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Title: Action to Adopt Job Specification, Recruitment Type, and Examination Weighting for Meter Data Analyst

Sponsors:

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Attachments: 1. Meter Data Analyst- NEW, 2. Electric Memorandum

Date	Ver.	Action By	Action	Result
9/17/2018	1	Civil Service Commission		

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Adopt Job Specification, Recruitment Type, and Examination Weighting for Meter Data Analyst

ACTION AND AUTHORITY

The Electric Utility Department is requesting to adopt a new classified job description, recruitment type, and exam weighting for Meter Data Analyst based on the Personnel & Salary Resolution, Sec. 6 (d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council," and Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical tests, or any combination thereof, and shall indicate the procedure in the announcement."

DISCUSSION

Attached is a memorandum from the Electric Utility Department requesting that the Commission approve the new job description for Meter Data Analyst. The new job description reflects the duties the incumbent will be expected to perform, such as ensuring the Advanced Metering Infrastructure (AMI) system is operating at optimum performance and providing reliable meter readings; tracking system performance trends; providing support, direction, and assistance to internal and external customers; and coordinating and managing system maintenance activities. The Typical Duties and Knowledge, Skills, and Abilities sections demonstrate the technical knowledge and related abilities needed pertaining to data extraction and analysis from the AMI system.

It is recommended that the recruitment type for Meter Data Analyst be Open/Promotional. It is also recommended that the exam weighting for Meter Data Analyst be 100% Oral with a qualifying written supplemental.

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

RECOMMENDATION

Approve the proposed job specification for Meter Data Analyst, and establish the recruitment type as Open/Promotional, with an examination weighting of 100% Oral with a qualifying supplemental.

Approved by: Julia Hill, Interim Director of Human Resources

ATTACHMENTS

1. Job Specification for Meter Data Analyst
2. Electric Memorandum