



Agenda Report

20-194

Agenda Date: 2/10/2020

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify the Class Specification for Service Coordinator Inspector

BACKGROUND

The Human Resources Department in coordination with Silicon Valley Power request to modify the minimum qualifications for the class specification of Service Coordinator Inspector based on the authority of 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." This class specification has not been modified since 2009.

DISCUSSION

The proposed modification results in a revision to the *Minimum Qualifications* section of the classification specification for Service Coordinator Inspector. Currently, the classification specification requires a valid California Class A driver's license or the ability to obtain a Class A license within six months of employment. The proposed modification removes the requirement and makes the Class A driver's license requirement desirable. Staff believes this modification will aid in recruitment for the position without negatively impacting operations or productivity.

There is no proposed change to the weighting plan for Service Coordinator Inspector.

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 class specification 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 class specification for Service Coordinator Inspector

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Assistant Director of Human Resources

ATTACHMENTS

1. Class Specification, draft and clean, for Service Coordinator Inspector