



City of Santa Clara

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Agenda Report

19-390

Agenda Date: 5/7/2019

REPORT TO COUNCIL

SUBJECT

Action to Revise Job Specifications for Fire Chief and Street Superintendent

BACKGROUND

The Fire Chief and Street Superintendent positions are management positions in the City's Unclassified service and the incumbents serve at the discretion of the City Manager in an "at will" basis. Section 6 of the Personnel and Salary Resolution requires City Council approval of revised job specifications.

DISCUSSION

The Fire Chief and Street Superintendent job specifications were last updated in 2004 and 2009 respectively. The Human Resources reviewed and updated the job specifications to more accurately reflect the duties and required qualifications of each position. Following staff's update, the revised class specifications were provided to the bargaining unit (Unit 9 and 9B) representatives for further review. A summary of key revisions to each job specification is summarized below.

Fire Chief

This management position is responsible for the efficient operation of the Fire Department. The position requires a demonstrated ability to work very effectively with employees at all levels of the department, represented labor groups in the Department; with customers, business community, professionals, managers, the City's executive management team and all City Departments and elected officials from the City and other agencies.

The key change to this job specification includes the elimination of the residency requirement and revision to mandate a valid California Class C driver's license for the duration of employment (Attachment 1). This action brings the Fire Chief residency requirements in line with the rest of the fire management staff (Unit 9B).

Street Superintendent

This is a management position in the Unclassified service, responsible for administering and supervising the Street, Storm Drain, Traffic, Solid Waste, Tree and Landscape Maintenance divisions of the Public Works Department.

Staff recommends updating the classification title from Superintendent of Street and Solid Waste to Street Superintendent, as well as revising the job description to reflect the current duties performed as a manager overseeing the operations of various divisions. Key changes to the job description include a consolidation of duties, knowledge, skills and abilities from all divisions that the position will oversee. Additionally, staff is recommending a revision to the desirable qualifications section to include certain certifications (Attachment 2).

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. The Fire Chief and Street Superintendent salary ranges remain the same and the positions are currently budgeted.

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 or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the revised job description for Fire Chief and the revised job description and job title for Street Superintendent.

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

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Revised Job Description - Fire Chief
2. Revised Job Description - Street Superintendent