The job specification for Street Maintenance Foreperson was last modified in 2000. The Public Works Department with Human Resources evaluated the current specifications and identified a need to update minimum qualifications, duties, knowledge, skills and abilities.

The Public Works Department is requesting that the Civil Service Commission approve the job specification and recruitment type changes for the Street Maintenance Foreperson. Please let me know if you have any additional questions.

A handwritten signature in black ink, appearing to read "Dave Staub".

Dave Staub
Deputy Director of Public Works



Agenda Report

18-609

Agenda Date: 5/14/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Request to Modify Job Specification for Park Foreperson

BACKGROUND

The Parks and Recreation Department will soon conduct a recruitment for the position of Park Foreperson. The job specification for Park Foreperson was last approved in November 2012.

DISCUSSION

A job analysis was recently done and the Parks and Recreation Department reviewed and identified changes needed to the job specification. One (1) year of experience with at least two (2) years in a supervisory or lead capacity was added to minimum qualifications. The licenses were updated to require a California Department of Food and Agriculture Qualified Applicator Certificate in Categories B, C, and F at time of appointment and added Certified Pool Operator and/or Aquatic Facility Operation designations. The Typical Duties section was updated to include developing scope of services for request for quotations or requests for proposal. The Knowledge, Skills, and Abilities section was updated to reflect the new duties.

There are no recommended changes to the recruitment type (Open/Promotional) or examination weighting (50% Written Examination and 50% Oral Examination).

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 job specification, other than staff time.

PUBLIC CONTACT

Public contact was made by posting the Civil Service 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 Park Foreperson.

Reviewed by: Julia Hill, Interim Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. Job Specification Park Foreperson, rough and clean copy

Approved November, 2012
Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA
PARK FOREPERSON
(615)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or equivalent; and
- Four (4) years of increasingly responsible maintenance and construction experience in at least three (3) of the following areas: landscaping, aquatic facilities, park facilities, playground apparatuses, masonry and concrete, sports courts and athletic fields, and/or lighting and electrical, at least two (2) years of which shall have been in a supervisory or lead capacity in three (3) of the disciplines mentioned above.

Desirable Qualifications:

- Possession of or ability to obtain Agricultural Pest Control Adviser Certificate
- International Society of Arboriculture Certified Arborist

LICENSES

- Possession of a valid California Class C driver's license is required at time of appointment and for duration of employment.
- Possession of California Department of Food and Agriculture Qualified Applicator Certificate in Categories B, C and F; is required at time of appointment and for duration of employment.
- Possession and maintenance of the following licenses and certificates is required prior to completion of the probationary period:
 - Playground Safety Inspector Certification; and
 - Certified Pool Operator and/or Aquatic Facility Operator designations.

DISTINGUISHING CHARACTERISTICS

This is a management position in the classified service responsible for supervising the maintenance of the City's parks and related facilities. An incumbent in this class exercises independent judgment and discretion not of a routine or clerical nature in evaluating and reporting on the work efforts of employees; in recommending to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward or discipline other employees, in weighing the economic impact of deploying or directing employees, or in adjusting employees' grievances.

TYPICAL DUTIES

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

Under general direction:

- Assigns, reviews, supervises and participates in the work of crews engaged in the construction, special event setup, maintenance and operation of park facilities, including installation and maintenance of horticultural materials

PARK FOREPERSON (Continued)

- Maintains park buildings, structures, and specialized equipment
- Uses, maintains, and repairs hand tools, power equipment, and vehicles
- Installs, modifies, maintains, and repairs irrigation systems
- Maintains, operates, and repairs swimming pools, including plumbing facilities, devices, and controls required to achieve balanced pool water chemistry
- Inspects work in progress to insure conformance with instructions; requests and assigns necessary supplies and materials
- Maintains time and material records, schedules, and reports using Microsoft Office Suite
- Trains and instructs staff in maintenance techniques and safety practices
- Supervises contractual services to meet job specifications, scope of work, and payment provisions
- Assists in budget preparation
- Develops scope of services for request for quotations (RFQ) or requests for proposal (RFP)
- Supervises, trains, evaluates, plans, and reports on the performance of assigned staff
- Performs related work as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principals of supervision and training
- Landscape park maintenance methods, procedures, and materials including athletic field layout and maintenance, planting and care of turf, shrubs, trees, and ground covers
- Special event planning, development, permitting, logistics, and evaluation
- Procurement procedures including evaluating purchasing decisions, requests for quotations (RFQ), requests for proposals (RFP), and requests for information (RFI)
- Equipment, tools, and safety practices and procedures used in park maintenance and repair work
- Methods, procedures, equipment, and materials used in swimming pool operation, maintenance, and repair
- Janitorial methods and procedures required for park building maintenance and operation

Ability to:

- Utilize supervisory techniques and methods of motivating staff to perform effectively and efficiently
- Plan, assign, supervise and review the work of maintenance staff
- Use a mobile device to read, respond, and input data for an automated work order management system
- Operate personal computers, and other standard office equipment; prepare reports using computer software, such as Microsoft Office Suite
- Read, interpret and work with blueprints and sketches; maintain work and operational records
- Ability to read, review, and edit park plans, documents and specifications using a computer aided design (CAD) program and/or other software.
- Prepare written reports
- Coordinates work with Recreation Division
- Communicate effectively to establish and maintain cooperative working relationships with employees and the general public
- Effectively handle multiple priorities, organize workload and meet strict deadlines

- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties
- Lift and move static weight of 50 lbs.

SUPERVISION EXERCISED

Supervises Grounds Maintenance Workers and other assigned staff.

SUPERVISION RECEIVED

Works under the direction of a Park Construction, Maintenance and Repair Manager.

OTHER REQUIREMENTS

- May be required to work unusual hours in shift assignments, in emergency situations, and to be on an "on-call" basis as assigned.
- Must be able to perform all essential functions of the job assignment.

LEGEND:

Additions

~~Deletions~~

Approved November, 2012

Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA

PARK FOREPERSON

(615)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or equivalent; and
- ~~Three (3)~~*Four (4)* years of increasingly responsible *maintenance and construction* experience *in at least three (3) of the following areas: landscaping, aquatic facilities, park facilities, playground apparatuses, masonry and concrete, sports courts and athletic fields, and/or lighting and electrical, at least two (2) years of which shall have been in a supervisory or lead capacity in three (3) of the disciplines mentioned above.* ~~involving the maintenance and construction of landscaping, swimming pools, and park facilities.~~

Desirable Qualifications:

- Possession of or ability to obtain Agricultural Pest Control Adviser Certificate
- ~~Certified Pool Operator~~
- ~~Certified Playground Safety Inspector~~*International Society of Arboriculture Certified Arborist*

LICENSES

- Possession of a valid California *Class C* ~~Driver's~~*driver's* license *is required at time of appointment and for duration of employment.*
- Possession of California Department of Food and Agriculture Qualified Applicator Certificate in Categories B, C and F, ~~and is required at time of appointment and for duration of employment.~~
- *Possession and maintenance of the following licenses and certificates is required prior to completion of the probationary period* ~~Within one year of appointment:~~
 - ~~possession of~~ Playground Safety Inspector Certification; *and*
 - *Certified Pool Operator and/or Aquatic Facility Operator designations.*

DISTINGUISHING CHARACTERISTICS

This is a management position in the classified service responsible for supervising the maintenance of the City's parks and related facilities. -An incumbent in this class exercises independent judgment and discretion not of a routine or clerical nature in evaluating and reporting on the work efforts of employees; in recommending to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward or discipline other employees, in weighing the economic impact of deploying or directing employees, or in adjusting employees' grievances.

