



## Agenda Report

20-829

Agenda Date: 9/1/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Extend Probationary Period for an Automotive Technician I (Employee No. 07742)

#### **ACTION AND AUTHORITY**

The Public Works Department is requesting to extend the probationary period for an Automotive Technician I (Job Code 248) 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 an Automotive Technician I (Employee No. 07742). As a minimum qualification for the classification of Automotive Technician I (Job Code 248), possession and maintenance of a Class A driver's license with air brake test "is required prior to completion of the probationary period." Due to the COVID-19 Pandemic, there have been several scheduling challenges for the incumbent to obtain their Class A driver's license through the California Department of Motor Vehicles (DMV). The employee's probationary period is scheduled to end on September 3, 2020; however, the Department is recommending a three (3) month probation extension, which should allow adequate time for the employee to obtain their Class A driver's license within this timeframe.

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](mailto: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 an Automotive Technician I (Employee No. 07742)

Reviewed by: Ashley Lancaster, Division Manager, Human Resources

Approved by: Aracely Azevedo, Director of Human Resources