



## Agenda Report

21-190

Agenda Date: 2/22/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Extend Probationary Period for Two Fire Captains (Employee No. 04981 and 05750)

#### **ACTION AND AUTHORITY**

The Fire Department is requesting to extend the probationary period for two Fire Captain - 24 Hours (Job Code 475S) 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**

Two Fire Captains - 24 Hours (Employee No. 04981 and 05750), who have permanent status with the City as a Fire Driver/Engineer, were promoted to the classification of Fire Captain - 24 Hours on May 17, 2020. The minimum qualifications for this position require the incumbents to successfully complete the *Company Officer 2C: Fire Inspections and Investigation* course within 12 months of appointment. This course is administered by the Office of the State Fire Training Marshall. Due to the COVID-19 Pandemic, a majority of the State Fire Training courses have been postponed or cancelled. These employees have not been able to take this course, which is a requirement for the position.

Currently, the employees are scheduled to take the course in May 2021. However, it can take several weeks for the employees to obtain the results of the course. Therefore, the Department is requesting an extension of the probationary period by approximately three (3) months. This should allow adequate time for the employees to obtain the certification results or allow time to find another course should the course continue to be postponed.

The employee's original probation end date is May 17, 2021; therefore, the new probation end date will be adjusted by approximately three (3) months or upon receipt of the course results.

#### **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 Council 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) <<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 Two Fire Captains - 24 Hours (Employee No. 04981 and 05750)

Reviewed by: Ashley Lancaster, Division Manager, Human Resources

Approved by: Aracely Azevedo, Director of Human Resources