



# City of Santa Clara

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## Agenda Report

18-1188

Agenda Date: 9/17/2018

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### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Modify Job Specification for Meter Reader

#### **ACTION AND AUTHORITY**

The Department of Finance is requesting to modify the job specification for Meter Reader based on the authority of Personnel & Salary Resolution, Sec. 6(d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

#### **DISCUSSION**

A job analysis was conducted in August, 2018 to identify additions and changes to the job specification. The Typical Duties section was changed to reflect current tasks this position would perform, such as explaining electrical service procedures to customers and referring questions to proper departments as necessary. The Knowledge, Skills, and Abilities section was updated to include the ability to perform physical labor including lifting up to 50 pounds of static weight. The job specification has also been updated to reflect the new standard job description format.

There are no recommended changes to the recruitment type (50% Written, 50% Oral) or examination weighting (Open/Competitive) for Meter Reader.

#### **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 the modified job specification for Meter Reader.

Approved by: Julia Hill, Interim Director of Human Resources

**ATTACHMENTS**

1. Job Specification, clean and draft, for Meter Reader
2. Memo to Modify Job Specification for Meter Reader