



Legislation Details (With Text)

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**Title:** Action to Abolish the Eligible List for Office Specialist II (Job Code 936)

**Sponsors:**

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Date	Ver.	Action By	Action	Result
1/10/2022	1	Civil Service Commission		

**REPORT TO CIVIL SERVICE COMMISSION**

**SUBJECT**

Action to Abolish the Eligible List for Office Specialist II (Job Code 936)

**ACTION AND AUTHORITY**

The Administration is requesting to abolish the Office Specialist II (Job Code 936) eligible list based on the authority of Civil Service Rules, Sec. 4.8, "Eligible lists may be abolished by the Director of Human Resources under the following conditions: a) If the list contains fewer than five (5) names."

In those cases where the list has 5 or more than 5 names remaining on the list, the Human Resources Department's practice is to bring eligible list abolishments to the Civil Service Commission.

The Office Specialist II (Job Code 936) is a journey-level class responsible for general or routine City office support.

**DISCUSSION**

The Office Specialist II (Job Code 936) eligible list was established on March 31, 2021 and is scheduled to expire on March 31, 2022. The original eligible list included 24 active candidates. Since the establishment of the eligible list, Department interviews were held for several departments across the City and six (6) candidates were hired from the list. Eleven (11) candidates have requested to be removed from the eligible list. There are currently seven (7) active candidates remaining on the eligible list.

Currently, two (2) departments are utilizing the current eligible list. Both departments have conducted department fit interviews with the remaining candidates on the list; however, none of the remaining candidates on the list are a fit for either department. The remaining candidates on the list did not possess the desired qualifications for the department specific positions. Both departments are

requesting to begin a new recruitment so they can proceed to fill the position, instead of waiting until the abolishment date in March 2022. Abolishing the eligible list would allow Human Resources to conduct another recruitment and create a new eligible list.

### **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 revise the examination weighing plan other than staff time.

### **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>](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Approve abolishing the eligible list for Office Specialist II

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources