



Agenda Report

21-698

Agenda Date: 5/10/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify and Retitle the Class Specification for Water Resources Planner (Job Code 907)

BACKGROUND

The Human Resources Department coordinated with the Water and Sewer Utilities to modify and retitle the class specification for Water Resources Specialist (Job Code 907), formerly Water Resource Planner (Job Code 907). The request for Commission approval of the modification is based on Personnel & Salary Resolution, Sec. 6(d) which states, "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 revisions to the Water Resources Specialist (Job Code 907), formerly Water Resource Planner (Job Code 907), include various administrative changes to the class specification, including adding the *Distinguishing Characteristics* section. The Department is proposing various revisions to the *Minimum Qualifications* and *Licenses/Certifications* to better align with the environmental work required to be performed by the classification. Additionally, there are various proposed revisions to the *Typical Duties* and *Knowledge, Skills, and Abilities* sections to align with the actual duties required to be performed by the classification. The revised class specification incorporates duties that were previously performed by the prior incumbent.

The Department is proposing to retitle the classification from Water Resource Planner (Job Code 907) to Water Resources Specialist (Job Code 907) to better align with industry standard.

There are no recommended changes to the examination weighting for Water Resources Specialist (Job Code 907), formerly Water Resource Planner (Job Code 907).

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 or retitling the class specification.

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 modified and retitled class specification for Water Resources Specialist (Job Code 907)

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification, clean, for Water Resources Specialist (Job Code 907)
2. Class Specification, track changed version, for Water Resources Specialist (Job Code 907)