



Agenda Report

19-512

Agenda Date: 5/13/2019

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Job Specifications for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III

BACKGROUND

The Fire Department is requesting to modify the job specifications for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III based on the authority of 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."

DISCUSSION

The Fire Department reviewed the job specifications for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III and determined that the certifications listed were outdated and no longer offered by the California State Fire Training. The certifications have been updated with new coursework provided by the California State Fire Training to fulfill the requirements. The job specifications have been updated to reflect the latest information provided by the California State Fire Training.

The timeframes to obtain certain certifications has also been revised in the job specifications. The Santa Clara Fire Department is one of twenty Certified Unified Program Agencies (CUPA) in California. CUPA is a consolidation of six environmental programs at the local level. Not all fire agencies in California participate in CUPA, so many candidates could be highly qualified for the position without having the certifications at the time of application. The certifications that are required for these positions could be achieved once employed with the Santa Clara Fire Department, since it is designated as a CUPA agency. No changes were made to the Typical Duties or the Knowledge, Skills, and Abilities.

There are no recommended changes to the examination weighting for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III.

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 other than staff time.

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 specifications for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III.

Reviewed by: Aracely Azevedo, Assistant Director of Human Resources

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

ATTACHMENTS

1. Job Specifications, draft and clean, for Deputy Fire Marshal I, Deputy Fire Marshal II, Deputy Fire Marshal III
2. Fire Department Memo