TYPICAL DUTIES

PARK FOREPERSON (Continued)

Duties include, but are not limited to, the following: ~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~

Under general direction:

- Assigns, reviews, supervises and participates in the work of crews engaged in the construction, *special event setup*, maintenance and operation of park facilities, including installation and maintenance of horticultural materials;
- Maintains park buildings, structures, and specialized equipment;
- Uses, maintains, and repairs hand tools, power equipment, and vehicles;
- Installs, modifies, maintains, and repairs irrigation systems;
- Maintains, operates, and repairs swimming pools, including plumbing facilities, devices, and controls required to achieve balanced pool water chemistry;
- Inspects work in progress to insure conformance with instructions; ~~requisitions~~ *requests* and assigns necessary supplies and materials;
- Maintains time and material records, schedules, and reports using Microsoft ~~Word and Excel~~ *Office Suite*;
- Trains and instructs ~~personnel~~ *staff* in maintenance techniques and safety practices;
- Supervises contractual services to meet job specifications, scope of work, and payment provisions;
- Assists in budget preparation
- *Develops scope of services for request for quotations (RFQ) or requests for proposal (RFP);*
- *Supervises, trains, Evaluates-evaluates, plans,* and reports on the performance of assigned ~~personnel~~ *staff*;
- ~~Assists in resolving employee grievances; and~~
- Performs related work as ~~required~~ *assigned*

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- *Principals of supervision and training*
- Landscape park maintenance methods, procedures, and materials including *athletic field layout and maintenance*, planting and care of turf, shrubs, trees, and ground covers;
- *Special event planning, development, permitting, logistics, and evaluation*
- *Procurement procedures including evaluating purchasing decisions, requests for quotations (RFQ), requests for proposals (RFP), and requests for information (RFI)*
- Equipment, tools, and safety practices and procedures used in park maintenance and repair work;
- Methods, procedures, equipment, and materials used in swimming pool operation, maintenance, and repair; ~~and~~
- Janitorial methods and procedures required for park building maintenance and operation.

Ability to:

- ~~Supervise subordinates utilizing~~ *Utilize* supervisory techniques and methods of motivating ~~staff subordinates~~ to perform effectively and efficiently;
- ~~plan~~ *Plan*, assign, supervise and review the work of maintenance ~~personnel; staff~~
- *Use a mobile device to read, respond, and input data for an automated work order management system*

- *Operate personal computers, and other standard office equipment; prepare reports using computer software, such as Microsoft Office Suite*
- ~~Follow oral and written instructions;~~
- Read, interpret and work with ~~plans~~ *blueprints* and sketches; maintain work and operational records;
- *Ability to read, review, and edit park plans, documents and specifications using a computer aided design (CAD) program and/or other software.*
- Prepare *written* reports;
- Coordinates work with Recreation Division;
- Communicate effectively to establish and maintain cooperative working relationships with employees and the general public; ~~and~~
- *Effectively handle multiple priorities, organize workload and meet strict deadlines*
- *Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties*
- Lift and move static weight of 50 lbs.

SUPERVISION EXERCISED

Supervises Grounds Maintenance Workers and other assigned ~~personnel~~ *staff*.

SUPERVISION RECEIVED

Works under the direction of a Park ~~Supervisor~~ *Construction, Maintenance and Repair Manager*.

~~SPECIAL CONDITIONS~~ *OTHER REQUIREMENTS*

- May be required to work unusual hours in shift assignments, in emergency situations, and to be on an "on-call" basis as assigned.
- *Must be able to perform all essential functions of the job assignment.*



Date: April 27, 2018

To: Director of Human Resources

From: Director of Parks & Recreation

Subject: Approve Job Description for Park Foreperson as Modified

The Parks & Recreation Department requests approval of the job description for the Park Foreperson position as modified.

The Department in collaboration with the Human Resources Department completed a Job Analysis Questionnaire (JAQ) process that resulted in the modification of the job description to accurately reflect the current and future needs of the Parks & Recreation Department in serving the residents of Santa Clara.

Changes to the job description include:

- The possession of California Department of Food and Agriculture Qualified Applicator Certificate (QAC) in Categories B, C and F; is required at time of appointment and for duration of employment;
- The ability to use a mobile device to read, respond, and input data for an automated work order management system;
- Knowledge and ability for special event planning, development, permitting, logistics, and evaluation;
- Knowledge of procurement procedures including evaluating purchasing decisions, requests for quotations (RFQ), requests for proposals (RFP), and requests for information (RFI); and among others,
- Ability to read, review, and edit park plans, documents and specifications using a computer aided design (CAD) program and/or other software.

