

# Silicon Valley Power

CITY OF SANTA CLARA ELECTRIC DEPARTMENT

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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