



City of Santa Clara

Meeting Agenda

Civil Service Commission

Monday, April 12, 2021

7:00 PM

Virtual Meeting

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, Committee members will be attending the meeting remotely. The City of Santa Clara has implemented methods for the public to participate remotely via Zoom link or phone call in.

To join Zoom Meeting please use this URL to join.

<https://santaclaraca.zoom.us/j/97059145929?pwd=YnJ4a2NSNXplaDZrc0FOaFplWDBKdz09>

Meeting ID: 970 5914 5929

Passcode: 793515

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

- 1A 21-385** [Action to Approve the Civil Service Commission Meeting Minutes of February 22, 2021.](#)

Recommendation: Approve the Meeting Minutes of February 22, 2021.

- 2B 21-395** [Note and File the Current Status and Requisition Report dated March 31, 2021](#)

Recommendation: Note and File the Current Status and Requisition Report dated March 31, 2021

PUBLIC PRESENTATIONS

GENERAL BUSINESS

- 1A 21-386** [Action to Adjust the Examination Weighting Plan for Meter Reader \(Job Code 595\) on a One-time Basis](#)

Recommendation: Approve the modified weighting plan for Meter Reader (Job Code 595) on a one-time basis

2B 21-558 [Action to Adjust the Examination Weighting Plan for Human Resources Technician \(Job Code 508\) on a One-time Basis](#)

Recommendation: Approve the modified weighting plan for Human Resources Technician (Job Code 508) on a one-time basis

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

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City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
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Agenda Report

21-385

Agenda Date: 4/12/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of February 22, 2021.

RECOMMENDATION

Approve the Meeting Minutes of February 22, 2021.



City of Santa Clara

Meeting Minutes

Civil Service Commission

02/22/2021

7:00 PM

Virtual Meeting

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 ("The Brown Act") and Section 708 of the Santa Clara City Charter, the Chairperson calls for a Special Meeting of the Civil Service Commission of the City of Santa Clara, to commence and convene on Monday February 22, 2021, at 7:00 pm for a Special Meeting on Zoom to consider the following matter(s) and to potentially take action with respect to them.

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, Committee members will be attending the meeting remotely. The City of Santa Clara has implemented methods for the public to participate remotely via Zoom link or phone call in.

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Meeting ID: 970 5914 5929

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CALL TO ORDER AND ROLL CALL

Chair Brown called the meeting to order at 7:01 pm. The Civil Service Commission recited the Pledge of Allegiance.

Present 5 - Vice Chair Carolyn McAllister, Chair Willie D. Brown Jr., Commissioner Franklin Felizardo, Commissioner John Casey, and Commissioner Tahir Naim

CONSENT CALENDAR

1.A [21-133](#) Action to Approve the Civil Service Commission Meeting Minutes of January 11, 2021.

Recommendation: Approve the Meeting Minutes of January 11, 2021.

A motion was made by Vice Chair McAllister, seconded by Commissioner Naim to approve the Civil Service Commission Meeting Minutes of January 11, 2021.

Aye: 3 - Vice Chair McAllister, Commissioner Felizardo, and Commissioner Naim

Abstained: 2 - Chair Brown Jr., and Commissioner Casey

1.B [21-287](#) Note and File the Current Status and Requisition Report dated January 31, 2021

Recommendation: Note and File the Current Status and Requisition Report dated January 31, 2021

A motion was made by Commissioner Naim, seconded by Vice Chair McAllister, to note and file the Current Status and Requisition Report dated January 31, 2021 and approve the Consent Calendar.

Aye: 5 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, Commissioner Casey, and Commissioner Naim

PUBLIC PRESENTATIONS

Chair Brown and Commissioner Casey addressed the Commission and the Public regarding their past attendance.

GENERAL BUSINESS

2 [21-190](#) Action to Extend Probationary Period for Two Fire Captains (Employee No. 04981 and 05750)

Recommendation: Approve the Extension of the Probationary Period for Two Fire Captains - 24 Hours (Employee No. 04981 and 05750)

A motion was made by Vice Chair McAllister, seconded by Commissioner Casey to extend the probationary period of two Fire Captains (Employee No. 04981 and 05750).

Aye: 5 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, Commissioner Casey, and Commissioner Naim

3 [21-191](#) Action to Extend Probationary Period for Two Water Sewer Maintenance Worker I's (Employee No. 07888 and 07896)

Recommendation: Approve the Extension of the Probationary Period for Two Water Sewer Maintenance Worker I's (Employee No. 07888 and 07896)

A motion was made by Vice Chair McAllister, seconded by Commissioner Felizardo to extend the probationary period of two Water Sewer Maintenance Worker I's (Employee No. 07888 and 07896).

