



Agenda Report

20-830

Agenda Date: 9/14/2020

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Adjust the Examination Weighting Plan for Electric Crew Foreperson (Job Code 550)

BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Electric Crew Foreperson (Job Code 550). This request is based on the authority of Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical test, or any combination thereof, and shall indicate the procedure in the announcement." This request has been coordinated with Silicon Valley Power.

DISCUSSION

Due to the COVID-19 Pandemic, the Human Resources Department in coordination with Silicon Valley Power are recommending modifications to the examination weighting plan for Electric Crew Foreperson (Job Code 550) on a one-time basis. Currently, the examination weighting plan is 50% written and 50% oral. The proposed modification is to make the examination 100% oral due to guidelines pertaining to COVID-19. In order to minimize public contact to the extent possible, for the safety of our employees and the public, the examination weighting plan is recommended to be modified. In order to address the technical knowledge of the written exam questions, the department will ask technical questions relating to the job as part of the interview process.

There are no recommended changes to the class specification for Electric Crew Foreperson (Job Code 550).

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 weighting plan for Electric Crew Foreperson (Job Code 550)

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources