



**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)

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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