



Agenda Report

20-196

Agenda Date: 2/10/2020

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify the Class Specification for Senior Plans Examiner

BACKGROUND

The Human Resources Department in coordination with the Community Development Department propose to modify the minimum qualifications for the class specification of Senior Plans Examiner 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 2016.

DISCUSSION

The proposed modification results in revisions to the *Minimum Qualifications* section of the classification specification for Senior Plans Examiner. The current *Minimum Qualifications* require five years of Plans Examiner experience or equivalent with a City and/or County agency. The last few recruitments have yielded a low applicant pool, so the interpretation of the minimum qualifications was loosely defined by the previous Human Resources Department administration in order to broaden the candidate pool. In order to be aligned with best practice and transparent with the interpretation of the minimum qualifications, the classification specification is proposed to be updated to reflect the broader interpretation of the minimum qualification screening and to broaden the candidate pool. It is proposed that experience as a Plans Examiner or equivalent is desirable with a City and/or County agency to be in alignment with past screening practice and to broaden the candidate pool. The Department has determined that these revised minimum qualifications align with the necessary requirements for the position.

There is no proposed change to the examination weighting plan for Senior Plans Examiner.

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 Senior Plans Examiner

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification, draft and clean, for Senior Plans Examiner