



## Agenda Report

18-608

Agenda Date: 5/14/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Request to Modify Job Specification for Street Maintenance Foreperson

#### **BACKGROUND**

The Department of Public Works will soon conduct a recruitment for the position of Street Maintenance Foreperson. The job specification for Street Maintenance Foreperson was last approved in October 2000.

#### **DISCUSSION**

A job analysis was recently done and the Department of Public Works reviewed and identified changes needed to the job specification. The Typical Duties section was updated to include operating a mobile device/computer, such as a smart phone or tablet to read, respond, and input data for an automated work management system and developing scope of services for requests for proposals and requests for quotations. The Knowledge, Skills, and Abilities section was updated to include principals of supervision and training, environmental and safety practices, procedures, and standards, and operating personal computers and other standard office equipment. The Street Maintenance Foreperson may require lifting so the ability to lift 25 lbs. of static weight was added. The job specification was also updated to a new standard format.

There are no recommended changes to the recruitment type (Closed/Promotional) or examination weighting (50% Written Examination and 50% Oral Examination).

#### **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, 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 job specification for Street Maintenance Foreperson.

Reviewed by: Julia Hill, Interim Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager

**ATTACHMENTS**

1. Job Specification Street Maintenance Foreperson, rough and clean copy