



City of Santa Clara

The Center of What's Possible

CIVIL SERVICE COMMISSION AGENDA

Monday, March 13, 2017 at 7:00 p.m.

City Hall Council Chambers

1500 Warburton Avenue

Santa Clara, CA 95050

- I. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- II. **CONSENT CALENDAR**
 - A. **MEETING MINUTES** of January 9, 2017.
 - B. **CHANGE OF STATUS REPORTS** for January and February 2017.
 - C. **CURRENT RECRUITMENT ACTIVITY REPORTS** for January and February 2017.
 - D. **EXAMINATION REPORTS** for January and February 2017.
- III. **ORAL COMMUNICATIONS** – The law does not permit Commission Action on, or extended discussion of, any item not on the Agenda except under special circumstances. Note the instructions in the Agenda regarding Oral Communications.
- IV. **NEW BUSINESS**
 - A. **COMMISSION OFFICER ELECTIONS.**
 - B. **CONSIDER REQUEST** to Modify Job Specification, Modify Recruitment Type, and Modify Exam Weighting for Automotive Technician II.
 - C. **CONSIDER REQUEST** to Modify Job Specification and Recruitment Type for Traffic Operations Engineer.
 - D. **CONSIDER REQUEST** to Modify Job Specification for Firefighter I.
 - E. **CONSIDER REQUEST** to Waive Examination Process for Troubleshooter.
 - F. **CONSIDER REQUEST** to Reverse Disqualification of Journey Lineworker Apprentice Candidate Jameson Lynch on the Performance Examination.

V. INFORMATIONAL REPORTS

A. Staff: April 18, 2017 – Joint City Council/Civil Service Commission Dinner Meeting

B. Commissioners: Regarding Meetings or Conferences Attended (if any)

VI. ADJOURNMENT – Adjourn to the next regular meeting of the Civil Service Commission at 7:00 p.m. on May 8, 2017.



City of Santa Clara
Civil Service Commission Minutes
January 9, 2017 at 7:00 PM
City Council Chambers

1500 Warburton Avenue

Santa Clara, CA

Present: Chairperson Brian Doyle, Vice-Chairperson Mario Bouza, Commissioners Willie Brown, Carolyn McAllister, Pat Staffelbach, Human Resources Division Manager, Vanessa Guerra, Deputy City Attorney, Diana Fazely, Recording Secretary, Christine Heng.

Absent: None

I. ROUTINE ITEMS

A. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairperson Doyle called the meeting to order at 7:01 p.m. and led the group in the Pledge of Allegiance.

II. CONSENT CALENDAR

A. MINUTES OF NOVEMBER 14, 2016 CIVIL SERVICE

COMMISSION MEETING There being no additions or corrections.

MOTION by Vice-Chairperson Bouza seconded by Commissioner Brown, to **APPROVE the minutes of the November 14, 2016 Civil Service Commission meeting.**

MOTION carried, 5-0.

B. CHANGE OF STATUS REPORT for November and December, 2016.

C. CURRENT RECRUITMENT ACTIVITY REPORT for November and December, 2016.

D. **EXAMINATION REVIEW REPORT** for November and December, 2016.

MOTION by Commissioner McAllister seconded by Commissioner Staffelbach, to **NOTE AND FILE** Items **II-B, II-C, and II-D.**

MOTION carried, 5-0.

III. ORAL COMMUNICATIONS - None

The law does not permit Commission Action on, or extended discussion of, any item not on the Agenda except under special circumstances. Note the instructions in the regarding Oral Communications.

IV. NEW BUSINESS

A. **CONSIDER REQUEST** to Abolish the Eligible List for Staff Aide I.

Ms. Guerra explained that the Staff Aide I eligibility list was certified in July of 2016 and comprised of 14 candidates. There have been two promotions made off this eligibility list, leaving 12 candidates remaining on the list. These candidates have either been interviewed or have waived their requests to be interviewed by the departments. The City Clerk's office has an immediate opening and there is nobody else on the list for staff to consider for this vacancy. Attached is a request from the City Clerk's office for Civil Service Commission to abolish the eligibility list, which would allow the City Clerk's office and other departments to begin a new recruitment to fill upcoming vacancies in this classification. There are no recommended changes to the job description or the examination weighting of 100% oral exam and a qualified written and performance (typing test) exam or recruitment type, which is open/competitive. Therefore, staff recommends that the Civil Service Commission approve the request to abolish the eligible list for Staff Aide I.

MOTION by Commissioner Brown, seconded by Vice-Chairperson Bouza, to **abolish the eligible list for Staff Aide I.**

MOTION carried, 5-0.

B. **CONSIDER REQUEST** to Modify Job Specification for Mechanical Maintenance Foreperson.

Ms. Guerra indicated that the Public Works Department will soon conduct a recruitment to fill a Mechanical Maintenance Foreperson

vacancy. The job specification for Mechanical Maintenance Foreperson was last revised and brought to the Civil Service Commission on November 2016. Due to an administrative error, the Other Requirement section was omitted from the job specification. Staff is rectifying this issue by adding the Other Requirement section, which reads, “May be required to work odd and unusual hours in the performance of duties and in emergency situations; Applicants appointed to this position must possess the ability to differentiate primary colors; and Must be able to perform all essential functions of the job assignment.” There are no recommended changes to the recruitment type (Open/Promotional) or examination weighting (50% Oral Examination and 50% Written Examination) for the Mechanical Maintenance Foreperson. Staff recommends that the Civil Service Commission approve the modified job specification for Mechanical Maintenance Foreperson.

