



## Agenda Report

21-1375

Agenda Date: 10/14/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Adjust the Examination Weighting Plan for Assistant Engineer (Civil) (Job Code 228) to 100% Oral and a Qualifying Supplemental on an On-going Basis

#### **BACKGROUND**

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Assistant Engineer (Civil) (Job Code 228). 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."

#### **DISCUSSION**

The Human Resources Department is recommending modifications to the examination weighting plan for Assistant Engineer (Civil) (Job Code 228) on an ongoing basis. Currently, the examination weighting plan consists of a 50% Oral and 50% Written Examination. The Departments who utilize this classification have reviewed the written examination and have determined the examination is obsolete for assessing the candidates qualifications into the position, given this is an entry level examination and the *Minimum Qualifications* for the position require candidates to possess either an Engineering degree or an Engineer-in-Training (EIT) certification. This education and background in Engineering would be sufficient for the Department to evaluate supplemental screening questions to determine which candidates are recommended to proceed in the recruitment process. Additionally, the change in weighting plan will align with the weighting plan of the other Engineer classifications in the series. Removing the written examination will expand the candidate pool and allow more opportunities for prospective applicants.

In order to address the technical abilities normally assessed at the written exam, the department will ask technical questions on the job application and oral examination which will be evaluated to determine the most competitive applicants to move forward to the next phase of the recruitment process. Additionally, the Department will also have the probationary period to assess the technical knowledge and abilities of the applicant.

There are no recommended changes to the class specification for Assistant Engineer (Civil) (Job Code 228).

#### **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 revise the examination weighing plan 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 Assistant Engineer (Civil) (Job Code 228) on an on-going basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources