



# City of Santa Clara

## Meeting Agenda

### Civil Service Commission

Monday, September 17, 2018

7:00 PM

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

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#### CALL TO ORDER AND ROLL CALL

*Pledge of Allegiance*

#### CONSENT CALENDAR

**1.A 18-1177** [Meeting Minutes of July 9, 2018](#)

**Recommendation:** Approve the Meeting Minutes of July 9, 2018.

**1.B 18-1178** [Change of Status Reports for July and August 2018](#)

**Recommendation:** Approve the Change of Status Reports for July and August 2018.

**1.C 18-1179** [Open Recruitment Reports for July and August 2018](#)

**Recommendation:** Approve the Open Recruitment Reports for July and August 2018.

**1.D 18-1180** [Examination Reports for July and August 2018](#)

**Recommendation:** Approve the Examination Reports for July and August 2018.

#### PUBLIC PRESENTATIONS

#### GENERAL BUSINESS

**2 18-1115** [Action to Extend Eligible List for Senior Engineering Aide](#)

**Recommendation:** Approve the request to extend the Eligible List for Senior Engineering Aide by six months to April 25, 2019.

**3 18-1118** [Action to Extend Eligible List for Assistant Electric Utility Engineer](#)

**Recommendation:** Approve the request to extend the eligible list for Assistant Electric Utility Engineer by six months to March 5, 2019.

- 4      18-1270    [Action to Abolish the Eligible List for Assistant Engineer \(Civil\)](#)  
**Recommendation:** Approve abolishing the eligible list for Assistant Engineer (Civil).
- 5      18-1146    [Action to Abolish the Eligible List for Associate Engineer \(Civil\)](#)  
**Recommendation:** Approve abolishing the eligible list for Associate Engineer (Civil).
- 6      18-910      [Action to Modify Job Specification for Firefighter II](#)  
**Recommendation:** Approve the modified job specification for Firefighter II.
- 7      18-911      [Action to Modify Job Specification for Driver/Engineer](#)  
**Recommendation:** Approve the modified job specification for Driver/Engineer.
- 8      18-1188    [Action to Modify Job Specification for Meter Reader](#)  
**Recommendation:** Approve the modified job specification for Meter Reader.
- 9      18-1119    [Action to Modify Job Specification for Engineering Aide - Electric](#)  
**Recommendation:** Approve the modified job specification for Engineering Aide - Electric.
- 10     18-1125    [Action to Adopt Job Specification, Recruitment Type, and Examination Weighting for Electric Utility Database Administrator](#)  
**Recommendation:** Approve the proposed job specification for Electric Utility Database Administrator, and establish the recruitment type as Open/Promotional, with an examination weighting of 100% Oral.
- 11     18-1204    [Action to Adopt Job Specification, Recruitment Type, and Examination Weighting for Meter Data Analyst](#)  
**Recommendation:** Approve the proposed job specification for Meter Data Analyst, and establish the recruitment type as Open/Promotional, with an examination weighting of 100% Oral with a qualifying supplemental.

**STAFF REPORT**

**12**      **18-1181**      [Announcement of and Call for Applicants to the Salary Setting Commission](#)

**Recommendation:**

1. Announce and call for applicants to the Salary Setting Commission pursuant to Charter Section 702;
2. Set October 18, 2018 at 5:00 p.m. as the deadline to submit an application to serve on the Salary Setting Commission to the City Clerk's Office;
3. Set October 25, 2018, at 6:00 p.m. as the next regular Civil Service Commission meeting to conduct interviews and appoint members to the Salary Setting Commission; and
4. Set November 19, 2018 as the Oath of Office Ceremony for the newly established Commissioners of the Salary Setting Commission.

**COMMISSIONERS REPORT**

*None*

**ADJOURNMENT**

*Next regular scheduled meeting November 19, 2018.*



# City of Santa Clara

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## Agenda Report

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**18-1177**

**Agenda Date: 9/17/2018**

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**SUBJECT**

Meeting Minutes of July 9, 2018

**RECOMMENDATION**

Approve the Meeting Minutes of July 9, 2018.

**ATTACHMENT**

1. Item 1.A Meeting Minutes of July 9, 2018

Draft



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

07/09/2018

7:00 PM

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

#### CALL TO ORDER AND ROLL CALL/Pledge of Allegiance

**Chairperson Bouza** called the meeting to order at 7:01 pm, and lead the meeting in the Pledge of Allegiance.

**Present** 5 - Commissioner Mario Bouza, Commissioner Carolyn McAllister, Commissioner Willie D. Brown Jr., Commissioner Franklin Felizardo, and Commissioner John Casey

#### CONSENT CALENDAR

**1.A**     [18-924](#)     Meeting Minutes of May 14, 2018

**Recommendation:** Approve the Meeting Minutes of May 14, 2018.

**A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Brown, Jr., to Note and File the Meeting Minutes of May 14, 2018.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

**1.B**     [18-925](#)     Change of Status Reports for May and June 2018

**Recommendation:** Approve the Change of Status Reports for May and June 2018.

**A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Felizardo, to Note and File the Change of Status Reports for May and June 2018.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

**1.C**     [18-962](#)     Current Recruitment Activity Reports for May and June 2018

**Recommendation:** Approve the Current Recruitment Activity Reports for May and June 2018.

**A motion was made by Commissioner Casey, seconded by Commissioner Brown, Jr., to Note and File the Current Recruitment Activity Reports for May and June 2018.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

**1.D**     [18-926](#)     Examination Reports for May and June 2018

**Recommendation:** Approve the Examination Reports for May and June 2018.

**A motion was made by Commissioner Brown, Jr., seconded by Vice-Chairperson McAllister, to Note and File the Examination Reports for May and June 2018.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

**1.E**     [18-990](#)     Action to Revise the Civil Service Commission Meeting Minutes of November 13, 2017

**Recommendation:** Approve the Revised Civil Service Commission Meeting Minutes of November 13, 2017.

**A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Casey, to Note and File the Revised Civil Service Commission Meeting Minutes of November 13, 2017.**

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

**Abstained:** 1 - Commissioner Felizardo

## **PUBLIC PRESENTATIONS**

## **GENERAL BUSINESS**

**2**        [18-912](#)     Action to Modify Job Specification for Library Program Coordinator - Youth Services

**Recommendation:** Approve the modified job specification for Library Program Coordinator - Youth Services.

**A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Felizardo, to approve the modified job specification for Library Program Coordinator - Youth Services.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

- 3      [18-941](#)      Petition for Reconsideration Submitted on June 21, 2018

**Recommendation:** See Recommendations from City Attorney's Office in attached memorandum.

**A motion was made by Vice-Chairperson McAllister, seconded by Commissioner Brown, Jr., to approve City Attorney's Office recommendation to Deny the Motion for Reconsideration and Deny the Request for a Board of Review hearing.**

**Aye:** 3 - Commissioner Bouza, Commissioner McAllister, and Commissioner Brown Jr.

**Nay:** 2 - Commissioner Felizardo, and Commissioner Casey

#### **STAFF REPORT**

- 4      [18-942](#)      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 Section 702.

**This agenda report was to provide the Civil Service Commission with information regarding the Salary Setting Commissioner, Chartered 702. There is no recommendation.**

#### **COMMISSIONERS REPORT**

**None**

#### **ADJOURNMENT**

**Chairperson Bouza** adjourned the meeting at 7:50 pm.

The next regular scheduled meeting September 17, 2018



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## Agenda Report

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**18-1178**

**Agenda Date: 9/17/2018**

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**SUBJECT**

Change of Status Reports for July and August 2018

**RECOMMENDATION**

Approve the Change of Status Reports for July and August 2018.

**ATTACHMENT**

1. Item 1.B Change of Status Reports for July and August 2018

**CITY OF SANTA CLARA CHANGE OF STATUS  
MONTH OF JULY 2018  
JULY 01, 2018 - JULY 28, 2018**

**Attachment 1**

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
<b><u>City Attorney's Office</u></b>				
Fazely, Diana	Deputy City Attorney II	Unclassified Promotion		7/15/18
<b><u>City Manager's Office</u></b>				
Danaj, Mark	Assistant to the City Manager		Separation	7/27/18
<b><u>Community Development</u></b>				
Nguyen, Vinhloc	Office Specialist III		Separation	7/6/18
Goei, Sharon	Building Official		Separation	7/13/18
Deng, Ru Wen	Staff Analyst I		Separation	7/20/18
<b><u>Electric</u></b>				
Sandau, Richard	Electric Division Manager		Separation	6/1/18*
Hammond, William	Sr. Electric Utility Engineer		Separation	7/6/18
Baker, Richard	Electric Utility Generation Technician		Separation	7/10/18
McKernan, Christopher	Electric & Water System Operator		Separation	7/11/18
Gupta, Sanjeev	Sr. Electric Utility Engineer		Separation	7/13/18
Ridad, Valentina	Compliance Manager	Unclassified Promotion		7/15/18
<b><u>Finance</u></b>				
Alves, Victor	Senior Materials Handler	Probationary/Promotion		7/1/18
Cook, Tyler	Principal Financial Analyst	Unclassified Promotion		7/1/18
Molina, Claudia	Accounting Technician I	Probationary		7/9/18
Sok, Kheng	Utility Field Services Worker	Probationary/Promotion		7/15/18
Wu, Cecilia	Accounting Technician II	Probationary/Promotion		7/15/18
<b><u>Fire</u></b>				
Avalos, Rosa	Staff Aide I	Transfer		7/1/18
Makishima, Blake	Deputy Fire Marshal I	Probationary		7/2/18
Maun, Jignesh	Fire Protection Engineer	Probationary		7/2/18
Wu, Jennifer	Office Specialist II	Probationary		7/2/18
<b><u>Human Resources</u></b>				
Guerra, Vanessa	Acting Assistant Director of Human Resources		Separation	7/27/18
<b><u>Library</u></b>				
Romero, Lorena	Library Assistant I	Transfer 3/4-time to Full-time		7/15/18
Chin, Allen	Librarian II		Separation	7/27/18
<b><u>Parks &amp; Recreation</u></b>				
Bryant, Derek	Recreation Coordinator	Transfer 3/4-time to Full-time		7/15/18
Grzan-Pieracci, Maureen	Recreation Supervisor	Probationary		7/16/18

