



Agenda Report

19-506

Agenda Date: 5/13/2019

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Job Specification for Tree Trimmer II

ACTION AND AUTHORITY

The Public Works Department is requesting to modify the job specification for Tree Trimmer II 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 Tree Trimmer II was last revised July 2017. A job analysis was last conducted in May 2017 to identify additions and changes to the job specification. The Licenses and/or Certificates section has been updated to require certification as an Arborist from the International Society of Arboriculture (ISA) and Qualified Applicator Certificate (QAC) by the California Department of Pesticide Regulations (DPR) within twelve (12) months of appointment, in an effort to increase the applicant pool of candidates.

There is no recommended change to the examination weighting (50% Written, 50% Performance) for Tree Trimmer II.

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 Tree Trimmer II.

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

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. Job Specification, clean and draft, for Tree Trimmer II
2. Memo to Modify Job Specification for Tree Trimmer II