Commission Staffelbach stated she does not see any negative impact to adding the Other Requirement section, but further define the position much more clearly. Vice-Chairperson Bouza recommended changing the “odd and unusual hours” to read “all hours.” Commission McAllister expressed her concern that “all hours” could be interpreted as 24-hour shift. Ms. Guerra indicated that the language is pretty standard. Commissioner Brown stated that a job description that reads “all hours” could be ambiguous; being that it could be 1 hour, or 17 hours. Commissioner Brown asked what the normal hours of this position are. Ms. Guerra explained that City Hall’s hours of operation are 8:00 a.m. to 5:00 p.m.; however, different departments could adopt alternative work schedules, in accordance with position requirements and departmental circumstances. Chairperson Doyle stated he is not inclined to modify the language of the job description.

MOTION by Commissioner Staffelbach, seconded by Commissioner McAllister, **to modify job specification for Mechanical Maintenance Foreperson.**

MOTION carried, 5-0.

C. **CONSIDER REQUEST** to Modify Job Specification and Examination Weighting for Purchasing Clerk.

Ms. Guerra stated that the Finance Department will soon conduct a recruitment for the position of Purchasing Clerk. The job specification for Purchasing Clerk was last approved in September 1999. A job analysis was conducted to identify additions and changes to the job

specification. The Minimum Qualifications section was updated to include experience in computer operation and related software. Desirable Qualifications, Possible Substitution, and a License Requirement were also added. The Typical Duties section was updated to include utilizing the purchasing system for various purposes, duties involving vendor interactions, and other administrative tasks. The Knowledge, Skills, and Abilities section was updated to include interpersonal skills and physical requirements. It is recommended to change the current examination weighting from 100% written to 100% oral examination with a qualifying written examination. This will allow the department to measure a candidate's interpersonal skills and their ability to communicate their education and work experience that would relate to the types of duties performed in the classification. There are no recommended changes to the recruitment type (Open/Promotional). Staff recommends that the Civil Service Commission approve the modified job specification and examination weighting for Purchasing Clerk.

Chairperson Doyle asked how many positions are vacant and if the positions are entry level. Ms. Belinda Holmes, Purchasing Division Manager, explained that this position has been vacant for some time and the department has one entry level vacancy. Vice-Chairperson Bouza inquired about what the qualifying written examination is based on. Ms. Holmes explained that the exam weighting should not be 100% written because this position is customer service oriented and requires strong verbal communication to interact with customers. Vice-Chairperson Bouza again asked what the written qualification examination is based on. Ms. Guerra explained that all examinations are based on the knowledge, skills, and abilities of the position. HR works with the department and a testing service vendor (CPS) to establish a set of question that are job related based on the knowledge, skills, and abilities. Vice-Chairperson Bouza further inquired about the requirement of the job specification to write correspondence and prepare statistical reports and stated it would be advantageous to test applicants on their writing ability. Ms. Guerra explained that when HR develops the exam with the department and CPS, we are not able to test on all aspect of the job specification, but we try our best to give an examination that is based on relevancy of the job. In addition, staff also asks Commissioners to review the examinations to ensure that the questions are in line with the established knowledge, skills and abilities.

MOTION by Commissioner McAllister, seconded by Commissioner Staffelbach, **to modify job specification and examination weighting for Purchasing Clerk.**

MOTION carried, 5-0.

D. CONSIDER REQUEST for Continuance of Board of Review Hearing of January 30, 2017.

Ms. Guerra explained that a Board of Review hearing is currently set for a former Account Clerk II on January 30, 2017. The former employee's attorney has requested that the hearing be continued from January 30th to either available date in June: June 8 or June 19, 2017. The attorney's request will be available for review at the meeting. A Board of Review hearing was initially set to hear this appeal on February 11 and 18, 2016. Due to the appellant's active reserve military duty deployment, those dates were continued to June 6 and 7, 2016. The matter was again later rescheduled to October 17, 2016, due to scheduling conflict for a Commissioner and the Council Chambers. Due to the former employee's active military duty, the October 2016 date was again rescheduled to January 30, 2017, to accommodate his service. Staff recommends that the Commission consider the request for continuance from January 30, 2017 to June 8 or June 19, 2017.

James Dal Bon, former employee's legal counsel, explained that he recently re-took over representation of this case. The appellant hired Mr. Dal Bon as legal counsel sometime during the week of January 2nd and due to the short notice, he will not have enough time to start subpoenaing witnesses and to review the appellant's package and therefore requested a continuance. Chairperson Doyle stated that he is not inclined to grant a continuance because the case has been ongoing for more than a year by reason of the appellant's own actions that he is in this situation. Commissioner McAllister stated that the Commission has accommodated the appellant so much over the course of a year and is also not inclined to approve the request for continuance. The Board of Review hearing is set as scheduled for January 30, 2017.

Mr. Dal Bon asked if Human Resources issues the subpoena and Ms. Guerra replied that Human Resources does not issue the subpoena. Ms. Fazely explained that the Commission, as a body, issues the subpoena pursuant to the City Charter and Civil Service Board of Review rules. Staff does not have any objections of the Commission issuing the subpoenas. Chairperson Doyle approved the issuance of the subpoenas.

NO MOTION was made to consider the request for continuance of Board of Review Hearing of January 30, 2017.

V. UNFINISHED BUSINESS - None

VI. INFORMATIONAL ITEMS

- A. Ms. Guerra reminded the Commission that April 18, 2017 is the joint City Council/Civil Service Commission dinner meeting and that Ms. Julia Hill will prepare additional information with regard to what to expect and/or any status to Council Commissioners may need to prepare in the March 2017 Civil Service meeting.

- B. Board of Review date is scheduled for February 23, 2017 at 5:00 pm.