**CITY OF SANTA CLARA CHANGE OF STATUS  
MONTH OF JULY 2018  
JULY 01, 2018 - JULY 28, 2018**

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
<b><u>Police</u></b>				
Hararah, Malik	Community Service Officer	Probationary		7/2/18
Rodriguez, Alyssa	Police Officer		Separation	7/7/18
Larsen, Lauren	Police Officer		Separation	7/17/18
Anderson, Ryan	Recruit Police Officer	Probationary		7/26/18
Duran, Tyler	Recruit Police Officer	Probationary		7/26/18
Fitzgerald, Scott	Police Sergeant		Separation	7/26/18
Gaudreau, Nevin	Recruit Police Officer	Probationary		7/26/18
Hopkins, D'Metrius	Recruit Police Officer	Probationary		7/26/18
Pomposo, Anthony	Recruit Police Officer	Probationary		7/26/18
Sam, Philip	Recruit Police Officer	Probationary		7/26/18
Tamone, Ty	Recruit Police Officer	Probationary		7/26/18
Amos, Earl	Police Sergeant		Separation	7/27/18
<b><u>Public Works</u></b>				
Martinez, Carlos	Street Maintenance Worker II	Probationary/Promotion		7/1/18
Nieves, Victor	Street Maintenance Foreperson	Probationary/Promotion		7/1/18
Lewandowski, James	Equipment Operator	Probationary/Promotion		7/15/18
<b><u>Water &amp; Sewer</u></b>				
Allen, Daniel	Water & Sewer Maintenance Worker I	Probationary		7/16/18
Li, Jin Peng	Assistant Engineer (Civil)	Probationary		7/23/18

\*Activity from a prior period

<b><u>Appointments</u></b>		<b><u>Separations</u></b>
Probationary	15.00	
Probationary/Promotion	6.00	
Transfer 3/4-time to Full-time	2.00	
Transfer	1.00	
Unclassified Promotion	3.00	
<b>MONTHLY TOTALS</b>	<b>27.00</b>	<b>15.00</b>



Ingrid Miranda  
Human Resources Management Analyst

Distribution: Original -

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 AUGUST 2018  
JULY 29, 2018 - AUGUST 25, 2018**

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
<b><u>City Attorney's Office</u></b>				
Belisle, John	Deputy City Attorney I	Unclassified Appointment		8/20/18
<b><u>Electric</u></b>				
Boltyan, Janos	Principal Electric Utility Engineer		Separation	8/15/18
Hughes, Kathleen	Sr. Electric Division Manager	Unclassified Promotion		7/29/18
Munoz, Irma	Time and Material Clerk	Probationary/Promotion		7/29/18
<b><u>Finance</u></b>				
Lee, Feliser	Principal Financial Analyst		Separation	8/10/18
<b><u>Fire</u></b>				
Lam, Linh	Assistant Director of Finance	Unclassified Appointment		8/13/18
Lee, Kenn	Assistant Director of Finance	Unclassified Appointment		8/13/18
<b><u>Library</u></b>				
Tanaka, Donna	Staff Analyst I	Probationary/Promotion		7/29/18
Loreda, Amber	Library Assistant I	Probationary		7/30/18
Navarro, Ashley	Librarian I - Youth Services	Probationary		7/30/18
<b><u>Parks &amp; Recreation</u></b>				
McCullough, Thomas	Grounds Maintenance Worker II	Probationary/Promotion		7/29/18
Reyes-Lopez, Gilbert	Grounds Maintenance Worker I	Probationary		8/6/18
Chung, Richard	Recreation Coordinator	Probationary		8/13/18
Velasco-Gonzales, Maria	Office Specialist III	Probationary		8/20/18
<b><u>Police</u></b>				
Cole, Brett	Police Lieutenant		Separation	8/1/18
Deger, Gregory	Police Sergeant	Probationary/Promotion		8/12/18
Filo, Loi	Police Sergeant	Probationary/Promotion		8/12/18
<b><u>Public Works</u></b>				
Prada-Baez, Lina	Staff Analyst	Probationary/Promotion		8/12/18
<b><u>Water &amp; Sewer</u></b>				
Figuerroa, Gabriel	Code Enforcement Technician	Probationary		8/6/18
Eam, Lyahk	Assistant Engineer (Civil)		Separation	8/9/18

CITY OF SANTA CLARA CHANGE OF STATUS  
MONTH OF AUGUST 2018  
JULY 29, 2018 - AUGUST 25, 2018

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
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<u>Appointments</u>		<u>Separations</u>
Probationary	6.00	
Probationary/Promotion	6.00	
Unclassified Promotion	1.00	
Unclassified Appointment	3.00	
MONTHLY TOTALS	16.00	4.00



Ingrid Miranda  
Human Resources Management Analyst

Distribution: Original -

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

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**18-1179**

**Agenda Date: 9/17/2018**

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**SUBJECT**

Open Recruitment Reports for July and August 2018

**RECOMMENDATION**

Approve the Open Recruitment Reports for July and August 2018.

**ATTACHMENT**

1. Item 1.C Open Recruitment Reports July and August 2018

# OPEN RECRUITMENT REPORT

July 2018

Req #	Title	Status	Department	Created
17165	Associate Engineer (Civil)	Open	Public Works/Engineering	11/30/2017
17181	Human Resources Assistant	Open	Human Resources	1/9/2018
18010	Electric Division Manager	Open	Electric Utility	1/17/2018
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
18044	Senior Resource Analyst	Open	Electric Utility	3/5/2018
18045	Risk Control Analyst	Open	Electric Utility	3/5/2018
18050	Fiber Splicing Technician	Open	Electric Utility	3/8/2018
18063	Water and Sewer Superintendent	Open	Water and Sewer Utilities	3/20/2018
18066	Time & Material Clerk	Open	Electric Utility	3/23/2018
18078	Business Analyst- Fiber	Open	Electric Utility	3/29/2018
18080	Utility Operations Engineer	Open	Water and Sewer Utilities	4/10/2018
18085	Associate Engineer (Civil)	Open	Water and Sewer Utilities	4/18/2018
18094	Police Officer	Open	Police	4/26/2018
18101	Firefighter I	Open	Fire	5/11/2018
18105	Engineering Aide (Electric)	Open	Electric Utility	5/15/2018
18107	Library Program Coordinator - Youth Services	Open	Library	5/16/2018
18108	Electric Program Manager	Open	Electric Utility	5/16/2018
18110	Journey Lineworker Apprentice	Open	Electric Utility	5/22/2018
18112	Police Lieutenant	Open	Police	5/24/2018
18117	Purchasing Clerk	Open	Finance	5/31/2018
18118	Firefighter I	Open	Fire	5/31/2018
18119	Community Service Officer II	Open	Police	5/31/2018
18120	Police Records Specialist II	Open	Police	5/31/2018
18121	Energy Conservation Specialist	Open	Electric Utility	6/4/2018
18125	Senior Public Safety Dispatcher	Open	Police/Communications Division	6/12/2018
18126	Senior Electric Utility Generation Technician	Open	Electric Utility	6/12/2018
18129	Senior Instrument and Control Technician	Open	Electric Utility	6/13/2018
18132	Public Records Manager	Open	City Manager's Office	6/18/2018
18133	Risk Manager	Open	City Manager's Office	6/18/2018
18134	Contracts Manager	Open	Finance	6/18/2018
18135	Electric Helper/Driver	Open	Electric Utility	6/19/2018
18136	Building Official	Open	Community Development	6/21/2018
18142	Recreation Coordinator	Open	Parks and Recreation	6/29/2018
18143	Senior Electric Utility Engineer-Generation	Open	Electric Utility	7/3/2018
18144	Communications Coordinator	Open	Electric Utility	7/6/2018
18145	Meter Data Analyst	Open	Electric Utility	7/6/2018
18146	Electric Utility Programmer Analyst	Open	Electric Utility	7/6/2018

# OPEN RECRUITMENT REPORT

July 2018

Req #	Title	Status	Department	Created
18147	Staff Analyst I	Open	Community Development	7/9/2018
18148	Street Maintenance Worker III	Open	Public Works/Streets Division	7/9/2018
18153	Police Sergeant	Open	Police	7/11/2018
18154	Electric Utility Generation Technician	Open	Electric Utility	7/12/2018
18157	Office Specialist II	Open	Community Development	7/17/2018
18159	Management Analyst	Open	Finance	7/18/2018
18160	Meter Reader	Open	Finance	7/19/2018
18161	Senior Electrical Estimator	Open	Electric Utility	7/19/2018
18163	Grounds Maintenance Worker II	Open	Parks and Recreation	7/20/2018
18167	Office Specialist II	Open	Electric Utility	7/30/2018
18168	Senior Plans Examiner	Open	Community Development	7/30/2018
18169	Staff Aide II - Environmental Programs	Open	Public Works/Streets Division	7/30/2018
18170	Senior Civil Engineer	Open	Water and Sewer Utilities	7/31/2018

