



City of Santa Clara

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Agenda Report

19-561

Agenda Date: 5/13/2019

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Job Specification for Public Works Inspector

ACTION AND AUTHORITY

The Public Works Department is requesting to modify the job specification for Public Works Inspector 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 Public Works Inspector was last revised November 2008. A job analysis was conducted in April 2019 to identify additions and changes to the job specification. The Education and Experience section was revised to include a substitution of sixty (60) semester units or ninety (90) quarter units for up to one year of the required experience. The Desirable Qualifications section was updated to specify a Special Inspection Certification obtained through a recognized certification organization. The Typical Duties section was updated to align more specifically with the classification such as reviewing payroll and labor reports for accuracy and compliance and assisting in the analyses of contractor claims. The Knowledge, Skills, and Abilities section was updated to include the ability to learn applicable laws, regulations, codes, and departmental policies governing construction work.

There is no recommended change to the examination weighting (100% Written) for Public Works Inspector.

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

[<mailto:clerk@santaclaraca.gov>](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified job specification for Public Works Inspector.

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

Approved by: Nadine Nader, Assistant City Manager

ATTACHMENTS

1. Job Specification, clean and draft, for Public Works Inspector
2. Memo to Modify Job Specification for Public Works Inspector