VII. ADJOURNMENT

MOTION by Commissioner Staffelbach, seconded by Commissioner Brown, to **ADJOURN** the meeting at 7:29 p.m., until **Monday, March 13, 2017, at 7:00 p.m., the next regularly scheduled meeting of the Civil Service Commission.**
MOTION carried, 5-0

Respectfully submitted,



Julia Hill
Assistant Director of Human Resources

**CITY OF SANTA CLARA CHANGE OF STATUS
MONTH OF JANUARY 2017
JANUARY 01, 2017 - JANUARY 28, 2017**

ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
City Clerk				
Welt, Ellen	Staff Aide I		Separation	1/13/17
Community Development				
Bustos, Rebecca	Associate Planner	Probationary		1/23/17
Kerachian, Elaheh	Associate Planner	Probationary		1/23/17
Electric				
Divens, Christopher	Utility Electrician Technician	Probationary/Promotion		1/1/17
Shelton, Jennifer	Staff Aide I	Transfer		1/1/17
Waterhouse, Philip	Senior Electric Meter Technician	Probationary/Promotion		1/15/17
Entizne, Stephanie	Office Specialist II	Probationary		1/17/17
Brown, Leslie	Program Analyst		Resignation	1/27/17
Finance				
Fernando, Mayeen	Office Specialist III	Probationary		1/23/17
Library				
Ocana, Angela	Librarian II	Probationary/Promotion		1/1/17
Lee, Kar-Hang	Library Assistant II	Probationary		1/3/17
Parks & Recreation				
Faught, Christopher	Grounds Maintenance Worker II	Probationary/Promotion		1/15/17
McCullough, Thomas	Grounds Maintenance Worker II	Probationary/Promotion		1/15/17
Zendejas, Miguel	Grounds Maintenance Worker II	Probationary/Promotion		1/15/17
Police				
Gilbert, Brian	Police Captain	Probationary/Promotion		1/1/17
Ippolito, Aaron	Jail Service Officer	Probationary/Promotion		1/1/17
Clarke, Kurt	Police Captain	Probationary/Promotion		1/1/17
Morgan, Cory	Police Sergeant	Probationary/Promotion		1/1/17
Rush, Derek	Police Lieutenant	Probationary/Promotion		1/1/17
Thompson, Jacob	Police Sergeant	Probationary/Promotion		1/1/17
Wolf, Alan	Police Lieutenant	Probationary/Promotion		1/1/17
Ewing, Erica	Police Records Specialist II	Probationary		1/3/17
Public Works				
Deen, Nabilah	Assistant Engineer (Civil)	Probationary		1/16/17
Rose, Patrick	Public Works Inspector		Retirement	1/27/17

CITY OF SANTA CLARA CHANGE OF STATUS
 MONTH OF JANUARY 2017
 JANUARY 01, 2017 - JANUARY 28, 2017

ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
Water & Sewer				
Vasquez, Michael	Compliance Manager	Unclassified Promotion		1/1/17
Garcia, Sergio	Water & Sewer Maintenance Worker I	Probationary		1/3/17
Eam, Lyhak	Assistant Engineer (Civil)	Probationary/Promotion		1/15/17
Hostettler, Lee	Water & Sewer Maintenance Worker II	Probationary/Promotion		1/15/17
Reed, Cody	Water & Sewer Maintenance Worker II	Probationary/Promotion		1/15/17
Stagi, Marcus	Water & Sewer Maintenance Worker II	Probationary/Promotion		1/15/17

<u>Appointments</u>		<u>Separations</u>	
Probationary	8.00	Resignation	1.00
Probationary/Promotion	17.00	Retirement	1.00
Unclassified Promotion	1.00	Separation	1.00
Transfer	1.00		
MONTHLY TOTALS	27.00		3.00

Distribution: Original -

Director of Human Resources
 Civil Service Commission
 Assistant Director of Human Resources
 Building Maintenance Foreperson
 Network Computer Support Division Manager
 Applications Manager - Unisys



Ingrid Miranda
 Human Resources Management Analyst

**CITY OF SANTA CLARA CHANGE OF STATUS
MONTH OF FEBRUARY 2017
JAUNUARY 29, 2017 - FEBRUARY 25, 2017**

ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
City Attorney's Office				
Nosky, Richard	City Attorney		Resignation	1/31/17
Doyle, Brian	City Attorney 1/2-time	Unclassified Appointment		2/1/17
Community Development				
Agrawal, Nimisha	Assistant Planner I	Probationary		1/30/17
Nallamothu, Prasad	Plans Examiner		Retirement	1/31/17
Oustinov, Andrei	Inspection Manager		Separation	1/31/17
Blanchard, Linda	Staff Analyst I		Retirement	2/17/17
Electric				
Kinnear, Joyce	Electric Division Manager		Retirement	2/11/17
Bottyan, Janos	Principal Electric Utility Engineer	Unclassified Promotion		2/12/17
Steffani, Dennis	Principal Electric Utility Engineer	Unclassified Promotion		2/12/17
Finance				
Ameling, Gary	Director of Finance		Retirement	2/10/17
Fire				
Bahk, Dojoon	Fire Captain		Retirement	2/15/17
Library				
Tristao, Megan	Librarian I - Reference	Probationary		1/27/17*
Ting, Renee	Librarian I - Youth Services	Probationary		1/30/17
Parks & Recreation				
Flexen, Craig	Grounds Maintenance Worker II	Probationary		2/6/17
Wieler, Grant	Grounds Maintenance Worker II	Probationary/Promotion		2/12/17
Police				
Boales, Raymond	Recruit Police Officer	Probationary		2/13/17
La Franboise, Amy	Police Records Specialist II	Probationary		2/13/17
Public Works				
Ramirez, Ismael	Public Works Inspector	Probationary		2/6/17
Cardoza, David	Street Maintenance Worker II	Probationary/Promotion		2/12/17
Nakamura, Kraig	Street Maintenance Worker II	Probationary/Promotion		2/12/17
Ramirez, Felipe	Street Maintenance Worker II	Probationary/Promotion		2/12/17
Wier, Elliot	Cade Enforcement Technician		Resignation	2/24/17

