



## Agenda Report

21-331

Agenda Date: 2/22/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Adjust the Examination Weighting Plan for Water Sewer Maintenance Worker I (Job Code 914) on a One-time Basis

#### **BACKGROUND**

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Water Sewer Maintenance Worker I (Job Code 914). This request is based on the authority of Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical test, or any combination thereof, and shall indicate the procedure in the announcement." This request has been coordinated with the Water and Sewer Utilities Department.

#### **DISCUSSION**

The Human Resources Department in coordination with the Water and Sewer Utilities Department are recommending modifications to the examination weighting plan for Water Sewer Maintenance Worker I (Job Code 914) on a one-time basis. Currently, the examination weighting plan consists of a qualifying performance exam and 100% written exam. The proposed modification is to make the examination weighting a qualifying supplemental and 100% written exam. In order to address the technical abilities normally assessed at the qualifying performance exam, the department will ask technical questions on the job application which will be evaluated to determine the most competitive applicants to move forward to the next phase of the recruitment process. The written examination will be individually administered over Zoom to applicants. The Department will also have the probationary period to assess the technical knowledge and abilities of the applicant.

Given that Santa Clara County is currently in the Purple Tier due to the COVID-19 Pandemic, the City is not conducting in person written or performance examinations at this time. This will be reassessed as the County moves into less restrictive tiers. The basis for this decision is to minimize public contact to the extent possible, for the safety of our employees and the public; therefore, the examination weighting plan is recommended to be modified.

There are no recommended changes to the class specification for Water Sewer Maintenance Worker I (Job Code 914).

#### **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 revising the class specification other than 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](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the modified weighting plan for Water Sewer Maintenance Worker I (Job Code 914) on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources