



Agenda Report

18-202

Agenda Date: 5/14/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Request to Modify Job Specifications for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer

BACKGROUND

After reviewing the job specifications in the classified Firefighter promotional series, the Human Resources Department proposes to update the job specifications. The job specification for Firefighter I was last revised in May 2017, Firefighter II was last revised in May 2013, Driver/Engineer was last revised in November 2005, Fire Captain was last revised in March 2012, and Assistant Training Officer was last revised in November 2005.

DISCUSSION

A department review of the job specifications yielded that the job specifications had outdated classes, certifications, and job titles listed for the qualifications. The outdated classes are no longer offered by California State Fire Training, and have been replaced with new classes by California State Fire Training to fulfill the requirements. To bring all of the job specifications up to date, the outdated information was revised and the formatting was corrected for consistency with other job specifications. No changes were made to the Typical Duties or the Knowledge, Skills, and Abilities.

There are no recommended changes to the examination weightings or recruitment types for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer.

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 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 modified job specifications for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer.

Reviewed by: Julia Hill, Interim Director of Human Resources

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. Job Specifications, draft and clean, for Firefighter I, Firefighter II, Driver/Engineer, Fire Captain, and Assistant Training Officer