

Silicon Valley Power

CITY OF SANTA CLARA ELECTRIC DEPARTMENT

INTEROFFICE MEMORANDUM

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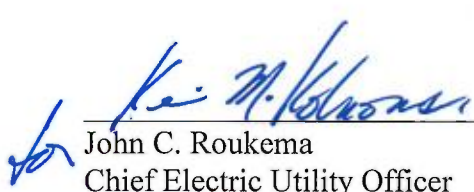
JUL 26 2018

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