The above certifications, knowledge, skills and abilities are necessary for the position of Park Foreperson in Santa Clara.

Let me know if there are any questions or additional information is needed.



Agenda Report

18-612

Agenda Date: 5/14/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Request to Modify Job Specification and Waive Written Examination Process for Utility Field Services Worker

BACKGROUND

The Finance Department will soon conduct a recruitment for the position of Utility Field Services Worker. The job specification for Utility Field Services Worker was last approved in March 2007.

DISCUSSION

A job analysis was conducted in April, 2018 to identify additions and changes to the job specification. The Typical Duties section was changed to reflect current tasks this position would perform, such as driving a City vehicle, walking long distances, climbing stairs, and lifting heavy objects. The Knowledge, Skills, and Abilities section was updated to include knowledge of principles and practices of customer service and the ability to perform physical labor including lifting up to 50 pounds of static weight. The job specification has also been updated to reflect the new standard job description format.

The Finance Department is seeking approval to waive the examination process on a one-time non-precedent setting basis for the Utility Field Services Worker classification. This classification is a Closed/Promotional recruitment with examination weighting of 100% oral examination, qualifying written. There are two internal candidates for this position and both have been rotating in this classification as out of class appointments and gaining experience in the position. Due to changes in CalPERS, the City needs to eliminate extended out of class appointments and recruit for this position. Waiving the oral examination and the qualifying written examination will significantly reduce the amount of time and expense to fill the position. Furthermore, a waiver will allow the department to interview the candidates and determine if they possess the knowledge, skills and abilities necessary to successfully perform the duties of the position.

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 job specification and waiving the examination process, 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 or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified job specification and waive written examination process for Utility Field Services Worker.

Reviewed by: Julia Hill, Interim Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. Job Specification Utility Field Services Worker, rough and clean copy

LEGEND:

Additions

Deletions

Approved March, 2007

Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA
UTILITY FIELD SERVICES WORKER
(897)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED *and*
- Two (2) years of meter reading experience with the City of Santa Clara.

LICENSE

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

DISTINGUISHING CHARACTERISTICS

The Utility Field Services Worker is a classified position in the Municipal Services Division of the Finance Department requiring judgment and interpretation related to technical knowledge of meter reading and meter service techniques of electric and water meters. The Utility Field Services Worker responds to customer inquiries, investigates possible energy diversion incidents, and checks the condition of meter connections and ~~seal~~-meters *seals*.

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

- Responds to customer ~~inquires~~*inquiries* regarding high bill complaints and other issues associated with meter reading and ~~field~~-*utility* services;
- ~~Calls customers prior to shut-off for non-payment;~~
- Turns on and off electric and water service;
- ~~e~~*Conducts* ring outs for new service connections;
- Investigates "ghost consumption", access problems, and notifies supervisor of possible energy diversion incidents;
- Verifies accuracy of computer system information relevant to readings, ~~and~~-consumption, *and access;*
- Checks the general condition of meter connections and ~~seals~~-meters *seals*~~after servicing account;~~
- Performs meter rereads and ~~casual~~-meter reading *as needed;*
- Organizes distribution of service orders and geographical sequencing;
- *Drives a City vehicle, walks long distances, climbs stairs and lifts heavy objects*
- *Make contact with customers prior to shut-off for non-payment*

UTILITY FIELD SERVICES WORKER (continued)

- Assists in the training of new Utility Field Services Workers;~~and~~
- Performs other duties as assigned~~.~~

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Meter reading methods and procedures~~;~~
- Environmental and safety *practices, procedures and standards*~~techniques; and~~
- Principles and practices of investigative methods of meter tampering detection~~;~~
- *Principles and practices of customer service*
- City of Santa Clara street names, locations, and geography~~;~~
- Meter codes~~;~~
- Access information~~.~~