**CITY OF SANTA CLARA CHANGE OF STATUS
MONTH OF FEBRUARY 2017
JANUARY 29, 2017 - FEBRUARY 25, 2017**

ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
Water & Sewer				
Gribben, Eric	Water & Sewer Maintenance Worker II	Probationary/Promotion		1/29/17
Palacpac, Roger	Assistant Engineer (Civil)	Probationary		2/6/17
Dale, Andy	Assistant Water Superintendent		Retirement	2/25/17

*Activity from a prior period

<u>Appointments</u>		<u>Separations</u>	
Probationary	8.00	Resignation	2.00
Probationary/Promotion	5.00	Retirement	6.00
Unclassified Promotion	2.00	Separation	1.00
Unclassified Appointment	1.00		
MONTHLY TOTALS	16.00		9.00



Ingrid Miranda
Human Resources Management Analyst

Distribution: Original -

- Director of Human Resources
- Civil Service Commission
- Assistant Director of Human Resources
- Building Maintenance Foreperson
- Network Computer Support Division Manager
- Applications Manager - Unisys

RECRUITMENT ACTIVITY REPORT

JANUARY 2017

Item II-C

Reg #	Title	Department	Created
15100	Journey Lineworker	Electric Utility	3/22/2016
16019	Park Maintenance Crafts Worker	Parks and Recreation	2/17/2016
16037	Electric Utility Generation Technician	Electric Utility	3/24/2016
16038	Principal Engineer - Electric	Electric Utility	3/24/2016
16040	Water & Sewer Maintenance Worker II	Water and Sewer Utilities	4/4/2016
16041	Pump Maintenance Technician - Water	Water and Sewer Utilities	4/4/2016
16047	Police Records Specialist II	Police	4/11/2016
16055	Automotive Technician I	Public Works/Automotive Services	4/21/2016
16070	Cemetery Operations Superintendent	Parks and Recreation	5/19/2016
16071	Office Specialist III	Parks and Recreation	5/19/2016
16102	Street Maintenance Foreperson	Public Works/Streets Division	6/24/2016
16103	Street Maintenance Worker I	Public Works/Streets Division	6/24/2016
16104	Equipment Operator	Public Works/Streets Division	6/24/2016
16105	Staff Analyst I	Public Works/Streets Division	6/24/2016
16106	Automotive Technician II	Public Works/Streets Division	6/24/2016
16109	Associate Engineer (Civil)	Public Works/Engineering	6/24/2016
16110	Principal Planner	Public Works/Engineering	6/24/2016
16111	Mechanical Maintenance Foreperson	Building Maintenance	6/24/2016
16113	Mechanical Maintenance Worker	Building Maintenance	6/24/2016
16115	Community Service Officer I/II	Police	6/30/2016
16116	Customer Service Supervisor	Finance	7/5/2016
16117	Senior Customer Service Representative	Finance	7/5/2016
16120	Office Specialist III	Water and Sewer Utilities	7/6/2016
16121	Senior Project Engineer	Water and Sewer Utilities	7/7/2016
16123	Senior Water & Sewer System Operator	Water and Sewer Utilities	7/7/2016
16126	Communications Coordinator	City Manager's Office	7/18/2016
16127	Library Assistant I	Library	7/8/2016
16132	Journey Lineworker Apprentice	Electric Utility	7/25/2016
16133	Journey Lineworker Apprentice	Electric Utility	7/25/2016
16134	Journey Lineworker Apprentice	Electric Utility	7/25/2016
16136	Purchasing Clerk	Finance	7/25/2016
16138	Electric Division Manager - Generation	Electric Utility	7/25/2016
16148	Literacy Advocate	Library	8/11/2016
16160	Office Records Specialist	City Clerk/City Auditor's Office	8/30/2016
16164	Recreation Coordinator	Parks and Recreation	9/2/2016
16169	Electric Utility Programmer Analyst	Electric Utility	9/13/2016
16171	Staff Aide I	Police	1/25/2017
16173	Management Analyst	City Clerk/City Auditor's Office	9/26/2016
16177	Library Assistant I	Library	10/7/2016
16181	Library Assistant I	Library	10/14/2016

16182	Traffic Operations Engineer	Public Works/Engineering	10/17/2016
16187	Resource Analyst II	Electric Utility	10/27/2016
16189	Resource Analyst II	Electric Utility	10/27/2016
16190	Electric Utility Network Administrator	Electric Utility	10/31/2016
16191	Deputy Fire Marshal	Fire	11/8/2016
16193	Fire Prevention Specialist I	Fire	11/9/2016
16196	Police Officer	Police	11/15/2016
16197	Police Records Specialist II	Police	11/15/2016
16198	Community Service Officer I	Police	11/15/2016
16206	Staff Analyst II	Community Development	12/9/2016
16209	Street Maintenance Worker III	Public Works/Streets Division	12/14/2016
16210	Troubleshooter	Electric Utility	12/15/2016
16211	Electric Crew Foreperson	Electric Utility	12/15/2016
16215	Public Works Inspector	Public Works/Engineering	12/22/2016
17002	Street Maintenance Worker I	Public Works/Streets Division	1/5/2017
17003	Library Assistant I	Library	1/6/2017
17004	Park Maintenance & Operations Supervisor	Parks and Recreation	1/6/2017
17005	Park Maintenance and Operations Supervisor	Parks and Recreation	1/6/2017
17006	Business Analyst	Finance	1/9/2017
17008	Staff Aide I	City Clerk/City Auditor's Office	1/10/2017
17010	Management Analyst	Water and Sewer Utilities	1/12/2017
17013	Electric Meter Technician	Electric Utility	1/20/2017
17014	Office Specialist III	Parks and Recreation	1/20/2017
17015	Principal Engineering Aide - Civil	Electric Utility	1/20/2017
17017	Business Analyst- Public Benefits	Electric Utility	1/24/2017
17019	Staff Analyst I	Community Development	1/30/2017
16208	Street Maintenance Worker IV	Public Works/Streets Division	12/21/2016

