



Agenda Report

18-910

Agenda Date: 9/17/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Job Specification for Firefighter II

BACKGROUND

The Fire Department is requesting to modify the job description for Firefighter II based on the authority of the Personnel & Salary Resolution, Sec. 6(d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

DISCUSSION

After reviewing the job specification for Firefighter II, the Human Resources Department proposes to update the job specification. The job specification for Firefighter II was last revised in May 2018.

A department review of the Firefighter II job specification found that there should be a substitution for the 120-hour course requirement after completing the Santa Clara Fire Department Fire Academy. The purpose of the requirement to take 120 hours of courses within the Driver/Engineer and/or Captain promotional tracks is to allow employees to grow in their careers as well as show their desire to continually progress in the fire service. Firefighter I's who have completed all courses in the promotional tracks prior to joining the Santa Clara Fire Department Fire Academy have already taken those necessary steps which demonstrate growth and employee development. Allowing those Firefighter I's to appeal to the Chief to waive the requirement will streamline this process and eliminate redundant coursework for Firefighter II candidates.

There are no recommended changes to the examination weighting or recruitment type for Firefighter II.

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 additional cost to the City other than administrative staff time and expense.

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 or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified job specification for Firefighter II.

Approved by: Julia Hill, Interim Director of Human Resources

ATTACHMENTS

1. Firefighter II Job Specification, draft and clean