



Legislation Details (With Text)

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**Title:** Action to Modify the Class Specification for Office Specialist II

**Sponsors:**

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**Attachments:** 1. Class Specification (draft and clean) for Office Specialist II.pdf

Date	Ver.	Action By	Action	Result
11/18/2019	1	Civil Service Commission		

**REPORT TO CIVIL SERVICE COMMISSION**

**SUBJECT**

Action to Modify the Class Specification for Office Specialist II

**BACKGROUND**

The Human Resources Department recommends modifying the class specification for the Office Specialist II classification based on the authority of Personnel & Salary Resolution, Sec. 6(d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council".

**DISCUSSION**

The Human Resources Department has reviewed the class specification for Office Specialist II and recommends removing the required typing certificate from the Minimum Qualifications section, and the reference to typing at a speed of 50 net words per minute, from the Knowledge, Skills, and Abilities section. The typing certification is an obsolete indicator of successful performance in this job specification. In practice, the typing certificate has substituted for the qualifying performance exam. In place of the typing certificate, and to comply with the qualifying performance exam, staff's recommendation is for candidates to complete an in-house written exercise related to on the job tasks the candidates would be required to complete in the position. This would be a more accurate assessment of the candidates' job-related skills and ability to satisfy actual requirements of the job. In addition, most applicants at the time of application do not possess a typing certificate. It is anticipated this will expand the candidate pool since candidates will not be required to complete an additional testing step during the application phase.

There are no recommended changes to the weighting plan for Office Specialist II.

**ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

### **FISCAL IMPACT**

There is no fiscal impact to revising the class specification.

### **PUBLIC CONTACT**

Public contact was made by posting the Civil Service Commission agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Approve the modified class specification for Office Specialist II.

Reviewed by: Aracely Azevedo, Assistant Director of Human Resources

Approved by: Teresia Zadroga-Haase, Director of Human Resources

### **ATTACHMENTS**

1. Class Specification, draft and clean, for Office Specialist II