# OPEN RECRUITMENT REPORT

August 2018

Req #	Title	Status	Department	Created
17165	Associate Engineer (Civil)	Open	Public Works/Engineering	11/30/2017
17181	Human Resources Assistant	Open	Human Resources	1/9/2018
18010	Electric Division Manager	Open	Electric Utility	1/17/2018
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
18044	Senior Resource Analyst	Open	Electric Utility	3/5/2018
18045	Risk Control Analyst	Open	Electric Utility	3/5/2018
18050	Fiber Splicing Technician	Open	Electric Utility	3/8/2018
18063	Water and Sewer Superintendent	Open	Water and Sewer Utilities	3/20/2018
18066	Time & Material Clerk	Open	Electric Utility	3/23/2018
18078	Business Analyst- Fiber	Open	Electric Utility	3/29/2018
18080	Utility Operations Engineer	Open	Water and Sewer Utilities	4/10/2018
18085	Associate Engineer (Civil)	Open	Water and Sewer Utilities	4/18/2018
18094	Police Officer	Open	Police	4/26/2018
18101	Firefighter I	Open	Fire	5/11/2018
18105	Engineering Aide (Electric)	Open	Electric Utility	5/15/2018
18107	Library Program Coordinator - Youth Serv	Open	Library	5/16/2018
18108	Electric Program Manager	Open	Electric Utility	5/16/2018
18110	Journey Lineworker Apprentice	Open	Electric Utility	5/22/2018
18112	Police Lieutenant	Open	Police	5/24/2018
18117	Purchasing Clerk	Open	Finance	5/31/2018
18118	Firefighter I	Open	Fire	5/31/2018
18119	Community Service Officer II	Open	Police	5/31/2018
18120	Police Records Specialist II	Open	Police	5/31/2018
18121	Energy Conservation Specialist	Open	Electric Utility	6/4/2018
18125	Senior Public Safety Dispatcher	Open	Police/Communications Division	6/12/2018
18126	Senior Electric Utility Generation Technici	Open	Electric Utility	6/12/2018
18129	Senior Instrument and Control Technician	Open	Electric Utility	6/13/2018
18132	Public Records Manager	Open	City Manager's Office	6/18/2018
18133	Risk Manager	Open	City Manager's Office	6/18/2018
18134	Contracts Manager	Open	Finance	6/18/2018
18135	Electric Helper/Driver	Open	Electric Utility	6/19/2018
18136	Building Official	Open	Community Development	6/21/2018
18142	Recreation Coordinator	Open	Parks and Recreation	6/29/2018
18143	Senior Electric Utility Engineer-Generatio	Open	Electric Utility	7/3/2018
18144	Communications Coordinator	Open	Electric Utility	7/6/2018
18145	Meter Data Analyst	Open	Electric Utility	7/6/2018
18146	Electric Utility Programmer Analyst	Open	Electric Utility	7/6/2018

# OPEN RECRUITMENT REPORT

August 2018

Req #	Title	Status	Department	Created
18147	Staff Analyst I	Open	Community Development	7/9/2018
18148	Street Maintenance Worker III	Open	Public Works/Streets Division	7/9/2018
18153	Police Sergeant	Open	Police	7/11/2018
18154	Electric Utility Generation Technician	Open	Electric Utility	7/12/2018
18157	Office Specialist II	Open	Community Development	7/17/2018
18159	Management Analyst	Open	Finance	7/18/2018
18160	Meter Reader	Open	Finance	7/19/2018
18161	Senior Electrical Estimator	Open	Electric Utility	7/19/2018
18163	Grounds Maintenance Worker II	Open	Parks and Recreation	7/20/2018
18167	Office Specialist II	Open	Electric Utility	7/30/2018
18168	Senior Plans Examiner	Open	Community Development	7/30/2018
18169	Staff Aide II - Environmental Programs	Open	Public Works/Streets Division	7/30/2018
18170	Senior Civil Engineer	Open	Water and Sewer Utilities	7/31/2018
18171	Office Specialist II	Open	Library	8/1/2018
18172	Library Program Coordinator - Branch Ma	Open	Library	8/6/2018



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## Agenda Report

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**18-1180**

**Agenda Date: 9/17/2018**

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### **SUBJECT**

Examination Reports for July and August 2018

### **RECOMMENDATION**

Approve the Examination Reports for July and August 2018.

### **ATTACHMENTS**

1. Item 1.D Examination Reports for July and August 2018



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

**Attachment 1**

Human Resources Department  
**Memorandum**

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**Date:** September 17, 2018

**To:** Civil Service Commission

**From:** Christine Heng, Human Resources Technician

**Subject:** Exam Review Report for July and August 2018

In the month of July 2018, Commissioner Carolyn McAllister reviewed the oral examination for Electric Utility Engineer and the supplemental written examination for Senior Instrument and Control Technician.

In the month of August 2018, Commissioner Franklin Felizardo reviewed the oral examinations for Senior Plans Examiner, Senior Public Safety Dispatcher and Senior Instrument and Control Technician; and the written examination for Senior Public Safety Dispatcher.

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



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## Agenda Report

18-1115

Agenda Date: 9/17/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Extend Eligible List for Senior Engineering Aide

#### **ACTION AND AUTHORITY**

The Electric Utility Department is requesting to extend the eligible list for Senior Engineering Aide based on the authority from Civil Service Rules, Sec. 4.3, which provides that "the eligible list may be extended to two (2) years with approval of the Commission."

#### **DISCUSSION**

The current eligible list for Senior Engineering Aide was established on October 25, 2017 and is set to expire on October 25, 2018. The Electric Department anticipates future openings and would like to fill the vacancies quickly with candidates from the existing list. Extending the Eligible List will allow the Electric Department to hire off of the list with eight (8) 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 extend the eligible list other than staff time.

#### **PUBLIC CONTACT**

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

#### **RECOMMENDATION**

Approve the request to extend the Eligible List for Senior Engineering Aide by six months to April 25, 2019.

Approved by: Julia Hill, Interim Director of Human Resources

**ATTACHMENTS**

1. Senior Engineering Aide Eligible List Memorandum


**Silicon Valley Power**  
CITY OF SANTA CLARA ELECTRIC DEPARTMENT  
**INTEROFFICE MEMORANDUM**

RECEIVED  
JUL 26 2018  
HUMAN RESOURCES DEPARTMENT  
CITY OF SANTA CLARA

**DATE:** July 25, 2018  
**TO:** Human Resources Interim Director  
**FROM:** Chief Electric Utility Officer  
**SUBJECT:** REQUEST TO EXTEND ELIGIBILITY LIST FOR SR.  
ENGINEERING AIDE

Please extend the eligibility list for Sr. Engineering Aide for six months for a new expiration date of April 25, 2019. The current expiration date is October 25, 2018. There are still strong candidates on the eligibility list for this position and there is an anticipation of an upcoming vacancy.

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

for   
John C. Roukema  
Chief Electric Utility Officer



# City of Santa Clara

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

## Agenda Report

18-1118

Agenda Date: 9/17/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Extend Eligible List for Assistant Electric Utility Engineer

#### **ACTION AND AUTHORITY**

The Electric Utility Department is requesting to extend the eligible list for Assistant Electric Utility Engineer based on the authority of Civil Service Rules, Sec. 4.3, which provides that "the eligible list may be extended to two (2) years with approval of the Commission."

#### **DISCUSSION**

The current eligible list for Assistant Electric Utility Engineer was established on September 5, 2017 and is set to expire on September 5, 2018. The Electric Utility Department anticipates future openings and would like to fill the vacancies quickly with candidates from the existing list. Extending the eligible list will allow the Electric Utility Department to hire off of the list with ten (10) 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 extending the eligible list other than staff time.

#### **PUBLIC CONTACT**

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

#### **RECOMMENDATION**

Approve the request to extend the eligible list for Assistant Electric Utility Engineer by six months to March 5, 2019.

Approved by: Julia Hill, Interim Director of Human Resources

**ATTACHMENTS**

1. Assistant Electric Utility Engineer Eligible List Memorandum

# Silicon Valley Power

CITY OF SANTA CLARA ELECTRIC DEPARTMENT

## INTEROFFICE MEMORANDUM

RECEIVED


JUL 26 2018

HUMAN RESOURCES DEPARTMENT  
CITY OF SANTA CLARA

**DATE:** July 25, 2018  
**TO:** Human Resources Interim Director  
**FROM:** Chief Electric Utility Officer  
**SUBJECT:** REQUEST TO EXTEND ELIGIBILITY LIST FOR ASSISTANT  
ELECTRIC UTILITY ENGINEER

Please extend the eligibility list for Assistant Electric Utility Engineer for six months for a new expiration date of March 5, 2019. The current expiration date is September 5, 2018. There are still strong candidates on the eligibility list for this position and there is an anticipation of an upcoming vacancy.

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

*fo*   
\_\_\_\_\_  
John C. Roukema  
Chief Electric Utility Officer



## Agenda Report

18-1270

Agenda Date: 9/17/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Abolish the Eligible List for Assistant Engineer (Civil)

#### **ACTION AND AUTHORITY**

The Department of Water and Sewer Utilities is requesting to abolish the Assistant Engineer (Civil) eligible list based on the authority of Civil Service Rules, Sec. 4.8, "Eligible lists may be abolished by the Director of Human Resources under the following conditions: a) If the list contains fewer than five (5) names."

In those cases where the list has 5 or more than 5 names remaining on the list, the Human Resources Department's practice is to bring eligible list abolishments to the Commission.

The Assistant Engineer (Civil) performs a variety of entry-level professional civil engineering field and office work in design, construction and/or maintenance programs.

#### **DISCUSSION**

The Department of Water and Sewer Utilities recently conducted an Open/Competitive recruitment in October 2017 for Assistant Engineer (Civil). An eligible list was created and department interviews were conducted. The department hired one qualified candidate off of the list.

The Department of Water and Sewer Utilities would like a new recruitment to begin to fill this position quickly. The nine remaining external candidates on the list did not have adequate experience in engineering related to water and sewer systems. The Assistant Engineer (Civil) list is a general list used for multiple departments and divisions. Based on the specific vacancies in the Department of Water and Sewer Utilities, the candidates on the list did not possess the desired technical and professional abilities for the particular programs and projects contemplated by the Department. Abolishing the eligible list would allow Human Resources to conduct another recruitment and create a new eligible list.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **FISCAL IMPACT**

There is no additional cost to the City other than administrative staff time and expense.

#### **PUBLIC CONTACT**

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve abolishing the eligible list for Assistant Engineer (Civil).

Approved by: Julia Hill, Assistant Director of Human Resources

**ATTACHMENTS**

1. Memo to Abolish Assistant Engineer (Civil) Eligible List



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

Water and Sewer Utilities

**Memorandum**

RECEIVED  
SEP 04 2018  
HUMAN RESOURCES DEPARTMENT  
CITY OF SANTA CLARA

**Date:** September 4, 2018  
**To:** Assistant Director of Human Resources  
**From:** Director of Water and Sewer Utilities *GW*  
**Subject:** Assistant Engineer (Civil)

With the most recent recruitment effort for the Assistant Engineer (Civil) position in the Water and Sewer Utilities, one candidate was deemed qualified for the position and subsequently hired. One more Assistant Engineer (Civil) position needs to be filled, however the remaining candidates have been interviewed but not chosen and therefore staff would like to abolish the current list and begin a new recruitment process as quickly as possible.

**cc:** C. Lee – Recruiter  
S. Mehta – Principal Engineer

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## Agenda Report

18-1146

Agenda Date: 9/17/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Abolish the Eligible List for Associate Engineer (Civil)

#### **ACTION AND AUTHORITY**

The Department of Public Works is requesting to abolish the Associate Engineer (Civil) eligible list based on the authority of Civil Service Rules, Sec. 4.8, "Eligible lists may be abolished by the Director of Human Resources under the following conditions: a) If the list contains fewer than five (5) names." The Human Resources Department's practice is to bring eligible list abolishments to the Commission if there are 5 or more names remaining on the list.

The Associate Engineer (Civil) performs field and office work in design, construction and/or maintenance programs; provides technical assistance in the implementation of plans and programs; and may work with the public and consultants on various projects providing guidance and information. This classification is a journey level professional engineer expected to perform the full range of professional engineering duties.

#### **DISCUSSION**

The Department of Public Works recently conducted an Open/Promotional recruitment in March 2018 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. However, both candidates ultimately declined our offers.

The Public Works Department would like a new recruitment to begin to fill this position quickly. The department felt that the seven remaining candidates on the list were not a good fit for the department and the needs for the position. The list consists of one internal candidate and 6 external candidates. The Associate Engineer (Civil) list is a general list used for multiple departments and divisions. Based on the specific vacancies in the Public Works Department, the candidates on the list did not possess the desired technical and professional abilities for the particular programs and projects contemplated by the Department. Abolishing the eligible list would allow Human Resources to conduct another recruitment and create a new eligible list.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **FISCAL IMPACT**

There is no additional cost to the City other than administrative staff time and expense.

**PUBLIC CONTACT**

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve abolishing the eligible list for Associate Engineer (Civil).

Approved by: Julia Hill, Interim Director of Human Resources

**ATTACHMENTS**

1. Memo to Abolish Associate Engineer (Civil) Eligible List



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

Public Works/Engineering  
**Memorandum**

**Date:** August 13, 2018

**To:** Interim Director of Human Resources

**From:** Director of Public Works

**Subject:** Abolishment of Eligibility List for Associate Engineer (Civil)

RECEIVED  
AUG 13 2018  
HUMAN RESOURCES DEPARTMENT  
CITY OF SANTA CLARA

The Department of Public Works requests to abolish the current Eligibility List for Associate Engineer (Civil).

All nine candidates on the current list were on the "Certification of Eligibles" list issued to Public Works by Human Resources and were interviewed in May 2018. After interviewing the candidates and reviewing all the written information provided for each candidate, only two of the candidates rose above the rest as the best fit for our Department's vacant Associate Engineer (Civil) position based on their technical skills, computer knowledge, public agency work experience, outgoing personalities, and their proactive, energetic attitudes.

An employment offer was made to one candidate on May 22, 2018. The candidate declined the offer on June 4, 2018. The second candidate was contacted soon after and was informed that once the City receives proof of them passing the State of California Engineer-In-Training (EIT) Exam, the City would make an employment offer. The candidate was scheduled to take the EIT Exam on July 27, 2018. However, on July 19, 2018, the candidate notified the City that they decided not to move forward with the process. Upon further review of the Eligibility List, we have determined that we would not like to pursue employment offers to the remaining candidates.

The Public Works Department needs to fill the vacant Associate Engineer (Civil) position with an energetic, experienced, well-rounded, outgoing individual as soon as possible to serve developers and customers in a timely manner. Abolishing the list will allow Human Resources to develop a new list of candidates. Based on the City Calendar, the next available Civil Service Commission meeting is September 17, 2018 of which we request that this item be considered.

  
\_\_\_\_\_  
Craig Mobeck  
Director of Public Works



## Agenda Report

18-910

Agenda Date: 9/17/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Modify Job Specification for Firefighter II

#### BACKGROUND

The Fire Department is requesting to modify the job description for Firefighter II based on the authority of the Personnel & Salary Resolution, Sec. 6(d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

#### DISCUSSION

After reviewing the job specification for Firefighter II, the Human Resources Department proposes to update the job specification. The job specification for Firefighter II was last revised in May 2018.

A department review of the Firefighter II job specification found that there should be a substitution for the 120-hour course requirement after completing the Santa Clara Fire Department Fire Academy. The purpose of the requirement to take 120 hours of courses within the Driver/Engineer and/or Captain promotional tracks is to allow employees to grow in their careers as well as show their desire to continually progress in the fire service. Firefighter I's who have completed all courses in the promotional tracks prior to joining the Santa Clara Fire Department Fire Academy have already taken those necessary steps which demonstrate growth and employee development. Allowing those Firefighter I's to appeal to the Chief to waive the requirement will streamline this process and eliminate redundant coursework for Firefighter II candidates.

There are no recommended changes to the examination weighting or recruitment type for Firefighter II.

#### ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### FISCAL IMPACT

There is no additional cost to the City other than administrative staff time and expense.

#### PUBLIC CONTACT

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24

hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the modified job specification for Firefighter II.

Approved by: Julia Hill, Interim Director of Human Resources

**ATTACHMENTS**

1. Firefighter II Job Specification, draft and clean

LEGEND:

*Additions*

*Deletions*

Approved May, 2018

Proposed September, 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
- 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

***Possible Substitutions:***

- *Firefighter I's who completed all possible California State Fire Training Driver/Engineer and/or Captain promotional courses prior to joining the Santa Clara Fire Recruit Academy can appeal to the Fire Chief to waive the 120 hour course requirement on a case by case basis.*

**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

## **FIREFIGHTER II (continued)**

### **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 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

## **FIREFIGHTER II (continued)**

- 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
- 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 II (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

**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

**Possible Substitutions:**

- Firefighter I's who completed all possible California State Fire Training Driver/Engineer and/or Captain promotional courses prior to joining the Santa Clara Fire Recruit Academy can appeal to the Fire Chief to waive the 120 hour course requirement on a case by case basis.

**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

## **FIREFIGHTER II (continued)**

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 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

## **FIREFIGHTER II (continued)**

- 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.

## **SUPERVISION EXERCISED**

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

## **FIREFIGHTER II (continued)**

### **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



## Agenda Report

18-911

Agenda Date: 9/17/2018

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### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Modify Job Specification for Driver/Engineer

#### **ACTION AND AUTHORITY**

The Fire Department is requesting to modify the job description for Driver/Engineer based on the authority of the Personnel & Salary Resolution, Sec. 6(d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

#### **DISCUSSION**

After reviewing the job specification for Driver/Engineer, the Human Resources Department proposes to update the job specification. The job specification for Driver/Engineer was last revised in May 2018.

A department review of the Driver/Engineer job specification found that the minimum qualification for the Hazardous Materials Incident Command should be removed due to it being a prerequisite for Fire Command 2D, which is also a requirement for the position. The prerequisite class is being removed to avoid confusion and redundancies in requirements. Sunset language was added for the Instructor I minimum qualification to ensure that those who previously qualified for the position would continue to do so, but would still have to complete the class within a year of appointment.

There are no recommended changes to the examination weighting or recruitment type for Driver/Engineer.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **FISCAL IMPACT**

There is no additional cost to the City other than administrative staff time and expense.

#### **PUBLIC CONTACT**

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov)

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

**RECOMMENDATION**

Approve the modified job specification for Driver/Engineer.

Approved by: Julia Hill, Interim Director of Human Resources

**ATTACHMENTS**

1. Driver/Engineer Job Specification, draft and clean

LEGEND:

Additions

Deletions

Approved May, 2018

Proposed September, 2018

**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~~*Company Officer* 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, 2021, the minimum qualification for Instructor I may be met with successful completion of the course within 12 months of appointment.*

**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:

## **DRIVER/ENGINEER (continued)**

- 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
- 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

## **DRIVER/ENGINEER (continued)**

- 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
  - Company Officer 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, 2021, the minimum qualification for Instructor I may be met with successful completion of the course within 12 months of appointment.

