



Agenda Report

19-243

Agenda Date: 3/11/2019

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Extend Probationary Period of Business Analyst

ACTION AND AUTHORITY

The Electric Utility Department is requesting to extend the probationary period for an employee based on the authority of the Civil Service Rule 4.20(b), "Any permanent employee who is an applicant for promotion may have their probationary period extended by the Commission to permit the acquisition of required licenses or certificates or completion of training. Regular classified employees may have their probationary period extended by the Commission for reasons of sickness or absence."

DISCUSSION

A Business Analyst (Employee No. 7302) in the Electric Utility Department is currently on a medical leave, which began during the employee's probationary period, and is expected to extend beyond the original probation completion date. Therefore, the Department is requesting an extension of the probationary period by approximately two months after his anticipated return to work to August 31, 2019 to allow for a full 12 months probationary period to conduct the proper assessments required during probationary status.

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 extension of the probationary period for a Business Analyst (Employee No. 7302).

Reviewed by: Teresia Zadroga-Haase, Director, Human Resources
Approved by: Nadine Nader, Assistant City Manager