RECRUITMENT ACTIVITY REPORT

FEBRUARY 2017

Item II-C

Req #	Title	Department	Created
15100	Journey Lineworker	Electric Utility	3/22/2016
16037	Electric Utility Generation Technician	Electric Utility	3/24/2016
16038	Principal Engineer - Electric	Electric Utility	3/24/2016
16040	Water & Sewer Maintenance Worker II	Water and Sewer Utilities	4/4/2016
16041	Pump Maintenance Technician - Water	Water and Sewer Utilities	4/4/2016
16047	Police Records Specialist II	Police	4/11/2016
16055	Automotive Technician I	Public Works/Automotive Services	4/21/2016
16070	Cemetery Operations Superintendent	Parks and Recreation	5/19/2016
16071	Office Specialist III	Parks and Recreation	5/19/2016
16102	Street Maintenance Foreperson	Public Works/Streets Division	6/24/2016
16103	Street Maintenance Worker I	Public Works/Streets Division	6/24/2016
16104	Equipment Operator	Public Works/Streets Division	6/24/2016
16105	Staff Analyst I	Public Works/Streets Division	6/24/2016
16106	Automotive Technician II	Public Works/Streets Division	6/24/2016
16109	Associate Engineer (Civil)	Public Works/Engineering	6/24/2016
16110	Principal Planner	Public Works/Engineering	6/24/2016
16111	Mechanical Maintenance Foreperson	Building Maintenance	6/24/2016
16113	Mechanical Maintenance Worker	Building Maintenance	6/24/2016
16115	Community Service Officer I/II	Police	6/30/2016
16116	Customer Service Supervisor	Finance	7/5/2016
16117	Senior Customer Service Representative	Finance	7/5/2016
16120	Office Specialist III	Water and Sewer Utilities	7/6/2016
16121	Senior Project Engineer	Water and Sewer Utilities	7/7/2016
16123	Senior Water & Sewer System Operator	Water and Sewer Utilities	7/7/2016
16126	Communications Coordinator	City Manager's Office	7/18/2016
16127	Library Assistant I	Library	7/8/2016
16132	Journey Lineworker Apprentice	Electric Utility	7/25/2016
16133	Journey Lineworker Apprentice	Electric Utility	7/25/2016
16134	Journey Lineworker Apprentice	Electric Utility	7/25/2016
16136	Purchasing Clerk	Finance	7/25/2016
16138	Electric Division Manager - Generation	Electric Utility	7/25/2016
16148	Literacy Advocate	Library	8/11/2016
16160	Office Records Specialist	City Clerk/City Auditor's Office	8/30/2016
16164	Recreation Coordinator	Parks and Recreation	9/2/2016
16169	Electric Utility Programmer Analyst	Electric Utility	9/13/2016
16171	Staff Aide I	Police	1/25/2017
16173	Management Analyst	City Clerk/City Auditor's Office	9/26/2016
16177	Library Assistant I	Library	10/7/2016
16181	Library Assistant I	Library	10/14/2016
16182	Traffic Operations Engineer	Public Works/Engineering	10/17/2016
16187	Resource Analyst II	Electric Utility	10/27/2016
16189	Resource Analyst II	Electric Utility	10/27/2016

16190	Electric Utility Network Administrator	Electric Utility	10/31/2016
16191	Deputy Fire Marshal	Fire	11/8/2016
16193	Fire Prevention Specialist I	Fire	11/9/2016
16196	Police Officer	Police	11/15/2016
16197	Police Records Specialist II	Police	11/15/2016
16198	Community Service Officer I	Police	11/15/2016
16206	Staff Analyst II	Community Development	12/9/2016
16209	Street Maintenance Worker III	Public Works/Streets Division	12/14/2016
16210	Troubleshooter	Electric Utility	12/15/2016
16211	Electric Crew Foreperson	Electric Utility	12/15/2016
16215	Public Works Inspector	Public Works/Engineering	12/22/2016
17002	Street Maintenance Worker I	Public Works/Streets Division	1/5/2017
17003	Library Assistant I	Library	1/6/2017
17004	Park Maintenance & Operations Supervisor	Parks and Recreation	1/6/2017
17005	Park Maintenance and Operations Supervisor	Parks and Recreation	1/6/2017
17006	Business Analyst	Finance	1/9/2017
17008	Staff Aide I	City Clerk/City Auditor's Office	1/10/2017
17010	Management Analyst	Water and Sewer Utilities	1/12/2017
17013	Electric Meter Technician	Electric Utility	1/20/2017
17014	Office Specialist III	Parks and Recreation	1/20/2017
17015	Principal Engineering Aide - Civil	Electric Utility	1/20/2017
17017	Business Analyst- Public Benefits	Electric Utility	1/24/2017
17019	Staff Analyst I	Community Development	1/30/2017
17020	Plans Examiner	Community Development	1/31/2017
17021	Code Enforcement Technician	Public Works/Streets Division	2/8/2017
17024	Electrical Estimator	Electric Utility	2/23/2017
17025	Firefighter I	Fire	2/23/2017
16208	Street Maintenance Worker IV	Public Works/Streets Division	12/21/2016



Date: March 13, 2017

To: Civil Service Commission

From: Christine Heng, Human Resources Technician

Subject: Exam Review Report for January and February, 2017

In the month of January, Commissioner Willie Brown reviewed the oral examination for Plans Examiner, Commissioner Pat Staffelbach reviewed the oral examination for Electric Utility Programmer Analyst, and Commissioner Mario Bouza reviewed the performance examination for Journey Lineworker Apprentice, the oral examination for Communications Coordinator, and the written examination for Senior Customer Service Representative. In the month of February, Commissioner Willie Brown reviewed the oral and written examinations for Purchasing Clerk, and reviewed the oral examinations for Police Training Coordinator, Fire Prevention Specialist I and Senior Customer Service Representative.

