



## Agenda Report

18-587

Agenda Date: 5/14/2018

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### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Request to Modify Job Specification for Time and Material Clerk

#### **BACKGROUND**

The Department of Electric Utility will soon conduct a recruitment for the position of Time and Material Clerk. The job specification for Time and Material Clerk was last revised in May 2008.

#### **DISCUSSION**

A job analysis was conducted to identify a few minor changes to the job specification. A desirable qualification of experience supervising office staff was added as well as computer proficiency with PeopleSoft. The typical tasks section was updated to add the task of coordinating agenda reports and responding to travel requests and expense reports to better reflect the current position.

There are no recommended changes to the recruitment type (Closed/Promotional) or the examination weighting (100% Oral).

#### **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 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 job specification for Time and Material Clerk.

Reviewed by: Julia Hill, Interim Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager

**ATTACHMENTS**

1. Job Specification Time and Material Clerk, rough and clean copy