



Agenda Report

19-652

Agenda Date: 6/25/2019

REPORT TO COUNCIL

SUBJECT

Action to Approve Modified Job Specifications for Six Classified Positions as recommended by the Civil Service Commission on May 13, 2019

BACKGROUND

A regularly scheduled Civil Service Commission meeting was held on May 13, 2019. The Civil Service Commission consists of five (5) appointed members and its duties include 1) providing qualified persons for appointment to the service of the City, 2) acting as Boards of Review to hear petitions by civil service employees and applicants for civil service positions, and to grant or deny such petitions, and 3) performing such other duties as may be required by the civil service rules and regulations. City Council approval of revised job specifications is required per Personnel and Salary Resolution Sections 4 and 6. Bargaining groups reviewed revised job descriptions and provided input prior to Civil Service Commission consideration of them.

DISCUSSION

The Civil Service Commission considered six classified job specifications at its May 13, 2019 meeting. As reflected in Attachments 1 through 6 the revised positions are Deputy Fire Marshal I, Deputy Fire Marshal II, Deputy Fire Marshal III, Tree Trimmer II, Senior Permit Technician, and Public Workers Inspector. The Commission voted to approve these six revised specifications based upon staff's recommendations and departments' needs.

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 included in this report.

PUBLIC CONTACT

Public contact was made by posting the Council 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>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve modified job specifications for Deputy Fire Marshal I, Deputy Fire Marshal II, Deputy Fire Marshal II, Tree Trimmer II, Senior Permit Technician, and Public Works Inspector.

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

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Deputy Fire Marshal I Job Specification
2. Deputy Fire Marshal II Job Specification
3. Deputy Fire Marshall III Job Specification
4. Tree Trimmer II Job Specification
5. Senior Permit Technician Job Specification
6. Public Works Inspector Job Specification