In the above cases, the examinations were found to be job-related and appropriate.

A handwritten signature in black ink, appearing to be "Christine Heng".

Christine Heng
Human Resources Technician

AGENDA REPORT
CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: March 13, 2017
TO: Civil Service Commission
FROM: Director of Human Resources
SUBJECT: Commission Officer Election

SUMMARY: Your Commission has two officers – Chair and Vice Chair. Currently, the Chair position is vacant and the Vice Chair position is filled by Commissioner Bouza.

The City's Commission Handbook provides: City commissions generally rotate the position of chair and vice chair each year in July. Frequently the position is based on seniority, but that is not a mandatory criterion. The willingness and ability of an individual to serve as the chair or vice chair should be taken into consideration. The additional responsibilities of serving as chair and vice chair may take extra time.

Responsibilities of the Chair:

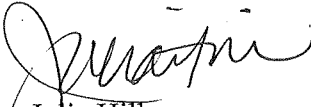
- Preside at all official meetings of the City commission
- Consult with the staff liaison in drafting the meeting agenda
- Attend City Council meetings as needed to represent the City commission
- Sign correspondence on behalf of the City commission

Responsibility of the Vice Chair:


- Substitute for the Chair as needed

RECOMMENDATION: Staff recommends the Civil Service Commission elect a new Chair and potentially Vice Chair, depending upon the results of the Chair election.

PREPARED BY:


Julia Hill
Assistant Director of Human Resources

APPROVED:


Elizabeth C. Brown
Director of Human Resources

AGENDA REPORT CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: March 13, 2017

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Modify Job Specification, Modify Recruitment Type, and Modify Exam Weighting for Automotive Technician II

SUMMARY: The Department of Public Works will soon conduct a recruitment for the position of Automotive Technician II. The job specification for Automotive Technician II was last approved in December 2007.

A job analysis was conducted to identify additions and changes to the job specification. Education and Experience was updated to three (3) years of automotive or heavy equipment (truck or construction equipment) servicing work. The Desirable Qualifications section was updated to add possession of a valid California Class A driver's license with Air Brake Test. The Licenses and Certifications section was updated to a valid Class A California driver's license and ASE-Certified Master Automobile Technician and A9 or L1 or L3 prior to the completion of the probationary period. The Typical Duties sections added the following: upfit fleet equipment with emergency lighting, radio equipment, computer equipment, safety equipment and various other related items; decommission fleet equipment being removed from service; and may supervise and train staff.

It is recommended to modify the recruitment type from (Closed/Promotional) to (Open/Promotional). The current number of qualified City applicants is limited; this change will allow an increase in the number of qualified applicants and will not restrict potential candidates without current City employment.

It is also recommended to change the current examination weighting from 100% oral examination to 50% performance examination and 50% oral examination. This change will allow the department to measure a candidate's ability to perform the work that would related to the types of duties performed in the classification, as well as demonstrate the ability to communicate effectively.

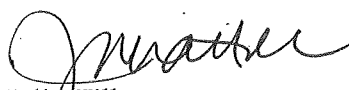
RECOMMENDATION: Staff recommends the Civil Service Commission approve the modified job specification for Automotive Technician II, the modified recruitment type, and the modified examination weighting.

PREPARED BY:



Corey Wilkins-Lee
HR Technician

APPROVED FOR CONTENT:



Julia Hill
HR Assistant Director

APPROVED:



Elizabeth C. Brown
Director of Human Resources



Date: March 6, 2017
To: Human Resources
From: Fleet Manager
Subject: Automotive Technician II Job Description

SUMMARY: Fleet Management has revised the Automotive Technician II job description to better reflect the needs of the department for the current environment and into the future.

The recruitment type for this position was changed from closed/promotional to open/promotional due to the fact that the City currently only employs 1 Automotive Technician I and in the future it would restrict potential candidates from applying without current City employment. The requirement for a Class A California Brank and Lamp License was removed and added was Automotive Service Excellence (ASE) certification requirements. ASE certifications are nationally recognized in the industry, better reflect the skills required for the position, and encompass a greater skillset. Vehicle up fitting and decommissioning tasks were added to the typical duties as the position will be required to perform such work. The exam rating was changed from 100% oral to 50% performance and 50% oral to better align with the recruitment of the Automotive Technician I. The 50% performance / 50% oral rating has proven to be more successful in selecting candidates.

Chris Fazzi

cc: Dave Staub

CITY OF SANTA CLARA, CALIFORNIA
AUTOMOTIVE TECHNICIAN II
(249)

EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent
- Three (3) years of automotive or heavy equipment (truck or construction equipment) servicing work

Possible Substitutions:

An Associate's Degree in Automotive Technology from an accredited institution may be substituted for up to two (2) years of the required experience.

Desirable Qualifications:

Possession of a valid California Class A driver's license with Air Brake Test is highly desirable.

