



Agenda Report

21-191

Agenda Date: 2/22/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Extend Probationary Period for Two Water Sewer Maintenance Worker I's (Employee No. 07888 and 07896)

ACTION AND AUTHORITY

The Water and Sewer Utilities Department is requesting to extend the probationary period for two Water Sewer Maintenance Worker I's (Job Code 914) 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 (2) probationary Water Sewer Maintenance Worker I's (Employee No. 07888 and 07896), were hired with the City on March 9, 2020 (Employee No. 07888) and March 23, 2020 (Employee No. 07896), respectively. The minimum qualifications for this position require the incumbents to possess a valid Water Distribution System Operator Certificate (Grade D-1 or above) issued by the California Department of Health Services within one (1) year of appointment. Due to the COVID-19 Pandemic, the State Water Resources Control Board cancelled all exams for 2020. These employees have not been able to take this course, which is a requirement for the position. Candidates for this exam are to be scheduled to retest in 2021; however, the test date for these candidates is unknown at this time. It is anticipated they will be able to test within the first quarter of 2021; although as of to date, test dates have not been released or scheduled.

To allow adequate time for the employees to be able to take the test and due to the uncertainty of the examination date, the Department is requesting an extension of the probationary period by approximately six (6) months. This should allow adequate time for the employees to obtain test results or time to reschedule the test should testing continue to be postponed.

The employees' original probation end dates are March 9, 2021 (Employee No. 07888) and March 23, 2021 (Employee No. 07896); therefore, the new probation end date will be adjusted by approximately six (6) months or upon initial receipt of certification.

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>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the Extension of the Probationary Period for Two Water Sewer Maintenance Worker I's (Employee No. 07888 and 07896)

Reviewed by: Ashley Lancaster, Division Manager, Human Resources

Approved by: Aracely Azevedo, Director of Human Resources