



## Agenda Report

18-1000

Agenda Date: 7/17/2018

### REPORT TO COUNCIL

#### **SUBJECT**

Action on Job Specification for Classified Position and Revised Minutes Brought to Civil Service Commission on July 9, 2018.

#### **BACKGROUND**

A regularly scheduled Civil Service Commission meeting was held on July 9, 2018. The Civil Service Commission consists of five (5) appointed members and its duties include 1) providing qualified persons for appointment to the service of the City, 2) acting as Boards of Review to hear petitions by civil service employees, and applicants for civil service positions, and to grant or deny such petitions, and 3) performing such other duties as may be required by the civil service rules and regulations. City Council approval of revised job specifications is required by Personnel and Salary Resolution Sections 4 and 6. Bargaining groups reviewed new or revised job descriptions and provided input prior to Civil Service Commission consideration of them.

#### **DISCUSSION**

At the July 9, 2018, Civil Service meeting, staff brought forth a revised classified Library Program Coordinator - Youth Services job specification and revised Civil Service Commission Meeting Minutes of November 13, 2017. The revised minutes are submitted to City Council to correctly call out an item for Council approval. The revised minutes will now reflect that the November 13, 2017 Civil Service Commission agenda item 5.C., "Change Title for Maintenance System Specialist to Utility Business Systems Specialist", was identified as an item needing Council Action. With the corrected minutes, Council can also approve the revised job title, which is reflected in this report's recommendation.

The Commission voted unanimously to approve the revised job specification and the revised Minutes based upon staff's recommendations.

#### **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 job specifications 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**

1. Approve the modified job specification for Library Program Coordinator - Youth Services,
2. Note and File the Revised Civil Service Commission Minutes of November 13, 2017, and
3. Approve the related job title change from "Maintenance Systems Specialist" to "Utility Business Systems Specialist".

Reviewed by: Julia Hill, Interim Human Resources Director

Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Job Specification for Library Program Coordinator - Youth Services, clean and draft copies
2. Revised Civil Service Commission Minutes 11-13-17 and Memo of Revised Minutes to CSC 7-9-18