LICENSES AND CERTIFICATES

Possession and maintenance of the following State of California Licenses and Certificates are required prior to completion of the probationary period:

- Class A California driver's license with Air Brake Test
- ASE-Certified Master Automobile Technician and A9 (light vehicle diesel engineer) or L1 (advanced engine performance specialist) or L3 (light duty hybrid/electric vehicle specialist)

Incumbents shall be required to maintain the above requirements for the duration of employment and any other license(s) and/or certificate(s) that may be required by future regulation for the performance of the job duties.

DISTINGUISHING CHARACTERISTICS

This classification performs journey-level work in the inspection repair, and/or overhaul of a wide variety of city-owned or operated heavy and light equipment, their components, systems and accessories. Incumbents in this classification may supervise Automotive Technician I's or other staff as assigned. The Automotive Technician II may assist in training of new staff.

TYPICAL DUTIES

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision:

- Performs types of journey-level work in the inspection, repair, and/or overhaul of a wide variety of City-owned or operated heavy and light equipment, their components, systems and accessories. This includes, but is not limited to: trucks, Fire Apparatus, construction equipment, automobiles, police motorcycles, small gasoline engines, and similar equipment

AUTOMOTIVE TECHNICIAN II (continued)

- Operates a variety of hand, power, and shop tools
- Performs gas and arc welding, including fitting and modification of parts
- Performs equipment inspections, adjustments, and certifications
- Maintains records of time and materials
- Performs routine safety and preventative maintenance inspections of motorized vehicles and equipment
- Services, cleans and lubricates vehicles and equipment
- Repairs tires and tubes
- Balances wheels
- Changes spark plugs
- Adjusts headlights
- Services automatic transmissions
- Adjusts hydraulic and air brakes
- Maintains the shop in a safe and orderly manner
- Operates automotive vehicles assigned to the garage
- Upfit fleet equipment with emergency lighting, radio equipment, computer equipment, safety equipment and various other related items
- Decommission fleet equipment being removed from service
- May supervise and train staff
- Performs other related duties as assigned.

KNOWLEGE, SKILLS AND ABILITIES

Knowledge of:

- Methods, techniques, parts, tools, and materials used in the maintenance and repair of diesel and gasoline-powered vehicles and equipment, including testing, diagnosis, and limited repair of electrical components and systems, cooling, air conditioning, emission/fuel, hydraulic, and brakes
- Operation and maintenance of a wide variety of hand power and shop tools and test equipment common to the profession
- Environmental and safety practices, procedures and standards as used in a modern maintenance and repair facility
- Automotive equipment and servicing methods
- Repair shop tools and equipment
- Hydraulic oils and lubricants used in automotive servicing

Ability to:

- Understand and follow oral and written instructions
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public
- Operate and maintain a variety of hand, power, and shop tools and equipment
- Diagnose and repair some types of diesel and gasoline-powered vehicles and related equipment
- Perform daily record keeping and reporting
- Repair shop tools and equipment

AUTOMOTIVE TECHNICIAN II (continued)

- To deal tactfully and courteously with others
- Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Work in a team-based environment and achieve common goals
- Effectively train and supervise staff

SUPERVISION RECEIVED

Works under the general supervision of the Automotive Foreman/Forewoman, Automotive Technician III, or other supervisor as assigned.

SUPERVISION EXERCISED

May supervise and train Automotive Technician I or other staff as assigned. May assist in training of new staff.

SPECIAL CONDITIONS

- May be required to work shifts, weekends, and odd and unusual hours in the performance of duties and emergency situations
- Incumbents of this classification are required to provide tools for the automotive trade, based on job assignment and fleet composition

OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment.
- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.

CITY OF SANTA CLARA, CALIFORNIA
AUTOMOTIVE TECHNICIAN II
(249)

EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent and
- ~~Three (3) years as an Automotive Technician I in the City of Santa Clara service is required.~~
- *Three (3) years of automotive or heavy equipment (truck or construction equipment) servicing work*

Possible Substitutions:

- ~~An Associate's Degree in Automotive Technology from an accredited institution may be substituted for up to two (2) years of the required experience.~~

Desirable Qualifications:

Possession of a valid California Class A driver's license with Air Brake Test is highly desirable .

LICENSES AND CERTIFICATES

~~Possession and maintenance of the following State of California Licenses and Certificates is required at time of application and for the duration of employment:~~

- ~~Class A California driver's license with Air Brake and Tank endorsements~~
- ~~Class A California Brake License~~
- ~~Class A California Lamp License~~
- ~~M.A.C or A.S.E. Air Conditioning Certificate~~
- ~~One of the following licenses/certificates:~~
 - ~~A.S.E. Automotive Certified Technician (certified at least one area)~~
 - ~~A.S.E. Heavy Duty Truck Certified Technician (certified at least one area)~~
 - ~~Unlimited Class Smog License.~~

Possession and maintenance of the following State of California Licenses and Certificates are required prior to completion of the probationary period:

- *Class A California driver's license with Air Brake Test*
- *ASE-Certified Master Automobile Technician and A9 (light vehicle diesel engineer) or L1 (advanced engine performance specialist) or L3 (light duty hybrid/electric vehicle specialist)*

Incumbents shall be required to ~~obtain and maintain~~ the above requirements for the duration of employment and any other license(s) and/or certificate(s) that may be required by future regulation for the performance of the job duties.

DISTINGUISHING CHARACTERISTICS

This classification performs journey-level work in the inspection repair, and/or overhaul of a wide variety of city-owned or operated heavy and light equipment, their components, systems and accessories. -Incumbents in this classification may supervise Automotive Technician I's or

AUTOMOTIVE TECHNICIAN II (continued)

other ~~staff~~ lower-level classifications as assigned. -The Automotive Technician II may assist in training of new ~~staff~~ personnel.

