



Agenda Report

21-699

Agenda Date: 5/10/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify and Make the Class Specifications for Human Resources Technician (Job Code 508) and Senior Human Resources Technician (Job Code 747) Flexibly Staffed

BACKGROUND

The Human Resources Department is proposing to modify and make the Human Resources Technician (Job Code 508) and Senior Human Resources Technician (Job Code 747) flexibly staffed. 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 Human Resources Technician (Job Code 508) and Senior Human Resources Technician (Job Code 747) include various administrative changes to the class specification, including adding the *Distinguishing Characteristics* section. The *Desirables Qualification*, *Typical Duties*, and *Knowledge, Skills, and Abilities* sections on the Senior Human Resources Technician (Job Code 747) class specification have been updated in order to align with the lower level Human Resources Technician (Job Code 508) class specification.

The Human Resources Department is proposing to make the Human Resources Technician (Job Code 508) and Senior Human Resources Technician (Job Code 747) class specifications flexibly staffed in order to allow for promotional opportunities within the Department.

There are no recommended changes to the examination weighting for Human Resources Technician (Job Code 508) or Senior Human Resources Technician (Job Code 747).

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 specifications.

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 flexibly staffed class specifications for Human Resources Technician (Job Code 508) and Senior Human Resources Technician (Job Code 747)

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification, clean, for Human Resources Technician (Job Code 508)
2. Class Specification, track changed version, for Human Resources Technician (Job Code 508)
3. Class Specification, clean, for Senior Human Resources Technician (Job Code 747)
4. Class Specification, track changed version, for Senior Human Resources Technician (Job Code 747)