



City of Santa Clara

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Santa Clara, CA 95050
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Agenda Report

18-585

Agenda Date: 5/22/2018

REPORT TO COUNCIL

SUBJECT

Approval of Various Job Specifications for Classified Positions Brought to Civil Service Commission on May 14, 2018

BACKGROUND

A regularly scheduled Civil Service Commission meeting was held on May 14, 2018. The Civil Service Commission consists of five (5) appointed members and its duties include 1) providing qualified persons for appointment to the service of the City, 2) acting as Boards of Review to hear petitions by civil service employees, and applicants for civil service positions, and to grant or deny such petitions, and 3) performing such other duties as may be required by the civil service rules and regulations. City Council approval of revised job specifications is required by Personnel and Salary Resolution Sections 4 and 6. Bargaining groups reviewed new or revised job descriptions and provided input prior to Civil Service Commission consideration of them.

DISCUSSION

Staff brought forth revisions to ten classified job specifications at the May 14, 2018, Civil Service meeting. As reflected in Attachments 1 through 6 the positions include Fire Suppression classifications (Firefighter I, Firefighter II, Driver Engineer, Fire Captain, Assistant Training Officer), Electric Utility Engineer, Time and Material Clerk, Street Maintenance Foreperson, Park Foreperson, and Utility Field Services Worker. The Commission voted unanimously to approve all ten revised specifications based upon staff's recommendations and the department needs as described in Attachments 1 through 6.

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 job specifications other than staff time.

COORDINATION

This report has been coordinated with the Finance Department.

PUBLIC CONTACT

Public contact was made by posting the Council 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 modified job specifications for Firefighter I, Firefighter II, Driver Engineer, Fire Captain, Assistant Training Officer, Electric Utility Engineer, Time and Material Clerk, Street Maintenance Foreperson, Park Foreperson, and Utility Field Services Worker.

Reviewed by: Julia Hill, Interim Human Resources Director

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Job Specification for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer
2. Job Specification for Electric Utility Engineer
3. Job Specification for Time and Material Clerk
4. Job Specification for Street Maintenance Foreperson
5. Job Specification for Park Foreperson
6. Job Specification for Utility Field Services Worker