



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
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Agenda Report

19-420

Agenda Date: 4/23/2019

REPORT TO COUNCIL

SUBJECT

Action to Approve the Job Specification for Senior Electrical Estimator

BACKGROUND

The Senior Electrical Estimator is an existing job specification in the City's classified service. The Civil Service Commission unanimously approved modifications to the job specification for Senior Electrical Estimator at its regular meeting of March 11, 2019. Sections 4 and 6 of the Personnel and Salary Resolution require City Council approval on the creation or adjustment of classification specifications.

DISCUSSION

The Senior Electrical Estimator job specification was last revised in 2014. The classification has been updated to closely align with the current duties performed by this classification. For example, ESRI-based GIS application experience has been added to the desirable qualifications. Basic principles of supervision and personnel administration have been added to the knowledge, skills and abilities section. The requirement for knowledge of conventional drafting techniques has been removed, with computer aided drafting remaining. The redline and clean copy of the job specification are attached (Attachment 1).

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 specifications included in this report.

COORDINATION

This report has been coordinated with the 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 modified job specification for Senior Electrical Estimator.

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

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Senior Electrical Estimator Job Specification