



Agenda Report

18-911

Agenda Date: 9/17/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Job Specification for Driver/Engineer

ACTION AND AUTHORITY

The Fire Department is requesting to modify the job description for Driver/Engineer 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 Driver/Engineer, the Human Resources Department proposes to update the job specification. The job specification for Driver/Engineer was last revised in May 2018.

A department review of the Driver/Engineer job specification found that the minimum qualification for the Hazardous Materials Incident Command should be removed due to it being a prerequisite for Fire Command 2D, which is also a requirement for the position. The prerequisite class is being removed to avoid confusion and redundancies in requirements. Sunset language was added for the Instructor I minimum qualification to ensure that those who previously qualified for the position would continue to do so, but would still have to complete the class within a year of appointment.

There are no recommended changes to the examination weighting or recruitment type for Driver/Engineer.

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

[<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 modified job specification for Driver/Engineer.

Approved by: Julia Hill, Interim Director of Human Resources

ATTACHMENTS

1. Driver/Engineer Job Specification, draft and clean