



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

1500 Warburton Avenue

Santa Clara, CA

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

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

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

II. CONSENT CALENDAR

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

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

MOTION carried, 4-0

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

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

D. EXAMINATION REPORT for January and February, 2018.

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

MOTION carried, 4-0

III. ORAL COMMUNICATIONS – None

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

IV. NEW BUSINESS

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

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

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

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

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

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

MOTION carried, 4-0.

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

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

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

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

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

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

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

MOTION carried, 4-0

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

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

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

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

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

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

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

MOTION carried, 4-0

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

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

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

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

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

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

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

MOTION carried, 4-0

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

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

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

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

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

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

MOTION carried, 4-0

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

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

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

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

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

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

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

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

MOTION carried, 4-0

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

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

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

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

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

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

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

MOTION carried, 4-0

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

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

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

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

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

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

MOTION carried, 4-0

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

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

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

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

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

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

MOTION carried, 4-0

V. UNFINISHED BUSINESS – None

VI. INFORMATIONAL REPORTS

A. STAFF REPORTS –

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

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

B. COMMISSIONERS REPORTS - None

VII. ADJOURNMENT

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