



Agenda Report

21-76

Agenda Date: 10/14/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Creation of the Senior Electric Crew Foreperson (Job Code 551) Class Specification

BACKGROUND

Silicon Valley Power (SVP) is requesting to create a new classified job specification of Senior Electric Crew Foreperson (Job Code 551) based on the authority of Personnel & Salary Resolution, Sec. 6 (d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

DISCUSSION

The Human Resources Department coordinated with the Silicon Valley Power (SVP) to create the newly proposed Senior Electric Crew Foreperson (Job Code 551) classification to manage the high demand of new and existing capital improvement projects as well as manage the differing contractors utilized by SVP.

Senior Electric Crew Foreperson (Job Code 551)

This is a new classification in the classified service responsible for directing, monitoring, and auditing the work of contractors. This is the advanced supervisory level classification in the Electric Crew Foreperson series and may supervise multiple crews in the operations, maintenance, and construction of underground and electrical distributions lines. Additional duties include assisting in the planning and leading the training program for Journey Lineworkers and Journey Lineworker Apprentices, and performing other duties as assigned.

This classification will report to the Electric Division Manager (Job Code 104) and will be the bridge between the Electric Division Manager (Job Code 104) classification and the Electric Crew Foreperson (Job Code 550) classification. This classification requires the ability to hold a Safety Clearance and direct work at the Electric Utility under this clearance. This Senior Electric Crew Foreperson (Job Code 551) classification differs from the lower level Electric Crew Foreperson (Job Code 550) classification in that it has a larger scope of supervisory and training responsibility. The salary range for the classification is \$163,538.18 - \$208,845.00 (Steps 1-7). Additionally, the proposed exam weight for this classification is 100% Oral.

Human Resources reviewed this classification with the International Brotherhood of Electrical Workers, Local Union 1245 (Unit 3) and they are in agreement with the adoption of the new classification.

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 creating the class specification other than staff time. SVP intends to reclassify a vacant Underground Crew Leader (Job Code 887) position to the newly created classification of Senior Electric Crew Foreperson (Job Code 551). This budgetary action will be taken to Council for approval through the regular budget approval process.

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 Creation of the Senior Electric Crew Foreperson Class Specification (Job Code 551).

Reviewed by: Ashley Lancaster, Division Manager, Human Resources

Approved by: Aracely Azevedo, Director, Human Resources

ATTACHMENTS

1. Senior Electric Crew Foreperson Class Specification (Job Code 551)