**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.



# City of Santa Clara

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Santa Clara, CA 95050  
[santaclaraca.gov](http://santaclaraca.gov)  
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

## Agenda Report

18-1188

Agenda Date: 9/17/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Modify Job Specification for Meter Reader

#### **ACTION AND AUTHORITY**

The Department of Finance is requesting to modify the job specification for Meter Reader based on the authority of Personnel & Salary Resolution, Sec. 6(d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

#### **DISCUSSION**

A job analysis was conducted in August, 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 explaining electrical service procedures to customers and referring questions to proper departments as necessary. The Knowledge, Skills, and Abilities section was updated to include 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.

There are no recommended changes to the recruitment type (50% Written, 50% Oral) or examination weighting (Open/Competitive) for Meter Reader.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **FISCAL IMPACT**

There is no additional cost to the City other than administrative staff time and expense.

#### **PUBLIC CONTACT**

Public contact was made by posting the Civil Service Commission agenda on the City's official notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

#### **RECOMMENDATION**

Approve the modified job specification for Meter Reader.

Approved by: Julia Hill, Interim Director of Human Resources

**ATTACHMENTS**

1. Job Specification, clean and draft, for Meter Reader
2. Memo to Modify Job Specification for Meter Reader

**CITY OF SANTA CLARA, CALIFORNIA**  
**METER READER**  
**(595)**

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from high school or possession of a GED
- One (1) year of public contact experience

Desirable Qualifications:

- Experience working on a route and using a handheld device is desirable.
- Knowledge of basic computer skills is desirable.

**LICENSE**

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

**DISTINGUISHING CHARACTERISTICS**

Under general supervision, reads between 500 and 1,200 analog and/or digital residential, commercial and industrial water and electric utility meters daily over a pre-determined route. Ensures the accuracy of readings entered into a hand-held data entry terminal. Incumbent must have a high degree of independence, motivation and a high regard for customers and their property.

**TYPICAL DUTIES**

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

Under general supervision:

- Reads water and electric meters located on the customer's property
- Enters readings, access information, trouble codes and other data into a handheld meter data recorder with some readings requiring basic mathematical calculations
- Respects the property of others when entering the yards, homes, or buildings of customers
- Drives a City vehicle, walks long distances, climbs stairs, lifts water meter box covers, heavy gratings covering industrial water meter vaults, trap doors, and opens and closes heavy gates and doors
- Visually inspects meters and reports hazardous circumstances (e.g. dangerous meter locations, abnormal utilities, cut or missing seals, broken glass, inoperative meters, exposed electrical wiring, open or broken water or curb meter boxes, etc.) to electric and/or water meter shop so the condition can be remedied
- Reports non-standard meter conditions (e.g. meters which appear to have been tampered with etc.) low hanging wires, sidewalk displacement to supervisor
- Interacts with customers to gain access to their premises, answers questions and/or explains reason for entry

## **METER READER (continued)**

- Manually resets Electric Demand Meters as required
- Reports citizens' complaints to supervisor and electronically updates customer accounts accordingly
- Explains electrical service procedures to customers; refers questions to proper departments as necessary
- Answers general questions regarding billing or other utilities-related subjects Performs other related duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Basic mathematical calculations
- Environmental and safety practices, procedures and standards

Ability to:

- Operate a handheld device and utilize appropriate software
- Perform simple arithmetical calculations quickly and accurately
- Learn to read water and electric meters
- Record readings and service orders by entering data through a 10-key pad of a handheld device
- Interact with dogs without fear or hesitation
- Communicate effectively, both orally and in writing
- Learn departmental procedures and programs
- Deal tactfully and courteously with others, including coworkers, supervisors and the general public
- Establish and maintain effective working relationships with those contacted in the course of work
- Work in a team-based environment and achieve common goals
- Remain calm under stress
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Work without direct supervision for long periods of time
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, kneel, climb and lift as necessary to perform assigned duties
- Perform physical labor including lifting up to 50 pounds of static weight

### **SUPERVISION RECEIVED**

Works under the general direction of the Utility Field Services Supervisor or higher level classifications as assigned.

### **SUPERVISION EXERCISED**

May assist in the training of other meter readers.

### **OTHER REQUIREMENTS & SPECIAL CONDITIONS**

- Eyesight capable of reading meters from a distance.
- Incumbents may be required to work in inclement weather.
- May be required to work shifts, weekends, and odd and unusual hours in the performance of duties and emergency situations.

- Frequent daily contact with dogs.
- Must be able to perform all of the essential functions of the job assignment.

LEGEND:

*Additions*

~~Deletions~~

Approved November, 2009

*Proposed September, 2018*

CITY OF SANTA CLARA, CALIFORNIA

METER READER

(595)

EDUCATION AND EXPERIENCE

Minimum ~~Requirements~~ *Qualifications*:

- Graduation from high school or possession of a GED ~~and~~
- One *(1)* year of *public contact* experience ~~in a position requiring frequent public contact~~

Desirable Qualifications:

- Experience working on a route and using a handheld device *is desirable*.
- *Knowledge of basic computer skills is desirable.*

LICENSE

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

DISTINGUISHING CHARACTERISTICS

Under general supervision, reads between 500 and 1,200 analog and/or digital residential, commercial and industrial water and electric utility meters daily over a pre-determined route. Ensures the accuracy of readings entered into a hand-held data entry terminal. Incumbent must have a high degree of independence, motivation and a high regard for customers and their property. ~~Basic computer skills are required.~~

TYPICAL DUTIES

*Duties may 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 supervision:*

- Reads water and electric meters ~~which are~~ located on the customer's property
- Enters readings, access information, trouble codes and other data into a handheld meter data recorder with some readings requiring basic mathematical calculations
- Respects the property of others when entering the yards, homes, or buildings of customers
- Drives a City vehicle, walks long distances, climbs stairs, lifts water meter box covers, heavy gratings covering industrial water meter vaults, trap doors, and opens and closes heavy gates and doors
- ~~Reports citizens complaints to supervisor and electronically updates customer account accordingly~~
- ~~Manually resets Electric Demand Meters as required~~

## METER READER (continued)

- Visually inspects meters and reports hazardous circumstances (e.g. dangerous meter locations, abnormal utilities, cut or missing seals, broken glass, inoperative meters, exposed electrical wiring, open or broken water or curb meter boxes, etc.) to electric and/or water meter shop so the condition can be remedied
- Reports non-standard meter conditions (e.g. meters which appear to have been tampered with etc.,) low hanging wires, sidewalk displacement to supervisor
- Interacts with customers to gain access to their premises, answers questions and/or explains reason for entry
- *Manually resets Electric Demand Meters as required*
- *Reports citizens' complaints to supervisor and electronically updates customer accounts accordingly*
- *Explains electrical service procedures to customers; refers questions to proper departments as necessary*
- ~~May~~ *Answers* general questions regarding billing or other utilities-related subjects
- Performs other related duties as assigned

## KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic mathematical calculations
- Environmental and safety practices, procedures and standards

Ability to:

- ~~Use~~ *Operate* a ~~personal handheld computer device~~ *and utilize appropriate software*
- ~~Make~~ *Perform* simple arithmetical calculations quickly and accurately
- ~~Keep simple records~~
- Learn to read water and electric meters
- Record readings and service orders by entering data through a 10-key pad of a handheld ~~device computer~~
- Interact with dogs without fear or hesitation
- ~~Follow oral and written instructions~~
- Communicate effectively, both orally and in writing
- ~~To~~ *Learn* departmental procedures and programs
- Deal tactfully and courteously with others, including coworkers, supervisors and the general public
- Establish and maintain effective working relationships with those contacted in the course of work
- Work in a team-based environment and achieve common goals
- *Remain calm under stress*
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- ~~To~~ *Work* without direct supervision for long periods of time
- Walk or stand for extended periods of time
- ~~Walk 8 to 12 miles per day at a moderately rapid pace in all weather conditions and carry handheld computer, rod for opening meter covers, flashlight and other equipment~~
- Bend, stoop, reach, carry, crawl, kneel, climb and lift as necessary to perform assigned duties
- Perform physical labor including lifting up to 50 pounds of static weight

## METER READER (continued)

### SUPERVISION RECEIVED

Works under the general direction of the Utility Field Services Supervisor or higher level classifications as assigned.

### SUPERVISION EXERCISED

May assist in the training of ~~inexperienced~~ *other* meter readers ~~s-employees~~.

### OTHER REQUIREMENTS & SPECIAL CONDITIONS

- Eyesight capable of reading meters from a distance.
- *Incumbents may be required to work in inclement weather.*
- May be required to work shifts, weekends, and odd and unusual hours in the performance of duties and emergency situations.
- *Frequent daily contact with dogs.*
- Must be able to perform all of the essential functions of the job assignment.



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

Finance Department  
**Memorandum**

RECEIVED  
AUG 24 2018  
HUMAN RESOURCES DEPARTMENT  
CITY OF SANTA CLARA

**Date:** August 23, 2018  
**To:** Director of Human Resources  
**From:** Director of Finance  
**Subject:** Request to Modify Job Specification for Meter Reader

Due to a recent promotion, the Finance Department will soon begin a recruitment to fill one (1) vacant Meter Reader position. The job specification for Meter Reader in its current form does not appropriately reflect typical tasks. We recommend the following revisions for the Meter Reader job specification to include:

- Update the "Desirable Qualifications" section to include "Knowledge of basic computer skills is desirable."
- Update the "Other Requirements & Special Conditions" section to include "Frequent daily contact with dogs."
- Update the "Duties" section to include "Explains electrical service procedures to customers; refers questions to proper department as necessary."
- Update the "Knowledge, Skills, and Abilities" section to include "Ability to remain calm under stress."

Thank you for your consideration.

