



Agenda Report

20-1127

Agenda Date: 11/9/2020

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Request to Extend Eligible List for Street Maintenance Worker IV (Job Code 814) for Six (6) Months

ACTION AND AUTHORITY

The Public Works Department is requesting to extend the eligible list for Street Maintenance Worker IV (Job Code 814) 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 Street Maintenance Worker IV (Job Code 814) was established on January 9, 2020 and expires on January 9, 2021. The Public Works Department is requesting approval for the Commission to extend the Street Maintenance Worker IV (Job Code 814) eligible list for six (6) months with a new expiration date of July 9, 2021.

DISCUSSION

The Public Works Department currently has one (1) vacancy in this classification and anticipates a future opening due to a retirement. In order to quickly fill the position with candidates from the existing list and to avoid out-of-class costs, it is recommended that the Commission approve the extension of the eligible list for six (6) months with a new expiration date of July 9, 2021. Extending the eligible list will allow the Public Works Department to hire off of the current eligible list, which has 5 active and qualified candidates remaining on the list. It should be noted that this classification is a promotional opportunity for City employees and is specific to the Public Works Department. All candidates on the list are internal employees with the Public Works Department.

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 Street Maintenance Worker I (Job Code 814) by six (6) months with a new expiration date of July 9, 2021.

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources