



Agenda Report

18-1270

Agenda Date: 9/17/2018

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

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

ACTION AND AUTHORITY

The Department of Water and Sewer Utilities is requesting to abolish the Assistant 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."

In those cases where the list has 5 or more than 5 names remaining on the list, the Human Resources Department's practice is to bring eligible list abolishments to the Commission.

The Assistant Engineer (Civil) performs a variety of entry-level professional civil engineering field and office work in design, construction and/or maintenance programs.

DISCUSSION

The Department of Water and Sewer Utilities recently conducted an Open/Competitive recruitment in October 2017 for Assistant Engineer (Civil). An eligible list was created and department interviews were conducted. The department hired one qualified candidate off of the list.

The Department of Water and Sewer Utilities would like a new recruitment to begin to fill this position quickly. The nine remaining external candidates on the list did not have adequate experience in engineering related to water and sewer systems. The Assistant Engineer (Civil) list is a general list used for multiple departments and divisions. Based on the specific vacancies in the Department of Water and Sewer Utilities, 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 or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve abolishing the eligible list for Assistant Engineer (Civil).

Approved by: Julia Hill, Assistant Director of Human Resources

ATTACHMENTS

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