



Agenda Report

20-828

Agenda Date: 9/1/2020

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Extend Probationary Period of a Street Maintenance Worker I (Employee No. 06972)

ACTION AND AUTHORITY

The Public Works Department is requesting to extend the probationary period for a Street Maintenance Worker I (Job Code 811) pursuant to Civil Service Rule 4.20(b) which provides that, "Any permanent employee who is an applicant for promotion may have their probationary period extended by the Commission to permit the acquisition of required licenses or certificates or completion of training. Regular classified employees may have their probationary period extended by the Commission for reasons of sickness or absence."

DISCUSSION

Due to the COVID-19 Pandemic and actions taken by the State and County to shelter in place, the Department is recommending a probation extension for a Street Maintenance Worker I (Employee No. 06972). assigned to work in the Landscape Division need to successfully obtain a "California Department of Food and Agriculture Qualified Applicator Certificate (QAC) in categories B, C, or F prior to completing probation" as a minimum qualification. When the Shelter-in-Place began in March 2020, the Public Works Department received information from the Department of Pesticide Regulation (DPR) Licensing and Certification Program that exams would be on hold until approximately August/September 2020 due to the COVID-19 Pandemic. The DPR was going to contact applicants that applied for the QAC testing as openings became available. However, the DPR has not yet reached out to the incumbent to process the examination application or schedule the QAC examination. The incumbent's probationary period is scheduled to end on September 10, 2020; however, it is recommended to extend the employee's probation by approximately six (6) months to allow adequate time for the DPR to contact the incumbent and schedule the QAC examination as openings become available. Due to the fluid state of the COVID-19 Pandemic, should the DPR not reschedule the incumbent for the examination during this timeframe, the Department may extend the probationary period until such time the incumbent is able to successfully complete the QAC examination. This additional time will allow the employee the opportunity to obtain the required certification to meet the minimum qualifications of the Street Maintenance Worker I (Job Code 811) classification.

The bargaining unit, American Federation of State, County and Municipal Employees, Local 101 (Unit 6) was notified of this extension from probation.

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

Approve the extension of the probationary period for a Street Maintenance Worker I (Employee No. 06972)

Reviewed by: Ashley Lancaster, Division Manager, Human Resources

Approved by: Aracely Azevedo, Director of Human Resources