Sincerely,

*for*   
Angela Kraetsch  
Director of Finance

**cc:** Michelle Eglesia, Municipal Services Division Manager



## Agenda Report

18-1119

Agenda Date: 9/17/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Modify Job Specification for Engineering Aide - Electric

#### **ACTION AND AUTHORITY**

The Electric Utility Department is requesting to revise the classified job description for Engineering Aide - Electric based on the authority of the Personnel & Salary Resolution, Sec. 6(d).

#### **DISCUSSION**

After reviewing the job specification for Engineering Aide - Electric, the Electric Department proposes to update the job specification. The job specification for Engineering Aide - Electric was last revised in October, 2013. A few minor changes were made to reflect the current needs of the department. The Minimum Qualifications section was changed to include graduation from an accredited junior college with core classes that are relevant to the position of Engineering Aide - Electric. The experience of computer aided drafting (AUTOCAD) was added to fill this current need in the department.

There are no recommended changes to recruitment type (Open/Competitive) or the exam weighting (100% Oral/Qualifying Written Supplemental).

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

#### **RECOMMENDATION**

Approve the modified job specification for Engineering Aide - Electric.

Approved by: Julia Hill, Interim Director of Human Resources

**ATTACHMENTS**

1. Job Specification, clean and draft, for Engineering Aide - Electric
2. Electric Memorandum

LEGEND:

*Additions*

~~Deletions~~

Approved October, 2013

*Proposed September, 2018*

**CITY OF SANTA CLARA, CALIFORNIA**  
**ENGINEERING AIDE**  
**(ELECTRIC)**  
**(460A)**

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

- *Graduation from an accredited junior college with an Associate of Arts degree or higher in engineering or its equivalent, including satisfactory completion of college level courses in writing, mathematics, engineering and related courses; and* ~~Equivalent to graduation from high school including satisfactory completion of courses in algebra, geometry, and trigonometry~~
- One (1) year working with geographic information system (GIS) tools and systems *or one (1) year working with computer-aided drafting (AUTOCAD).*

**Desirable Qualifications:**

- One year (1) experience working with computer-aided drafting (AUTOCAD) *and one year (1) experience working with geographic information system (GIS).*
- Completion *of courses in GIS and AUTOCAD.* ~~in courses in mechanical drawing~~

**Possible Substitutions:**

- Three (3) years of work experience performing mapping/drafting activities of electric utility facilities, involving the use of CAD and GIS systems and tools may substitute for the required education and experience.

**LICENSE**

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

**DISTINGUISHING CHARACTERISTICS**

The Engineering Aide (Electric) is the entry level classification in the paraprofessional Engineering Aide series. An incumbent in this classification performs routine technical office and field work in support of various engineering projects in the Electric Utility Department. Specific responsibilities will vary according to assignment. The Engineering Aide (Electric) is distinguished from the Senior Engineering Aide by its focus on routine paraprofessional engineering duties and the performance of duties under more immediate supervision.

**TYPICAL DUTIES**

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

## ENGINEERING AIDE - ELECTRIC (continued)

Under general supervision:

- Participates in field survey activities such as assisting with measuring and recording distances and elevation using Global Positioning System (GPS) equipment
- Prepares maps and drawings using geographic information system (GIS) tools to place symbols and apply color codes for the identification of facilities
- Receives, reviews, provides comments, files, and returns maps, documents, and plans *using AUTOCAD*
- Performs scaling and dimensioning to verify the accuracy of maps and plans
- Assists in conducting field inventory of existing primary and secondary conductors, transformers, switches, poles, pole attachments, manholes, and conduit locations
- Draws and updates electrical schematic diagrams, panel wiring diagrams, substation layout drawings *using AUTOCAD*, and organizes associated documentation
- Prepares scaled and dimensioned plans, *using AUTOCAD* based on sketches prepared by engineering/estimating personnel
- Operates a computer and standard office plotting/copying equipment
- Conducts records research including job files, property ownership, easement and right-of-way records
- Maintains records of equipment databases, log books, and map inventories
- Operates passenger vehicles requiring Class C driver's license
- Orders office drafting supplies, manages outside reproduction services, and coordinates vendor services for office drafting equipment maintenance
- Performs other related duties as assigned

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General principles of algebra, geometry, trigonometry, and mechanical drawing
- Principles and practices of engineering drafting and basic graphic design
- Standard personal computer hardware and software, including word processing, spreadsheet, and database programs
- Document control, retrieval, and filing systems

Ability to:

- Prepare neat and accurate drawings, diagrams, dimensions, representations, and schematics using GIS and CAD tools
- Select and use appropriate drafting, and duplicating equipment and materials
- Read, interpret and apply engineering terminology and symbols
- Retrieve, file, and code drawings and diagrams and prepare brief reports
- Maintain organized and complete records
- Utilize ESRI Geographic Information Systems (GIS)
- *Utilize AutoDesk AutoCAD software applications*
- Communicate effectively, both orally and in writing
- Understand and comprehend oral and written directions and instructions
- Effectively handle multiple priorities, organize workload, and meet strict deadlines

## **ENGINEERING AIDE - ELECTRIC (continued)**

- 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
- Deal tactfully and courteously with others
- Walk, sit, or stand for extended periods of time
- Perform moderate physical labor including bending, stooping, crawling, climbing, and lifting as necessary to perform assigned duties

### **SUPERVISION RECEIVED**

Works under the general supervision of a Senior Engineering Aide, engineer, or other supervisor as assigned.

### **SUPERVISION EXERCISED**

None

### **OTHER REQUIREMENTS**

- Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements.
- Must be able to perform all the essential functions of the job assignment.

LEGEND:

Additions

Approved October, 2013

Proposed September, 2018

**CITY OF SANTA CLARA, CALIFORNIA**  
**ENGINEERING AIDE**  
**(ELECTRIC)**  
**(460A)**

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from an accredited junior college with an Associate of Arts degree or higher in engineering or its equivalent, including satisfactory completion of college level courses in writing, mathematics, engineering and related courses; and
- One (1) year working with geographic information system (GIS) tools and systems or one (1) year working with computer-aided drafting (AUTOCAD).

Desirable Qualifications:

- One year (1) experience working with computer-aided drafting (AUTOCAD) and one year (1) experience working with geographic information system (GIS).
- Completion of courses in GIS and AUTOCAD.

Possible Substitutions:

- Three (3) years of work experience performing mapping/drafting activities of electric utility facilities, involving the use of CAD and GIS systems and tools may substitute for the required education and experience.

**LICENSE**

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

**DISTINGUISHING CHARACTERISTICS**

The Engineering Aide (Electric) is the entry level classification in the paraprofessional Engineering Aide series. An incumbent in this classification performs routine technical office and field work in support of various engineering projects in the Electric Utility Department. Specific responsibilities will vary according to assignment. The Engineering Aide (Electric) is distinguished from the Senior Engineering Aide by its focus on routine paraprofessional engineering duties and the performance of duties under more immediate supervision.

**TYPICAL DUTIES**

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

Under general supervision:

- Participates in field survey activities such as assisting with measuring and recording distances

## ENGINEERING AIDE - ELECTRIC (continued)

- and elevation using Global Positioning System (GPS) equipment
- Prepares maps and drawings using geographic information system (GIS) tools to place symbols and apply color codes for the identification of facilities
- Receives, reviews, provides comments, files, and returns maps, documents, and plans using AUTOCAD
- Performs scaling and dimensioning to verify the accuracy of maps and plans
- Assists in conducting field inventory of existing primary and secondary conductors, transformers, switches, poles, pole attachments, manholes, and conduit locations
- Draws and updates electrical schematic diagrams, panel wiring diagrams, substation layout drawings using AUTOCAD, and organizes associated documentation
- Prepares scaled and dimensioned plans, using AUTOCAD based on sketches prepared by engineering/estimating personnel
- Operates a computer and standard office plotting/copying equipment
- Conducts records research including job files, property ownership, easement and right-of-way records
- Maintains records of equipment databases, log books, and map inventories
- Operates passenger vehicles requiring Class C driver's license
- Orders office drafting supplies, manages outside reproduction services, and coordinates vendor services for office drafting equipment maintenance
- Performs other related duties as assigned

### KNOWLEDGE, SKILLS, AND ABILITIES

#### Knowledge of:

- General principles of algebra, geometry, trigonometry, and mechanical drawing
- Principles and practices of engineering drafting and basic graphic design
- Standard personal computer hardware and software, including word processing, spreadsheet, and database programs
- Document control, retrieval, and filing systems

#### Ability to:

- Prepare neat and accurate drawings, diagrams, dimensions, representations, and schematics using GIS and CAD tools
- Select and use appropriate drafting, and duplicating equipment and materials
- Read, interpret and apply engineering terminology and symbols
- Retrieve, file, and code drawings and diagrams and prepare brief reports
- Maintain organized and complete records
- Utilize ESRI Geographic Information Systems (GIS)
- Utilize AutoDesk AutoCAD software applications
- Communicate effectively, both orally and in writing
- Understand and comprehend oral and written directions and instructions
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public
- Work in a team based environment and achieve common goals

## **ENGINEERING AIDE - ELECTRIC (continued)**

- Deal tactfully and courteously with others
- Walk, sit, or stand for extended periods of time
- Perform moderate physical labor including bending, stooping, crawling, climbing, and lifting as necessary to perform assigned duties

### SUPERVISION RECEIVED

Works under the general supervision of a Senior Engineering Aide, engineer, or other supervisor as assigned.

### SUPERVISION EXERCISED

None

### OTHER REQUIREMENTS

- Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements.
- Must be able to perform all the essential functions of the job assignment.

