



## Agenda Report

18-1146

Agenda Date: 9/17/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Abolish the Eligible List for Associate Engineer (Civil)

#### **ACTION AND AUTHORITY**

The Department of Public Works is requesting to abolish the Associate Engineer (Civil) eligible list based on the authority of Civil Service Rules, Sec. 4.8, "Eligible lists may be abolished by the Director of Human Resources under the following conditions: a) If the list contains fewer than five (5) names." The Human Resources Department's practice is to bring eligible list abolishments to the Commission if there are 5 or more names remaining on the list.

The Associate Engineer (Civil) performs field and office work in design, construction and/or maintenance programs; provides technical assistance in the implementation of plans and programs; and may work with the public and consultants on various projects providing guidance and information. This classification is a journey level professional engineer expected to perform the full range of professional engineering duties.

#### **DISCUSSION**

The Department of Public Works recently conducted an Open/Promotional recruitment in March 2018 for Associate Engineer (Civil). An eligible list was created and department interviews were conducted. The department chose the two best qualified candidates off of the list and offers were made to both of them. However, both candidates ultimately declined our offers.

The Public Works Department would like a new recruitment to begin to fill this position quickly. The department felt that the seven remaining candidates on the list were not a good fit for the department and the needs for the position. The list consists of one internal candidate and 6 external candidates. The Associate Engineer (Civil) list is a general list used for multiple departments and divisions. Based on the specific vacancies in the Public Works Department, the candidates on the list did not possess the desired technical and professional abilities for the particular programs and projects contemplated by the Department. Abolishing the eligible list would allow Human Resources to conduct another recruitment and create a new eligible list.

#### **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 additional cost to the City other than administrative staff time and expense.

**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 abolishing the eligible list for Associate Engineer (Civil).

Approved by: Julia Hill, Interim Director of Human Resources

**ATTACHMENTS**

1. Memo to Abolish Associate Engineer (Civil) Eligible List