21-1426 **Agenda Date: 10/14/2021**

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Adjust the Examination Weighting Plan for Deputy Fire Marshall II (Job Code 372) to 100% Oral and a Qualifying Supplemental on a One-time Basis

BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Deputy Fire Marshall II (Job Code 372). 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 Deputy Fire Marshall II (Job Code 372) on a one-time basis. Currently, the examination weighting plan consists of a Qualifying Written and 100% Oral Examination. Due to the COVID-19 pandemic, the City has made the determination to limit (to the extent it can) in-person activities, which include recruitment in-person written exams, practical’s, and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. 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 Deputy Fire Marshall II (Job Code 372).

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 Deputy Fire Marshall II (Job Code 372) to 100% Oral and a Qualifying Supplemental on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources
Approved by: Aracely Azevedo, Director of Human Resources