



Agenda Report

19-261

Agenda Date: 3/11/2019

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Adopt Job Specification and Examination Weighting for Code Enforcement Supervisor

ACTION AND AUTHORITY

The Community Development Department is requesting to adopt a new classified job description and exam weighting for Code Enforcement Supervisor based on the 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," and Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical tests, or any combination thereof, and shall indicate the procedure in the announcement."

DISCUSSION

Attached is a memorandum from the Community Development Department requesting that the Commission approve the new job description for Code Enforcement Supervisor. The new job description reflects the duties the incumbent will be expected to perform such as planning, developing and overseeing the work of staff involved in the investigation of code enforcement issues, interpretation and enforcement of ordinances and codes, and overseeing the issuance of administrative citations to ensure uniform application. The Typical Duties and Knowledge, Skills, and Abilities sections demonstrate the technical knowledge and related abilities needed pertaining to supervising assigned staff enforcing zoning, land use, building, housing, and related municipal codes and ordinances, to determine violations and gain compliance.

It is recommended that the examination weighting for Code Enforcement Supervisor be 100% Oral.

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 proposed job specification for Code Enforcement Supervisor with an examination weighting of 100% Oral.

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

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. Job Specification for Code Enforcement Supervisor
2. Community Development Memorandum