



## Agenda Report

18-609

Agenda Date: 5/14/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Request to Modify Job Specification for Park Foreperson

#### **BACKGROUND**

The Parks and Recreation Department will soon conduct a recruitment for the position of Park Foreperson. The job specification for Park Foreperson was last approved in November 2012.

#### **DISCUSSION**

A job analysis was recently done and the Parks and Recreation Department reviewed and identified changes needed to the job specification. One (1) year of experience with at least two (2) years in a supervisory or lead capacity was added to minimum qualifications. The licenses were updated to require a California Department of Food and Agriculture Qualified Applicator Certificate in Categories B, C, and F at time of appointment and added Certified Pool Operator and/or Aquatic Facility Operation designations. The Typical Duties section was updated to include developing scope of services for request for quotations or requests for proposal. The Knowledge, Skills, and Abilities section was updated to reflect the new duties.

There are no recommended changes to the recruitment type (Open/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 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 Park Foreperson.

Reviewed by: Julia Hill, Interim Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager

**ATTACHMENTS**

1. Job Specification Park Foreperson, rough and clean copy