



Agenda Report

20-827

Agenda Date: 9/14/2020

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Request to Extend Eligible List for Deputy Fire Marshal I (Job Code 372)

ACTION AND AUTHORITY

The Fire Department is requesting to extend the eligible list for Deputy Fire Marshal I (Job Code 372) pursuant to Civil Service Rule 4.3 (Duration of Lists) which provides that, "Eligible lists shall remain in force for a period of one (1) year. Eligible lists for sworn promotional positions in the police department shall remain in force for a period of two (2) years. The eligible list may be extended to two (2) years with the approval of the Commission. The eligible list for entry level Police Officers shall remain in force for six (6) months. The Director of Human Resources may abolish an eligible list if that list contains less than five (5) names."

BACKGROUND

The current eligible list for Deputy Fire Marshal I (Job Code 372) was established on September 6, 2019 and expired on September 6, 2020. The Fire Department is requesting approval for the Commission to retroactively extend the Deputy Fire Marshal I (Job Code 372) eligible list for one (1) year with a new expiration date of September 6, 2021.

DISCUSSION

The Fire Department anticipates future openings in the Deputy Fire Marshal I (Job Code 372) classification due to retirements. In order to quickly fill their positions with candidates from the existing list, it is recommended that the Commission retroactively approve the extension of the eligible list for one (1) year with a new expiration date of September 6, 2021. Extending the eligible list will allow the Fire Department to hire off of the current eligible list which has 12 active and qualified candidates remaining on the list. There is an extensive background process for this classification, so extending the eligibility list will expedite the recruitment process in the future.

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 additional cost to the City other than administrative 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

Staff recommends the Civil Service Commission approve the request to extend the eligible list for Deputy Fire Marshal I (Job Code 372) by one (1) year with a new expiration date of September 6, 2021.

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources