



City of Santa Clara

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Agenda Report

19-169

Agenda Date: 3/11/2019

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Job Specification for Senior Electrical Estimator

ACTION AND AUTHORITY

The Electric Utility Department is requesting to modify the job specification for Senior Electrical Estimator 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

The job specification for Senior Electrical Estimator was last revised in September 2007. A job analysis was conducted in December 2018 to identify changes needed to the job specification. The Education and Experience section was updated to include an Associates' degree and three (3) years of experience which better reflects the needs of the department for the senior level of the Electrical Estimator. The desirable qualifications section was revised to include experience using ESRI-based GIS applications.

There are no recommended changes to the examination weighting for Senior Electrical Estimator. The updated classification has been reviewed by the affected bargaining unit.

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 the modified job specification for Senior Electrical Estimator.

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

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. Job Specification, clean and draft, for Senior Electrical Estimator
2. Memo to modify Job Specification for Senior Electric Estimator