Aye: 5 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, Commissioner Casey, and Commissioner Naim

- 4 [21-193](#) Request to Extend Eligible List for Fire Captain (Job Code 475)

Recommendation: Staff recommends the Civil Service Commission approve the request to extend the eligible list for Fire Captain (Job Code 475) by one (1) year with a new expiration date of March 23, 2022

A motion was made by Commissioner Naim, seconded by Vice Chair McAllister to extend the eligible list for Fire Captain (Job Code 475) for one year with a new expiration date of March 23, 2022.

Aye: 5 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, Commissioner Casey, and Commissioner Naim

- 5 [21-194](#) Request to Extend Eligible List for Firefighter I (Job Code 487)

Recommendation: Staff recommends the Civil Service Commission approve the request to extend the eligible list for Firefighter I (Job Code 487) by one (1) year with a new expiration date of May 20, 2022

A motion was made by Commissioner Felizardo, seconded by Commissioner Naim to extend the eligible list for Firefighter I (Job Code 487) for one year with a new expiration date of May 20, 2022.

Aye: 5 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, Commissioner Casey, and Commissioner Naim

- 6 [21-288](#) Action to Extend Probationary Period of Customer Service Supervisor (Employee No. 04035)

Recommendation: Approve the extension of the probationary period for a Customer Service Supervisor (Employee No. 04035)

A motion was made by Commissioner Naim, seconded by Commissioner Felizardo to extend the probationary period of Customer Service Supervisor (Employee No. 04035).

Aye: 5 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, Commissioner Casey, and Commissioner Naim

- 7 [21-331](#) Action to Adjust the Examination Weighting Plan for Water Sewer Maintenance Worker I (Job Code 914) on a One-time Basis

Recommendation: Approve the modified weighting plan for Water Sewer Maintenance Worker I (Job Code 914) on a one-time basis

A motion was made by Commissioner Naim, seconded by Vice Chair McAllister to adjust the examination weighting plan for Water Sewer Maintenance Worker I (Job Code 914) on a one-time basis.

Aye: 5 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, Commissioner Casey, and Commissioner Naim

- 8 [21-332](#) Acceptance of the resignation of Dave Stealey from the Salary Setting Commission, declare a vacancy for the partial term ending January 1, 2025 and consider appointment of remaining applicant

Recommendation: Acceptance of the resignation of Dave Stealey from the Salary Setting Commission, declare a vacancy for the partial term ending January 1, 2025 and consider appointment of remaining applicant

A motion was made by Commissioner Naim, seconded by Commissioner Casey to accept the resignation of Dave Stealey from the Salary Setting Commission, declare a vacancy for the partial term ending January 1, 2025, and consider the appointment of the remaining applicant, Ram Misra. The Commission has appointed Ram Mirsa to the Salary Setting Commission.

Aye: 5 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, Commissioner Casey, and Commissioner Naim

STAFF REPORT

None

COMMISSIONERS REPORT

None

ADJOURNMENT

A motion was made by Vice Chair McAllister, seconded by Commissioner Felizardo to adjourn the Civil Service Commission Meeting at 7:41 PM.

Adjourned

Aye: 5 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, Commissioner Casey, and Commissioner Naim

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City of Santa Clara

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Santa Clara, CA 95050
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Agenda Report

21-395

Agenda Date: 4/12/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Note and File the Current Status and Requisition Report dated March 31, 2021

