



Agenda Report

18-912

Agenda Date: 7/9/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Job Specification for Library Program Coordinator - Youth Services

BACKGROUND

The Library Department will soon conduct a recruitment for the position of Library Program Coordinator - Youth Services. After review, the Human Resources Department proposes to update the job specification which was last revised in July 1996.

DISCUSSION

A job analysis was conducted in June, 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 participates in budget preparation and administration including monitoring expenditures. The Knowledge, Skills, and Abilities section was updated to include knowledge of principles and practices of supervision and ability to perform physical labor including lifting up to 25 pounds of static weight. The job specification has also been updated to reflect the new standard job description format.

There are no recommended changes to the examination weighting or recruitment type for Library Program Coordinator - Youth Services.

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 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 for Library Program Coordinator - Youth Services.

Reviewed by: Vanessa Guerra, Human Resources Division Manager
Approved by: Julia Hill, Interim Director of Human Resources

ATTACHMENTS

1. Job Specification, clean and draft, for Library Program Coordinator - Youth Services
2. Library Memorandum