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Title: Action to Modify Class Specification for Pump Maintenance Technician

Sponsors:

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Attachments: 1. Class Specification (draft and clean) for Pump Maintenance Technician

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

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Class Specification for Pump Maintenance Technician

BACKGROUND

The Human Resources Department coordinated with the Water and Sewer Utilities to modify the class specification to add the requirement to possess a Class B driver’s license. The request for Commission approval of the modification is based on Personnel & Salary Resolution, Sec. 6(d) which states, “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

On July 8, 2019, the Civil Service Commission approved revisions to the Pump Maintenance Technician class specification which included consolidating three of the Pump Maintenance Technician class specifications into one class specification to allow for improved cross training, coverage, and succession planning. Revisions also included updates to the required certifications and licenses.

When these revisions were initially sent to the Civil Service Commission, possession of the Class B driver’s license within 12 months of appointment was inadvertently removed from the class specification. After further review of the class specification with the Water and Sewer Utilities, it was determined that possession of the Class B driver’s license is essential for incumbents in the event of an emergency. Staff recommends reinstatement of the Class B driver’s license requirement to the class specification so the Department can effectively respond to and support emergencies and serve the citizens of Santa Clara. Additionally, the Class B license is required of other classifications within the Water Operations and Maintenance Division work group, so the action is recommended in order to maintain the status quo of the division. All current incumbents possess the Class B driver’s

license.

There are no recommended changes to the examination weighting for Pump Maintenance Technician.

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 job 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>](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 Pump Maintenance Technician.

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 Pump Maintenance Technician