



Agenda Report

21-193

Agenda Date: 2/22/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Request to Extend Eligible List for Fire Captain (Job Code 475)

ACTION AND AUTHORITY

The Fire Department is requesting to extend the eligible list for Fire Captain (Job Code 475) 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 Fire Captain (Job Code 475) was established on March 22, 2020 and is set to expire on March 23, 2021. The Fire Department is requesting approval for the Commission to extend the Fire Captain (Job Code 475) eligible list for one (1) year with a new expiration date of March 23, 2022.

DISCUSSION

Due to the COVID-19 Pandemic and the City hiring freeze, the Fire Department has not been able to fill any Fire Captain (Job Code 475) positions since the list was established. In order to quickly fill their positions with candidates from the existing list, it is recommended that the Commission approve the extension of the eligible list for one (1) year with a new expiration date of March 23, 2022. Extending the eligible list will allow the Fire Department to hire off of the current eligible list which has 14 active and qualified candidates remaining on the list. Establishing the list for a sworn promotional position is an extensive process and extending the eligibility list will expedite the recruitment process in the future.

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 Fire Captain (Job Code 475) by one (1) year with a new expiration date of March 23, 2022

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources