



Agenda Report

18-1119

Agenda Date: 9/17/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Job Specification for Engineering Aide - Electric

ACTION AND AUTHORITY

The Electric Utility Department is requesting to revise the classified job description for Engineering Aide - Electric based on the authority of the Personnel & Salary Resolution, Sec. 6(d).

DISCUSSION

After reviewing the job specification for Engineering Aide - Electric, the Electric Department proposes to update the job specification. The job specification for Engineering Aide - Electric was last revised in October, 2013. A few minor changes were made to reflect the current needs of the department. The Minimum Qualifications section was changed to include graduation from an accredited junior college with core classes that are relevant to the position of Engineering Aide - Electric. The experience of computer aided drafting (AUTOCAD) was added to fill this current need in the department.

There are no recommended changes to recruitment type (Open/Competitive) or the exam weighting (100% Oral/Qualifying Written Supplemental).

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

RECOMMENDATION

Approve the modified job specification for Engineering Aide - Electric.

Approved by: Julia Hill, Interim Director of Human Resources

ATTACHMENTS

1. Job Specification, clean and draft, for Engineering Aide - Electric
2. Electric Memorandum