Ability to:

- Evaluate situations, identify problems, make logical decisions, and follow through on resolution~~;~~
- Use independent judgment in dealing with customer issues and problems of moderate complexity~~;~~
- Interpret and apply technical knowledge to meter reading and meter service techniques~~;~~
- ~~Organize daily work assignments and service requests;~~
- Effectively handle multiple priorities, organize workload and meet strict deadlines~~;~~
- ~~Use~~ *Operate a mobile device/computer and common* computer programs, such as e-mail, word processing, ~~and~~ spreadsheets, *and database programs*~~;~~
- Communicate *effectively, both orally and in writing*~~verbally in a clear and effective manner;~~
- Work in a team-based environment and achieve common goals~~;~~
- Establish and maintain effective working relationships~~s~~ with those contacted in the course of work, *including the general public and other City departments*~~;~~
- ~~Deal tactfully and courteously with the public;~~
- Train and provide technical assistance and guidance to new Utility Field Service Workers~~;~~
- Retrieve data using computer programs for documenting field inspection findings~~;~~
- Make simple arithmetical calculations quickly and accurately~~;~~
- *Perform physical labor including lifting up to 50 pounds of static weight*
- 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 general supervision of Utility Field Services Supervisor.

SUPERVISION EXERCISED

None.

OTHER REQUIREMENTS

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

CITY OF SANTA CLARA, CALIFORNIA
UTILITY FIELD SERVICES WORKER
(897)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED and
- Two (2) years of meter reading experience with the City of Santa Clara.

LICENSE

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

DISTINGUISHING CHARACTERISTICS

The Utility Field Services Worker is a classified position in the Municipal Services Division of the Finance Department requiring judgment and interpretation related to technical knowledge of meter reading and meter service techniques of electric and water meters. The Utility Field Services Worker responds to customer inquiries, investigates possible energy diversion incidents, and checks the condition of meter connections and meter seals.

TYPICAL DUTIES

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

- Responds to customer inquiries regarding high bill complaints and other issues associated with meter reading and utility services
- Turns on and off electric and water service
- Conducts ring outs for new service connections
- Investigates "ghost consumption", access problems, and notifies supervisor of possible energy diversion incidents
- Verifies accuracy of computer system information relevant to readings, consumption, and access
- Checks the general condition of meter connections and meter seals
- Performs meter rereads and meter reading as needed
- Organizes distribution of service orders and geographical sequencing
- Drives a City vehicle, walks long distances, climbs stairs and lifts heavy objects
- Make contact with customers prior to shut-off for non-payment
- Assists in the training of new Utility Field Services Workers
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Meter reading methods and procedures
- Environmental and safety practices, procedures and standards

UTILITY FIELD SERVICES WORKER (continued)

- Principles and practices of investigative methods of meter tampering detection
- Principles and practices of customer service
- City of Santa Clara street names, locations, and geography
- Meter codes
- Access information

Ability to:

- Evaluate situations, identify problems, make logical decisions, and follow through on resolution
- Use independent judgment in dealing with customer issues and problems of moderate complexity
- Interpret and apply technical knowledge to meter reading and meter service techniques
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Operate a mobile device/computer and computer programs, such as e-mail, word processing, spreadsheets, and database programs
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public and other City departments
- Train and provide technical assistance and guidance to new Utility Field Service Workers
- Retrieve data using computer programs for documenting field inspection findings
- Make simple arithmetical calculations quickly and accurately
- Perform physical labor including lifting up to 50 pounds of static weight
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the general supervision of Utility Field Services Supervisor.

SUPERVISION EXERCISED

None.

OTHER REQUIREMENTS

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



Agenda Report

18-613

Agenda Date: 5/14/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Request to Extend Eligible List for Community Service Officer I

BACKGROUND

The current eligible list for Community Service Officer I was established on July 27, 2017 and is set to expire on July 27, 2018. Attached is a memorandum from the Police Department requesting that the Community Service Officer I eligible list be extended for another six months to January 27, 2019.