RECOMMENDATION

Note and File the Current Status and Requisition Report dated March 31, 2021

ATTACHMENT

1. Current Status and Requisition Report dated March 31, 2021

Current Status and Requisition Report
Dated March 31, 2021

Requisition	Classification	Department	Number of Positions Approved to Fill
20252	Asst/Associate Planner	Community Development	1
19180	Combination Inspector	Community Development	2
19246/19253	Plans Examiner	Community Development	3
19162	Senior Inspector	Community Development	2
TBD	Electric Maintenance Worker	Electric Utility	1
20273	Electric Utility Electrician Technician	Electric Utility	2
20272	Electrician	Electric Utility	1
18037/18146	Electric Utility Programmer Analyst	Electric Utility	1
19154	Electric Utility Engineer	Electric Utility	1
TBD	Electric Water System Operator	Electric Utility	1
19157	Principal Electrical Estimator	Electric Utility	1
560C-CONT	Journey Lineworker	Electric Utility	1
19202	Meter Data Analyst	Electric Utility	1
19241	Senior Electric Utility Engineer	Electric Utility	1
TBD	Senior Electric Technician	Electric Utility	1
TBD	Service Coordinator Inspector	Electric Utility	1
31-20-795	Staff Aide II	Electric Utility	1
TBD	Troubleshooter	Electric Utility	1
TBD	Meter Reader	Finance	1
TBD	Driver Engineer	Fire	TBD
19209	Library Program Coordinator	Library	1
19223	Library Assistant	Library	1
21294/21296	Police Officer Recruit/Lateral	Police	3
19256/19262	Public Safety Dispatcher I/II	Police	2
19173/19244	Associate Engineer (Civil)	Public Works	1
21288/19039	Office Specialist II	Public Works	2
12989	Senior Civil Engineer (LPD)	Public Works	1
19310	Senior Civil Engineer (Design)	Public Works	1
20282	Senior Civil Engineer (Traffic)	Public Works	1
TBD	Equipment Operator	Water and Sewer Utilities	1
TBD	Water Resource Planner	Water and Sewer Utilities	1
19159/19208	Water and Sewer Maintenance Worker I	Water and Sewer Utilities	2



Agenda Report

21-386

Agenda Date: 4/12/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Adjust the Examination Weighting Plan for Meter Reader (Job Code 595) on a One-time Basis

BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Meter Reader (Job Code 595). This request is based on the authority of Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical test, or any combination thereof, and shall indicate the procedure in the announcement." This request has been coordinated with the Finance Department.

DISCUSSION

The Human Resources Department in coordination with the Finance Department are recommending modifications to the examination weighting plan for Meter Reader (Job Code 595) on a one-time basis. Currently, the examination weighting plan consists of 50% oral and 50% written exam. The proposed modification is to make the examination weighting a 100% oral. In order to address the technical abilities normally assessed at the written exam, the department will ask technical questions on the job application and oral examination which will be evaluated to determine the most competitive applicants to move forward to the next phase of the recruitment process. Additionally, the Department will also have the probationary period to assess the technical knowledge and abilities of the applicant.

Santa Clara County is currently in the Orange Tier and City Hall remains closed to the public due to the COVID-19 Pandemic. The Human Resources Department is coordinating with the City Manager's Office and Emergency Operations Center (EOC) to determine if the City can safely accommodate in person written or performance examinations at this time. Since the testing process is still being evaluated and a determination has not been made if in person testing can resume and to not delay the hiring process for this critical position and is requesting to waive the written examination on a one-time basis.

There are no recommended changes to the class specification for Meter Reader (Job Code 595).

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

There is no fiscal impact to revise the examination weighing plan other than staff time.

PUBLIC CONTACT

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

RECOMMENDATION

Approve the modified weighting plan for Meter Reader (Job Code 595) on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



Agenda Report

21-558

Agenda Date: 4/12/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Adjust the Examination Weighting Plan for Human Resources Technician (Job Code 508) on a One-time Basis

BACKGROUND

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

DISCUSSION

The Human Resources Department is recommending modifications to the examination weighting plan for Human Resources Technician (Job Code 508) on a one-time basis. Currently, the examination weighting plan consists of 100% oral and qualifying written examination. The proposed modification is to make the examination weighting a 100% oral with a qualifying supplemental questionnaire. In order to address the technical abilities normally assessed at the written exam, the department will ask technical questions on the job application and oral examination which will be evaluated to determine the most competitive applicants to move forward to the next phase of the recruitment process. Additionally, the Department will also have the probationary period to assess the technical knowledge and abilities of the applicant.

Santa Clara County is currently in the Orange Tier and City Hall remains closed to the public due to the COVID-19 Pandemic. The Human Resources Department is coordinating with the City Manager's Office and Emergency Operations Center (EOC) to determine if the City can safely accommodate in person written or performance examinations at this time. Since the testing process is still being evaluated and a determination has not been made if in person testing can resume, the Department is requesting not to delay the hiring process for this critical position and is requesting to waive the written examination on a one-time basis.

There are no recommended changes to the class specification for Human Resources Technician (Job Code 508).

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

There is no fiscal impact to revise the examination weighing plan other than staff time.

PUBLIC CONTACT

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RECOMMENDATION

Approve the modified weighting plan for Human Resources Technician (Job Code 508) on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources