



Agenda Report

18-1125

Agenda Date: 9/17/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Adopt Job Specification, Recruitment Type, and Examination Weighting for Electric Utility Database Administrator

ACTION AND AUTHORITY

The Electric Utility Department is requesting to adopt a new classified job description, recruitment type, and exam weighting for Electric Utility Database Administrator based on the authority from the Personnel & Salary Resolution, Sec. 6(d) and Civil Service Rules, Sec. 3.1.

DISCUSSION

Attached is a memorandum from the Electric Department requesting that the Commission approve the new job description for Electric Utility Database Administrator that was adopted in the 2017-2018 Annual Operating Budget. The new job description reflects the duties the incumbent will be expected to perform in support of critical utility database applications, including Geographic Information Systems (GIS), PI Historian, metering, meter data management, power trading, and scheduling applications. The Typical Duties and Knowledge, Skills, and Abilities sections demonstrate the technical knowledge and related abilities needed pertaining to critical utility database applications and utilizing them for data extraction.

It is recommended that the recruitment type for Electric Utility Database Administrator be Open/Promotional. It is also recommended that the exam weighting for Electric Utility Database Administrator be 100% Oral.

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 proposed job specification for Electric Utility Database Administrator, and establish the recruitment type as Open/Promotional, with an examination weighting of 100% Oral.

Approved by: Julia Hill, Interim Director of Human Resources

ATTACHMENTS

1. Job Specification for Electric Utility Database Administrator
2. Electric Memorandum