DISCUSSION

The Police Department anticipates future openings and would like to be able to quickly fill their positions with candidates from the existing list. Extending the eligible list will allow the Police Department to hire and avoid the expense and time needed to conduct another recruitment.

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 job specification, examination weighting and recruitment type, other than 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 <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the request to extend the eligible list for Community Service Officer I by six months to January 27, 2019.

Reviewed by: Vanessa Guerra, HR Division Manager

Approved by: Julia Hill, Interim Director of Human Resources

ATTACHMENTS

1. Community Service Officer I Eligible List Memorandum



**City of
Santa Clara**
The Center of What's Possible

Attachment I
Police Department
Memorandum

RECEIVED

MAY 01 2018

HUMAN RESOURCES DEPARTMENT
CITY OF SANTA CLARA

Date: May 1, 2018

To: Director of Human Resources

From: Chief of Police

Subject: Extension of Community Service Officer I Eligibility List

The Police Department would like to request a 6-month extension to the current eligibility list for Community Service Officer I. The current recruitment has resulted in nine (9) successful hires and we hope to hire more off of this list as there are still numerous eligible candidates.

A handwritten signature in black ink, appearing to read "Michael J. Sellers".

Michael J. Sellers
Chief of Police



Agenda Report

18-593

Agenda Date: 5/14/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Information regarding Salary Setting Commission, Charter Section 702

BACKGROUND

This is an informational report to the Commission regarding the new commission established by City Charter Section 702, the Salary Setting Commission.

DISCUSSION

Charter Section 702 provides in relevant part:

Commencing on July 1, 2019, and every two years on July 1 thereafter, the compensation of the City Council and Mayor shall be set by a Salary Setting Commission consisting of five members to be appointed by the Civil Service Commission from the qualified electors of the City for a term of four years. The first members shall be appointed for a term commencing January 1, 2019. Initially, the Commissioners shall be appointed in a manner so that two are appointed for two-year terms and three are appointed for four-year terms. On or before March 15 of every odd year, the Salary Setting Commission shall establish the salary of the Mayor and members of the City Council for the period commencing July 1 of that odd year and ending two years thereafter. Salaries so established by the Commission shall not exceed one hundred ten percent (110%) of the previous figure.

Salary Setting Commission basics:

- 5 members, appointed by Civil Service Commission
- Term will commence 1/1/19
 - 2 members - appointed for two-year terms
 - 3 members - appointed for four-year terms
- Prior to 3/15/19 and every odd year thereafter, the Commission shall establish the salary of the Mayor and Councilmembers, effective the next July 1 for two years (ex: July 1, 2019 through June 30, 2021).

Key dates (subject to change):

3/15/19	Last date to set salary by Salary Setting Commission
TBD	Meeting of Commission to study salaries, options
1/1/19	Commission term commences
11/19/18	Commission interviewed, appointed by Civil Service Commission (last regularly set Civil Service meeting) - could need to be specially set on different date
TBD	Period for advertising Commission openings
9/17/18	Commission announcement at Civil Service meeting (regularly set meeting)
7/17/18	Brief description of process at Joint Council/Commission Dinner Meeting
7/9/18	Detailed staff report at Commission regular meeting regarding factors to consider in

appointing members of Commission

City staff is in the process of setting the schedule for alerting the public, educating the Civil Service Commission about the role of the Salary Setting Commission, finalizing appropriate deadlines, establishing a staff liaison to the Salary Setting Commission, and the presentation of information to the Salary Setting Commission regarding salaries, benchmarks agencies, and other key factors in setting elected officials' salaries. Staff may also seek direction from the City Council on having the Salary Setting Commission set salaries for the elected positions of City Clerk and Police Chief.

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

RECOMMENDATION

This agenda report is to provide the Civil Service Commission with information regarding the Salary Setting Commission, Charter Sec. 702. There is no recommendation.

Reviewed by: Vanessa Guerra, Human Resources Division Manager

Approved by: Julia Hill, Interim Director, Human Resources