



**City of  
Santa Clara**  
The Center of What's Possible

Finance Department  
**Memorandum**

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AUG 24 2018  
HUMAN RESOURCES DEPARTMENT  
CITY OF SANTA CLARA

**Date:** August 23, 2018  
**To:** Director of Human Resources  
**From:** Director of Finance  
**Subject:** Request to Modify Job Specification for Meter Reader

Due to a recent promotion, the Finance Department will soon begin a recruitment to fill one (1) vacant Meter Reader position. The job specification for Meter Reader in its current form does not appropriately reflect typical tasks. We recommend the following revisions for the Meter Reader job specification to include:

- Update the "Desirable Qualifications" section to include "Knowledge of basic computer skills is desirable."
- Update the "Other Requirements & Special Conditions" section to include "Frequent daily contact with dogs."
- Update the "Duties" section to include "Explains electrical service procedures to customers; refers questions to proper department as necessary."
- Update the "Knowledge, Skills, and Abilities" section to include "Ability to remain calm under stress."

Thank you for your consideration.

Sincerely,

*for*   
Angela Kraetsch  
Director of Finance

**cc:** Michelle Eglesia, Municipal Services Division Manager