# Silicon Valley Power

CITY OF SANTA CLARA ELECTRIC DEPARTMENT

## INTEROFFICE MEMORANDUM

RECEIVED

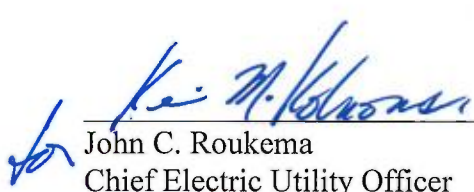
JUL 26 2018

HUMAN RESOURCES DEPARTMENT  
CITY OF SANTA CLARA

**DATE:** July 25, 2018  
**TO:** Human Resources Interim Director  
**FROM:** Chief Electric Utility Officer  
**SUBJECT:** Request to Approve Job Specifications for Engineering Aide - Electric

The Electric Department has reviewed its staffing needs and is requesting the approval of the job specifications revisions for the position of Engineering Aide - Electric. Changes are requested in the job specifications to more accurately reflect the needs of the department and the intended duties of the position. No change is being requested for the recruitment type or the examination weighting, which are currently set at open/competitive and 100% oral examination with a qualifying written supplemental.

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

  
\_\_\_\_\_  
John C. Roukema  
Chief Electric Utility Officer



## Agenda Report

18-1125

Agenda Date: 9/17/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Adopt Job Specification, Recruitment Type, and Examination Weighting for Electric Utility Database Administrator

#### **ACTION AND AUTHORITY**

The Electric Utility Department is requesting to adopt a new classified job description, recruitment type, and exam weighting for Electric Utility Database Administrator based on the authority from the Personnel & Salary Resolution, Sec. 6(d) and Civil Service Rules, Sec. 3.1.

#### **DISCUSSION**

Attached is a memorandum from the Electric Department requesting that the Commission approve the new job description for Electric Utility Database Administrator that was adopted in the 2017-2018 Annual Operating Budget. The new job description reflects the duties the incumbent will be expected to perform in support of critical utility database applications, including Geographic Information Systems (GIS), PI Historian, metering, meter data management, power trading, and scheduling applications. The Typical Duties and Knowledge, Skills, and Abilities sections demonstrate the technical knowledge and related abilities needed pertaining to critical utility database applications and utilizing them for data extraction.

It is recommended that the recruitment type for Electric Utility Database Administrator be Open/Promotional. It is also recommended that the exam weighting for Electric Utility Database Administrator be 100% Oral.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **FISCAL IMPACT**

There is no 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](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public

library.

**RECOMMENDATION**

Approve the proposed job specification for Electric Utility Database Administrator, and establish the recruitment type as Open/Promotional, with an examination weighting of 100% Oral.

Approved by: Julia Hill, Interim Director of Human Resources

**ATTACHMENTS**

1. Job Specification for Electric Utility Database Administrator
2. Electric Memorandum

**CITY OF SANTA CLARA, CALIFORNIA**  
**ELECTRIC UTILITY DATABASE ADMINISTRATOR**  
(432)

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Education and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Computer Information Systems, Computer Science, Business Administration, Industrial Engineering or related field;
- Four (4) years of professional experience as a Database Administrator working with Oracle databases, providing database development and support; and
- Experience working with Microsoft Windows and Linux platforms.

Desirable Qualifications:

- Experience working for an Electric Utility or other municipal utility.
- Certification in Geographic Information Systems (GIS) Administration.
- Experience with OSISoft PI Historian and Asset Framework (AF).
- Experience with Oracle Database Appliance.
- Experience with Virtualization.

**LICENSE/CERTIFICATION**

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

**DISTINGUISHING CHARACTERISTICS**

The Electric Utility Database Administrator is a classified position responsible for providing operation of critical utility database applications, including Geographic Information Systems (GIS), PI Historian, metering, meter data management, power trading, and scheduling applications. The incumbent will participate in complex project teams and work on components of larger implementations.

**TYPICAL DUTIES**

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

Under general supervision:

- Create and design databases for the Electric Utility Department
- Document database architecture using Standard Operating Procedures (SOP)
- Install and test upgrades and patches based on requirements provided by the software application vendors
- Monitor system performance using built-in or third party tools such as Enterprise Manager, Spotlight, SQL Diagnostic Manager
- Create PI Historian Asset Framework components for implementation
- Plan, implement, and maintain sound backup and recovery policies and procedures

## **ELECTRIC UTILITY DATABASE ADMINISTRATOR (continued)**

- Evaluate, approve, schedule, plan and supervise the installation and testing of new and improved energy management software products
- Review new technologies and determine compatibility with existing systems
- Plan, coordinate, and implement information security measures to safeguard sensitive utility information against accidental or unauthorized damage, modification or disclosure
- Update procedures and policy documentation when needed
- Maintain security roles and access levels for databases and applications
- Design, implement, maintain, and forecast storage requirements for applications and databases
- Develop standards and guidelines to guide the use and acquisition of software applications
- Prioritize technical support for critical systems based on departmental needs and Support Level Agreements (SLA)
- Provide 24/7 support, on a rotational basis, for database and/or application issues
- Respond to tickets or requests for assistance on database, server, or application issues
- Analyze, consolidate and tune databases for optimal efficiency
- Attend vendor sponsored training on new software or application upgrades
- Interact with vendors and software consultants for major system upgrades or technical problems
- Act as system administrator for energy management systems, including the Geographic Information System (GIS), nMarket, Cascade, and Power Base
- Perform other related duties as assigned

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Backups, restores, recovery models, database shrink operations, DBCC commands, clustering, RAC, virtualization, Oracle Database Appliance, Database mirroring, replication, RMAN
- SQL Server tools ( Profiler, DTA, SSMS, SAC, SSCM, PerfMon, DMVs, system sprocs)
- Complex database design, architecture, implementation and maintenance using Oracle, Linux, SQL Server, and Operating System Windows
- Project and workload planning and workflow process improvement methodologies; and
- Environmental and safety practices, procedures and standards, e.g. OSHA, Federal, State and local rules and regulations

#### **Ability to:**

- Understand and carry out highly complex technical tasks
- Communicate logically and clearly, both orally and in writing; follow oral and written instructions
- Diagnose and troubleshoot database and application related issues
- Exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of vendors, contractors, and users and readily readjusting priorities to respond to demands
- Work effectively and coordinate multiple projects and complex tasks simultaneously in time-sensitive situations and meet deadlines
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public

## **ELECTRIC UTILITY DATABASE ADMINISTRATOR (continued)**

- Build relationships by promoting collaborative partnerships with department peers, vendors, employees from the City's Information Technology (IT) Department, and others contacted in the course of work
- Identify, research and gather relevant information from a variety of sources to understand criticality of applications
- Analyze database issues and trends, evaluate alternatives and recommend appropriate course of action
- Exercise sound and independent judgment, conduct independent analyses, and make recommendations on difficult issues and
- Sit or stand for extended periods of time and bend, stoop, crawl, climb, and lift 25 pounds of static weight, as necessary to perform assigned duties

### **OTHER REQUIREMENTS**

- Must be able to perform all of the essential functions of the job assignment.
- May be required to work unusual hours and be available on an "on call" basis in the performance of work duties and in emergency situations.

### **SUPERVISION RECEIVED**

Works under the general supervision of an Electric Division Manager or other supervisor as assigned.

### **SUPERVISION EXERCISED**

Provide technical direction and training to staff, contractors and vendors as needed.

# Silicon Valley Power

CITY OF SANTA CLARA ELECTRIC DEPARTMENT

RECEIVED

MAY 29 2018

HUMAN RESOURCES DEPARTMENT  
CITY OF SANTA CLARA

## INTEROFFICE MEMORANDUM

**DATE:** May 29, 2018  
**TO:** Acting Director of Human Resources  
**FROM:** Chief Electric Utility Officer  
**SUBJECT:** Request to Approve Job Specifications, Recruitment Type and examination Weighting for Database Administrator

The Electric Department has reviewed its staffing needs and is requesting the approval of the job specifications, recruitment type and examination weighting for the new position of Database Administrator. We are requesting an open/promotional recruitment type and a 100% oral examination weighting.

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

  
\_\_\_\_\_  
John C. Roukema  
Chief Electric Utility Officer



## Agenda Report

18-1204

Agenda Date: 9/17/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Adopt Job Specification, Recruitment Type, and Examination Weighting for Meter Data Analyst

#### **ACTION AND AUTHORITY**

The Electric Utility Department is requesting to adopt a new classified job description, recruitment type, and exam weighting for Meter Data Analyst based on the Personnel & Salary Resolution, Sec. 6 (d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council," and Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical tests, or any combination thereof, and shall indicate the procedure in the announcement."

#### **DISCUSSION**

Attached is a memorandum from the Electric Utility Department requesting that the Commission approve the new job description for Meter Data Analyst. The new job description reflects the duties the incumbent will be expected to perform, such as ensuring the Advanced Metering Infrastructure (AMI) system is operating at optimum performance and providing reliable meter readings; tracking system performance trends; providing support, direction, and assistance to internal and external customers; and coordinating and managing system maintenance activities. The Typical Duties and Knowledge, Skills, and Abilities sections demonstrate the technical knowledge and related abilities needed pertaining to data extraction and analysis from the AMI system.

It is recommended that the recruitment type for Meter Data Analyst be Open/Promotional. It is also recommended that the exam weighting for Meter Data Analyst be 100% Oral with a qualifying written supplemental.

#### **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 Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on

the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the proposed job specification for Meter Data Analyst, and establish the recruitment type as Open/Promotional, with an examination weighting of 100% Oral with a qualifying supplemental.

Approved by: Julia Hill, Interim Director of Human Resources

**ATTACHMENTS**

1. Job Specification for Meter Data Analyst
2. Electric Memorandum

**CITY OF SANTA CLARA, CALIFORNIA**  
**METER DATA ANALYST**  
**(XXX)**

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Associates degree in a related field and
- One (1) year of experience in utility operations or meter data management systems

Possible Substitutions:

Three (3) years of experience in utility operations or meter data management systems may be substituted for the education and experience qualifications above.

