



Agenda Report

18-1467

Agenda Date: 12/4/2018

REPORT TO COUNCIL

SUBJECT

Action to Approve Modified Job Specifications for Seven Classified Positions as recommended by the Civil Service Commission on November 19, 2018

BACKGROUND

A regularly scheduled Civil Service Commission meeting was held on November 19, 2018. The Civil Service Commission consists of five (5) appointed members and its duties include 1) providing qualified persons for appointment to the service of the City, 2) acting as Boards of Review to hear petitions by civil service employees and applicants for civil service positions, and to grant or deny such petitions, and 3) performing such other duties as may be required by the civil service rules and regulations. City Council approval of revised job specifications is required per Personnel and Salary Resolution Sections 4 and 6. Bargaining groups reviewed new or revised job descriptions and provided input prior to Civil Service Commission consideration of them.

DISCUSSION

The Civil Service Commission considered seven classified job specifications and one new classification at its November 19, 2018. As reflected in Attachments 1 through 7 the revised positions include Police Officer, Police Records Supervisor, Grounds Maintenance Worker II, Recreation Supervisor, Staff Aide II - Environmental Programs, Senior Permit Technician, and Library Program Manager - Branch Manager. The Commission voted unanimously to approve seven revised specifications based upon staff's recommendations and departments' needs.

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 specifications included in this report.

PUBLIC CONTACT

Public contact was made by posting the Council 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 modified job specifications for Police Officer, Police Records Supervisor, Grounds Maintenance Worker II, Recreation Supervisor, Staff Aide II - Environmental Programs, Senior Permit Technician, and Library Program Coordinator - Branch Manager

Reviewed by: Teresia Zadroga-Haase, Director, Human Resources

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Police Officer Job Specification
2. Police Records Supervisor Job Specification
3. Grounds Maintenance Worker II Job Specification
4. Recreation Supervisor Job Specification
5. Staff Aide II - Environmental Programs Job Specification
6. Senior Permit Technician Job Specification
7. Library Program Coordinator - Branch Manager Job Specification