



## Agenda Report

18-613

Agenda Date: 5/14/2018

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### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Request to Extend Eligible List for Community Service Officer I

#### **BACKGROUND**

The current eligible list for Community Service Officer I was established on July 27, 2017 and is set to expire on July 27, 2018. Attached is a memorandum from the Police Department requesting that the Community Service Officer I eligible list be extended for another six months to January 27, 2019.

#### **DISCUSSION**

The Police Department anticipates future openings and would like to be able to quickly fill their positions with candidates from the existing list. Extending the eligible list will allow the Police Department to hire and avoid the expense and time needed to conduct another recruitment.

#### **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, examination weighting and recruitment type, other than staff time.

#### **PUBLIC CONTACT**

Public contact was made by posting the Council 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) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

#### **RECOMMENDATION**

Approve the request to extend the eligible list for Community Service Officer I by six months to January 27, 2019.

Reviewed by: Vanessa Guerra, HR Division Manager

Approved by: Julia Hill, Interim Director of Human Resources

#### **ATTACHMENTS**

1. Community Service Officer I Eligible List Memorandum