Desirable Qualification:

- Experience working on a ground-based or data-based meter read collection system and using a handheld device.
- Experience with Advanced Metering applications, Advanced Meters, and connections for Advanced metering to billing systems.

**LICENSE**

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

**DISTINGUISHING CHARACTERISTICS**

Under general supervision, the Meter Data Analyst is responsible for ensuring the Advanced Metering Infrastructure (AMI) system is operating at optimum performance and providing consistent and reliable meter readings; tracking system performance trends; providing support, direction and assistance to internal and external customers; and coordinating and managing scheduled and unscheduled system maintenance activities.

**TYPICAL DUTIES**

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

Under general supervision:

- Reads water and electric meters which are located on the customer's property; respects the property of others when entering the yards, homes, or buildings of customers
- Enters readings and accesses information, trouble codes, and other data into a handheld meter data recorder, with some readings requiring basic mathematical calculations
- Drives a City vehicle, walks long distances, climbs stairs, lifts water meter box covers, heavy gratings covering industrial water meter vaults, trap doors, and opens and closes heavy gates and doors
- Investigates power theft through meter data analysis
- Reports citizens' complaints to supervisor, electronically updates customer account

## **METER DATA ANALYST (continued)**

- accordingly, and works with customer service division in to resolve on-going issues
- Resets Electric Demand Meters manually
- Monitors meter-to-cash operations
- Monitors automated data collection and investigates deviations
- Retrieves data using computer programs for documenting field inspection findings
- Creates and provides reports on anomalous meter reads and read collection gaps
- Creates and provides reports on system performance trends, usage trends, and outage information to management
- Assists in the investigation of root cause analysis of meter data deviations
- Assists in meter audits and record keeping
- Assists in meter maintenance record keeping and coordination of unscheduled system maintenance
- Inspects meters and reports hazardous or non-standard conditions (e.g. dangerous meter locations, abnormal utilities, cut or missing seals, broken glass, inoperative meters, exposed electrical wiring, open or broken water or curb meter boxes, etc.) to electric and/or water meter shop so the condition can be remedied
- Interacts with customers to gain access to their premises, answers questions and/or explains reason for entry
- Assists in training of new meter reader staff
- Performs other related duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Basic mathematical calculations
- Basic utility service meter operations and related equipment
- Methods, tools, equipment and materials used in the minor repair and installation of utility meters, including service connects and disconnects
- Environmental and safety practices, procedures and standards

Ability to:

- Evaluate and interpret automatically collected meter data from AMI meters
- Effectively use computers and various types of software essential for the job
- Make simple arithmetical calculations quickly and accurately
- Analyze and organize records and reports
- Learn to read water and electric meters
- Follow oral and written instructions
- Communicate effectively, both orally and in writing
- Learn departmental procedures and programs
- Deal tactfully and courteously with others, including coworkers, supervisors and the general public
- Establish and maintain effective working relationships with those contacted in the course of work
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Work without direct supervision for long periods of time
- Walk or stand for extended periods of time

- Work outdoors in all weather conditions and carry a handheld computer and other equipment
- Bend, stoop, reach, carry, crawl, kneel, climb and lift as necessary to perform assigned duties
- Perform physical labor including lifting up to 50 pounds of static weight

SUPERVISION RECEIVED

Works under the general direction of the Division Manager or Senior Electric Meter Technician

SUPERVISION EXERCISED

None.

OTHER REQUIREMENTS & SPECIAL CONDITIONS

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

# Silicon Valley Power

CITY OF SANTA CLARA ELECTRIC DEPARTMENT

RECEIVED  
AUG 23 2018


HUMAN RESOURCES DEPARTMENT  
CITY OF SANTA CLARA

## INTEROFFICE MEMORANDUM

**DATE:** August 23, 2018  
**TO:** Human Resources Interim Director  
**FROM:** Chief Electric Utility Officer  
**SUBJECT:** Request to Approve Job Specifications for Meter Data Analyst

The Electric Department has reviewed its staffing needs and is requesting the approval of the new job specifications for Meter Data Analyst. This position will support the long-term maintenance and operation of the Advanced Metering Infrastructure (AMI) program for the Electric Utility with future benefits for the Water Utility. This position combines skills required to evaluate and interpret automatically collected meter data coming in from deployed AMI meters with the regular duties of the Meter Reader and Utility Field Services Worker positions. We are also requesting a recruitment type of open/promotional and an examination weighting of 100% oral exam with a qualifying written supplemental. The oral exam will allow a thorough evaluation of the communication and performance skills of the candidates, with the written supplemental allowing a more detailed description of technical skills and experience.

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



John C. Rotikema  
Chief Electric Utility Officer



## Agenda Report

18-1181

Agenda Date: 9/17/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Announcement of and Call for Applicants to the Salary Setting Commission

#### BACKGROUND

Pursuant to Charter Section 702, the Civil Service Commission is announcing and calling for applicants for the City of Santa Clara Salary Setting Commission, which is charged with setting the compensation for the Mayor and Council. The elected City Clerk was recently added to the purview of the Salary Setting Commission by the adoption of Ordinance No. 1983. Pursuant to Council direction, Council will consider an ordinance on September 18, 2018, to add the elected Police Chief's compensation to the Salary Setting Commission's duties.

Specifically, Charter Section 702 states in 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.

Appointment to the Salary Setting Commission will generally follow the Voting Guidelines used to appoint members to all other City Commissions in that, the total number of votes each Civil Service Commissioner is eligible to cast will be determined by the total number of applications received. The top three candidates that receive the highest number of votes will serve for the full four-year term and the second highest two candidates will be appointed to the two-year term. Upon the closing of the application period, once the total number of applications is known, staff will present a recommendation on the number of votes that may be cast by each Civil Service Commissioner and include that information in the agenda report for the October 25 meeting.

#### DISCUSSION

Per the referenced Charter Section, the Salary Setting Commission must be formed and its five (5) members appointed no later than January 1, 2019. Hence, staff recommends the following schedule for outreach and appointment:

Week of September 17 - Begin promotion of the vacancies as described above

Thursday, October 18 by 5:00 p.m. - Applications due to the City Clerk's Office

Thursday, October 25 - Interviews and Appointment of Members to the Salary Setting Commission as approved by the Civil Service Commission

Monday, November 19 - Oath of Office for all Commissioners and Orientation Meeting

### **Communication Outreach Plan**

There will be two different communication outreach plans related to the Salary Setting Commission - one to inform the public of the roles and responsibilities of the Commission as it is created and one to promote the vacancies and seek interested residents to serve.

The communication outreach plan will include the following:

- Development of a city webpage and posting news items, social media posts and the City Manager's Blog with direct links to the page for more information
- Development of a flyer to post at City facilities
- Email flyer and information to constituent database
- Email flyer and information to the Interest List maintained by the City Clerk's Office
- Post an advertisement on government access (Channel 15)
- Issue a press release to local media outlets

The communication outreach plan will also include information regarding the various terms for the five Commissioners and detailed requirements for potential candidates regarding eligibility and conflict of interest as described below.

### **Eligibility and Conflict of Interest**

Before serving on the Salary Setting Commission, any interested resident must meet eligibility requirements and, in order to avoid any potential or perceived conflict of interest, the following criteria will apply to each Commission member.

Before serving on the Commission, each member must establish:

- That she/he is a qualified elector of the City, and
- At the time of application, she/he must also provide two forms of proof of residency (e.g., driver's license, passport, utility bill, etc.).

Before serving, each member must also sign a waiver expressly providing:

- That she/he does not and will not work for, volunteer for, or make a campaign contribution to a candidate for City of Santa Clara elective office while serving on the Commission;
- That she/he will not run for a City of Santa Clara elective office for five (5) years commencing on the date of her/his appointment to the Commission;
- That she/he is not currently a City of Santa Clara registered lobbyist and will not register as a City of Santa Clara lobbyist for ten (10) years commencing on the date of her/his appointment to the Commission;
- That she/he is not a family member, staff member, close personal friend, business partner/associate, in a position to financially benefit from a decision made by the Commission, or a paid campaign staff member of an elected City of Santa Clara city official; and
- That she/he will file required Statements of Economic Interest - Form 700 pursuant to the Political Reform Act.

### **FISCAL IMPACT**

It is important for the Salary Setting Commission to note that the City's current Ten-Year General

Fund Financial Plan forecasts annual cumulative deficits between \$4 million to \$28 million over the next ten years. This means that ongoing expenditures are continuing to outpace ongoing revenue projections. However, by committing to fiscal discipline and addressing the annual deficits with cost reductions, alternative service delivery options, or increasing ongoing revenues it is anticipated that the City's fiscal condition will be able to stabilize. As part of the development of the Fiscal Year 2019/20 Proposed Budget, the City's Ten-Year General Fund Financial Plan will be updated.

**COORDINATION**

This report has been coordinated with the City Attorney's Office, Finance Department and the City Clerk's Office.

**PUBLIC CONTACT**

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

1. Announce and call for applicants to the Salary Setting Commission pursuant to Charter Section 702;
2. Set October 18, 2018 at 5:00 p.m. as the deadline to submit an application to serve on the Salary Setting Commission to the City Clerk's Office;
3. Set October 25, 2018, at 6:00 p.m. as the next regular Civil Service Commission meeting to conduct interviews and appoint members to the Salary Setting Commission; and
4. Set November 19, 2018 as the Oath of Office Ceremony for the newly established Commissioners of the Salary Setting Commission.

Reviewed by: Julia Hill, Assistant Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager