



Agenda Report

19-794

Agenda Date: 7/8/2019

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Job Specification for Pump Maintenance Technician

BACKGROUND

The Water and Sewer Utilities Department is requesting to modify the job specification for Pump Maintenance Technician 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 Water and Sewer Utilities Department would like to revise the Pump Maintenance Technician job specification to encompass all three divisions - Sewer, Solar, and Water. Currently, there are three separate classifications (one for each division). By combining the three divisions into the one general classification, the department will be able to cross train their incumbents to assist with coverage and succession planning. No changes were made to the minimum qualifications. The Typical Duties section includes the addition of duties regarding the use of current technology, and electrical and solar tasks. The Knowledge, Skills, and Abilities section includes the addition of physical, interpersonal, and technological abilities.

There are no recommended changes to the examination weighting for Pump Maintenance Technician (50% written, 50% 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 fiscal impact to revising the job specifications.

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 Pump Maintenance Technician.

Reviewed by: Aracely Azevedo, Assistant Director of Human Resources

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

ATTACHMENTS

1. Job Specification, draft and clean, for Pump Maintenance Technician
2. Water Department Memo