



Agenda Report

18-586

Agenda Date: 5/14/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Request to Modify Job Specification, Examination Weighting and Recruitment Type for Electric Utility Engineer

BACKGROUND

The Electric Utility Department will soon conduct a recruitment for the position of Electric Utility Engineer. The job specification for Electric Utility Engineer was last revised in November 2006.

DISCUSSION

A job analysis was conducted to identify changes to the job specification. Several desirable qualifications were added such as Registration as an Electrical, Mechanical or Civil Engineer in the State of California as well as experience with Geographic Information Systems (GIS). The typical tasks section was updated to better reflect the current position. The Knowledge, Skills and Abilities section was updated to reflect the skills needed for the new typical tasks.

The Electric Utility Department submitted a request to change the recruitment type from Open/Competitive to Open/Promotional since the new entry level classification of Assistant Electric Utility Engineer was approved and Electric Utility Engineer is now a promotional classification. The department also requests that the exam weighting change from Qualifying Supplemental/100% Oral to 100% Oral since the application packet and oral examination is sufficient to measure a candidate's qualifications.

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 job specification, examination weighting and recruitment type 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 or at the public information desk at any City of Santa Clara public

library.

RECOMMENDATION

Approve the modified job specification, examination weighting and recruitment type for Electric Utility Engineer.

Reviewed by: Julia Hill, Interim Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. Electric Utility Engineer Job Specification, clean and rough copy