



City of Santa Clara

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Agenda Report

18-1115

Agenda Date: 9/17/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Extend Eligible List for Senior Engineering Aide

ACTION AND AUTHORITY

The Electric Utility Department is requesting to extend the eligible list for Senior Engineering Aide based on the authority from Civil Service Rules, Sec. 4.3, which provides that "the eligible list may be extended to two (2) years with approval of the Commission."

DISCUSSION

The current eligible list for Senior Engineering Aide was established on October 25, 2017 and is set to expire on October 25, 2018. The Electric Department anticipates future openings and would like to fill the vacancies quickly with candidates from the existing list. Extending the Eligible List will allow the Electric Department to hire off of the list with eight (8) qualified candidates while avoiding 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 extend the eligible list 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 or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the request to extend the Eligible List for Senior Engineering Aide by six months to April 25, 2019.

Approved by: Julia Hill, Interim Director of Human Resources

ATTACHMENTS

1. Senior Engineering Aide Eligible List Memorandum