



Agenda Report

19-1210

Agenda Date: 11/18/2019

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Class Specification for Permit Technician

BACKGROUND

The Human Resources Department coordinated with the Community Development Department to modify the class specification for the Permit Technician 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."

DISCUSSION

The proposed modification results in a minor revision to the *Education and Experience* section of the class specification for Permit Technician. Currently, the class specification requires either experience in the Permit Center or in a Building Department. The proposed modification removes experience specifically in the Permit Center - allowing for relevant office experience, such as in the private sector - to broaden the candidate pool for this journey level classification.

There are no recommended changes to the examination weighting for Permit Technician (100% oral with qualifying performance).

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 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 class specification for Permit Technician

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 Permit Technician