



Agenda Report

19-1713

Agenda Date: 1/29/2019

REPORT TO COUNCIL

SUBJECT

Action to Revise Job Specification for Compliance Manager

BACKGROUND

The Compliance Manager is a management position in the City's unclassified service and the incumbent will serve at the discretion of the City Manager in an "at will" basis. City Council approves all job descriptions pursuant to the City's Personnel & Salary Resolution, Sections 4 and 6.

DISCUSSION

The Compliance Manager job description incorporates the expectations for the incumbents to adhere to the City's Code of Ethics and Values, and demonstrate strong professional and service-oriented leadership. This report provides a summary of key changes to the job description.

This is a management position with assigned responsibility for assuring compliance with all Federal, State and local laws, regulations, and permits for the City of Santa Clara within the Electric Utility, Water & Sewer Utilities and Public Works Departments.

Key changes were made to the duties within the Public Works Department. Changes include clarification on the duties related to programs, policies, regulations, and interaction with regulatory agencies. Duties that are no longer performed by this position were removed.

Meet and confer obligations have been met with the appropriate bargaining unit.

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 the City in approving the revised job descriptions.

COORDINATION

This report has been coordinated with the Finance Department and City Attorney's Office.

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 the revised job description for Compliance Manager.

Reviewed by: Teresia Zadroga-Haase, Director, Human Resources

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Revised Job Description - Compliance Manager