



## Agenda Report

20-428

Agenda Date: 4/7/2020

### REPORT TO COUNCIL

#### **SUBJECT**

Actions to Approve Various Modified Class Specifications [Council Pillar: Manage Strategically Our Workforce Capacity and Resources]

#### **BACKGROUND**

Sections 4 and 6 of the Personnel and Salary Resolution require City Council approval of new job classifications and specifications.

#### **Modified Class Specifications**

The Fire Prevention Specialist I/II (Job Code 489/478) class specifications have been modified to add the *Class Summary* section and modify the minimum qualifications.

The Office Specialist III (Job Code 938) class specification has been revised to add the *Class Summary* section and remove the typing certification requirement from the minimum qualifications.

The Senior Inspector (Job Code 750) class specification has been modified to add the *Class Summary* section and broaden out the minimum qualifications to in order to expand the candidate pool.

The foregoing modifications to specifications for various classified positions were approved by the Civil Service Commission on March 12, 2020.

#### **DISCUSSION**

#### **Modification of the Fire Prevention Specialist I/II Class Specification (Job Code 489/478)**

The Human Resources Department, in coordination with the Fire Department, has modified the class specification for Fire Prevention Specialist I/II. The class specification has been modified to include the *Class Summary*. Additional modifications include revisions to the *Minimum Qualifications* and *Certifications/Licenses* sections and has expanded the minimum qualifications by including a substitution that will expand the candidate pool. Revisions also include clarifications to the type of experience that can be considered to meet the minimum qualifications. This position performs in an inspection capacity and qualification as a Peace Officer is not required for the position. Additionally, the Fire Department is recommending 12 months to obtain the required certifications, as most of the coursework can be completed through on the job training.

Fire Prevention Specialist I/II (Job Code 489/478) - The Fire Prevention Specialist I/II series is responsible for plan review and fire inspection.

*Modification of the Office Specialist III (Job Code 938) Class Specification*

The Human Resources Department has modified the class specification for Office Specialist III to include the *Class Summary* and remove the required typing certificate from the Minimum Qualifications section, and the reference to typing at a speed of 50 net words per minute, from the Knowledge, Skills, and Abilities section to better align essential minimum qualifications required for the job. The typing certification is an outdated indicator of successful performance in this job specification. In practice, the typing certificate has substituted for the qualifying performance exam. In place of the typing certificate, and to comply with the qualifying performance exam, staff's recommendation is for candidates to complete an in-house written exercise related to on the job tasks the candidates would be required to complete in the position. This would be a more accurate assessment of the candidates' job-related skills and ability to satisfy actual requirements of the job. In addition, most applicants at the time of application do not possess a typing certificate. It is anticipated this will expand the candidate pool since candidates will not be required to complete an additional testing step during the application phase.

Office Specialist III (Job Code 938) - The Office Specialist III is an advanced journey-level class responsible for the most complex administrative work in support of a department.

*Modification of the Senior Inspector (Job Code 750) Class Specification*

The Human Resources Department, in coordination with the Community Development Department, to modify the Senior Inspector class specification. The class specification has been modified to include the *Class Summary*. Additional modifications include revisions to the *Minimum Qualifications* section of the classification specification in order to align with necessary requirements for the position. The current *Minimum Qualifications* require five (5) years of building inspection experience 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. It is proposed that experience in building inspection with a City and/or County agency be desirable and that experience as a licensed contractor be substituted for up to two (2) years of experience. This is in alignment with the experience requirement of the lower level Combination Inspector minimum qualifications. The Community Development Department has determined that these revised minimum qualifications align with the necessary requirements for the position.

Senior Inspector (Job Code 750) - The Senior Inspector is responsible for performing the most complex building, electrical, and mechanical inspections.

**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 modify class specifications for classified positions other than staff time.

**COORDINATION**

This report has been coordinated with the Finance Department and 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) <<mailto:clerk@santaclaraca.gov>> .

**RECOMMENDATION**

Approve modifications to various class specifications: Fire Prevention Specialist I, Fire Prevention Specialist II, Office Specialist III, and Senior Inspector.

Reviewed by: Aracely Azevedo, Director of Human Resources

Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Fire Prevention Specialist I Class Specification
2. Fire Prevention Specialist II Class Specification
3. Office Specialist III Class Specification
4. Senior Inspector Class Specification