



## Agenda Report

19-1268

Agenda Date: 11/18/2019

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Modify the Class Specification for Equipment Operator

#### **BACKGROUND**

In accordance with the terms of the City's Side Letter with AFSCME Local 101, the Human Resources Department is proposing to modify the class specification for Equipment Operator to include a required Crane Operator Certification. This request is based on Personnel & Salary Resolution, Sec. 6(d) which states, "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 Human Resources Department and AFSCME Local 101 met and conferred regarding a Crane Operator Certification Premium Pay. On October 29, 2019 the City Council approved a Side Letter Agreement between the City and AFSCME Local 101 (which is the practical equivalent of a clause in the Unit 6 Memorandum of Understanding). The Side Letter Agreement includes a provision that requires a revision to the class specification for Equipment Operator to include that employees assigned to the Department of Water and Sewer possess and maintain a Crane Operator Certification within 12 months of appointment. This is a state required certification for Crane Operators.

There are no recommended changes to the weighting plan for Equipment Operator.

#### **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**

Per the Side Letter Agreement, incumbents who possess the Crane Operator Certification shall be paid 2.5% of base pay including any paid status hours worked for possession of the certification. There are currently four employees in the classification of Equipment Operator in the Water and Sewer Department that have received the State required certification. The additional costs associated with the premium pay will be absorbed by the existing Department of Water and Sewer premium pay budget.

#### **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 class specification for Equipment Operator

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 Equipment Operator
2. City of Santa Clara/AFSCME Local 101 (Unit 6) Side Letter Agreement Regarding Crane Operator Certification Pay