



## Agenda Report

18-612

Agenda Date: 5/14/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Request to Modify Job Specification and Waive Written Examination Process for Utility Field Services Worker

#### **BACKGROUND**

The Finance Department will soon conduct a recruitment for the position of Utility Field Services Worker. The job specification for Utility Field Services Worker was last approved in March 2007.

#### **DISCUSSION**

A job analysis was conducted in April, 2018 to identify additions and changes to the job specification. The Typical Duties section was changed to reflect current tasks this position would perform, such as driving a City vehicle, walking long distances, climbing stairs, and lifting heavy objects. The Knowledge, Skills, and Abilities section was updated to include knowledge of principles and practices of customer service and the ability to perform physical labor including lifting up to 50 pounds of static weight. The job specification has also been updated to reflect the new standard job description format.

The Finance Department is seeking approval to waive the examination process on a one-time non-precedent setting basis for the Utility Field Services Worker classification. This classification is a Closed/Promotional recruitment with examination weighting of 100% oral examination, qualifying written. There are two internal candidates for this position and both have been rotating in this classification as out of class appointments and gaining experience in the position. Due to changes in CalPERS, the City needs to eliminate extended out of class appointments and recruit for this position. Waiving the oral examination and the qualifying written examination will significantly reduce the amount of time and expense to fill the position. Furthermore, a waiver will allow the department to interview the candidates and determine if they possess the knowledge, skills and abilities necessary to successfully perform the duties of the position.

#### **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 and waiving the examination process, 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 and waive written examination process for Utility Field Services Worker.

Reviewed by: Julia Hill, Interim Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager

**ATTACHMENTS**

1. Job Specification Utility Field Services Worker, rough and clean copy