



## Agenda Report

19-1200

Agenda Date: 11/18/2019

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Modify Class Specification and Examination Weighting for Tree Trimmer II

#### **BACKGROUND**

The Human Resources Department coordinated with the Public Works Department to modify the class specification and propose a modification of the examination weighting for the Tree Trimmer II classification 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" and Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical test, or any combination thereof, and shall indicate the procedure in the announcement."

#### **DISCUSSION**

The Public Works Department conducted two Tree Trimmer II recruitments within the last year and have been unsuccessful in filling their vacancies. In an attempt to broaden the candidate pool, the Commission approved modifications to the minimum qualifications at the May 13, 2019 Civil Service Commission meeting. The revisions approved at the meeting included modifications to the Licenses and/or Certificate section that was updated to require a valid Qualified Applicator Certificate (QAC) within 12 months of appointment, allowing the applicant to obtain the necessary licensure during his/her probationary window.

With these revisions, the Department has continued to face recruitment challenges. In the most recent recruitment, 6 out of 21 applicants met the minimum qualifications. Of those 6 applicants, 3 candidates took the written exam and the 1 candidate who passed withdrew from the recruitment process. The proposed revisions include allowing candidates to obtain their Class A or B Commercial driver's license within 12 months of appointment. Additionally, it is recommended that the Certification as an Arborist from the International Society of Arboriculture be desirable.

Additionally, the Human Resources Department and Public Works Department are recommending to revise the examination weighting from 50% written and 50% performance to be weighted at 100% performance. The performance exam is the most critical part of the assessment process in order to determine the candidates job expertise; therefore, it is recommended to remove the written component of the examination process.

#### **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 class specification and examination weighting 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](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the modified job specification and examination weighting of 100% performance for Tree Trimmer II.

Reviewed by: Aracely Azevedo, Assistant Director of Human Resources

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

**ATTACHMENTS**

1. Class Specification, draft and clean, for Tree Trimmer II
2. Memorandum from Public Works Department