TYPICAL DUTIES

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision:

- Performs ~~some~~ types of journey-level work in the inspection, repair, and/or overhaul of a wide variety of City-owned or operated heavy and light equipment, their components, systems and accessories. -This includes, but is not limited to: trucks, Fire Apparatus, construction equipment, automobiles, police motorcycles, small gasoline engines, and similar equipment;
- Operates a variety of hand, power, and shop tools;
- Performs gas and arc welding, including fitting and modification of parts;
- Performs equipment inspections, adjustments, and certifications;
- Maintains records of time and materials;
- Performs routine safety and preventative maintenance inspections of motorized vehicles and equipment;
- Services, cleans, and lubricates vehicles and equipment;
- Repairs tires and tubes;
- Balances wheels;
- Changes spark plugs;
- Adjusts headlights;
- Services automatic transmissions;
- Adjusts hydraulic and air brakes;
- Maintains the shop in a safe and orderly manner;
- Operates automotive vehicles assigned to the garage; ~~and~~
- *Upfit fleet equipment with emergency lighting, radio equipment, computer equipment, safety equipment; and various other related items*
- *Decommission fleet equipment being removed from service*
- *May supervise and train staff* ~~and~~
- Performs other related duties as assigned.

KNOWLEGE, SKILLS AND ABILITIES

Knowledge of:

- Methods, techniques, parts, tools, and materials used in the maintenance and repair of diesel and gasoline-powered vehicles and equipment, including testing, diagnosis, and limited repair of electrical components and systems, cooling, air conditioning, emission/fuel, hydraulic, and brakes;
- Operation and maintenance of a wide variety of hand power and shop tools and test equipment common to the profession;
- Environmental and safety practices, procedures and standards as used in a modern maintenance and repair facility;

AUTOMOTIVE TECHNICIAN II (continued)

- Automotive equipment and servicing methods;
- Repair shop tools and equipment; and
- Hydraulic oils and lubricants used in automotive servicing.

Ability to:

- Understand and follow oral and written instructions;
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public;
- Operate and maintain a variety of hand, power, and shop tools and equipment;
- Diagnose and repair some types of diesel and gasoline-powered vehicles and related equipment;
- Perform daily record keeping and reporting;
- Repair shop tools and equipment
- To deal tactfully and courteously with others
- Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties;
- ~~To walk or stand for extended periods of time~~
- Effectively handle multiple priorities, organize workload, and meet strict deadlines; and
- Work in a team-based environment and achieve common goals.
- ~~To effectively train and supervise staff new employees~~

SUPERVISION RECEIVED

Works under the general supervision of the Automotive Foreman/Forewoman, Automotive Technician III, or other supervisor as assigned.

SUPERVISION EXERCISED

May supervise *and train* Automotive Technician I or other ~~staff lower level classifications~~ as assigned. -May assist in training of new ~~staff personnel~~.

SPECIAL CONDITIONS

- May be required to work shifts, weekends, and odd and unusual hours in the performance of duties and emergency situations
- Incumbents of this classification are required to provide tools for the automotive trade, based on job assignment and fleet composition

OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment.
- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.

AGENDA REPORT CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: March 13, 2017

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Modify Job Specification and Recruitment Type for Traffic Operations Engineer

SUMMARY: The Public Works Department will soon conduct a recruitment for the position of Traffic Operations Engineer. The job specification for Traffic Operations Engineer was last approved in July 2012. A job analysis was conducted to identify additions and changes to the job specification.

Proposed changes to the Minimum Qualifications section include a Bachelor's Degree in Civil Engineering from a college or university that is accredited by the Accreditation Board of Engineering and Technology (ABET) and four years of experience in professional level engineering work. The Possible Substitutions section was updated to substitute one year of experience with a Master's Degree in any branch of Civil Engineering from an accredited college or university and substitute the education requirement with seven years of full time work experience. Proposed additions to the Licenses and/or Certificates section include an Engineer in Training (E.I.T.) certificate in the state of California, registration as a Civil Engineer or Traffic Engineer in the state of California, and a Level 1, 2, or 3 Traffic Signal Technician certificate through the International Municipal Signal Association (IMSA). The Distinguishing Characteristics section was updated to include coordination with maintenance staff and inspectors for the traffic signal systems.

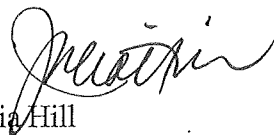
It is recommended to change the recruitment type from Closed/Promotional to Open/Competitive. Changing the recruitment type to Open/Competitive would give the Public Works Department a larger candidate pool of individuals from which to choose. There are no recommended changes to the examination weighting (100% Oral examination) for this classification.

RECOMMENDATION: Staff recommends the Civil Service Commission approve the modified job specification and recruitment type to Open/Competitive for Traffic Operations Engineer.

PREPARED BY: APPROVED FOR CONTENT:



Christine Doan
HR Technician



Julia Hill
Human Resources Assistant Director

APPROVED:



Elizabeth C. Brown
Director of Human Resources

**INTEROFFICE MEMORANDUM
CITY OF SANTA CLARA**

DATE: December 16, 2016

TO: Elizabeth Brown, Director of Human Resources

FROM: Dennis Ng, Traffic Engineer

SUBJECT: Request to Modify Job Specification and Recruitment Type for Traffic Operations Engineer

The job specification for Traffic Operations Engineer was last modified in July 2012. The Public Works Department with Human Resources evaluated the current specifications and identified a need to update minimum qualifications, duties, knowledge, skills and abilities to give the Public Works Department a larger candidate pool of individuals from which to choose. It is requested to change the recruitment type from Open/Promotional to Open/Competitive.

The Public Works Department is requesting that the Civil Service Commission approve the job specification and recruitment type changes for the Traffic Operations Engineer.

CITY OF SANTA CLARA, CALIFORNIA
TRAFFIC OPERATIONS ENGINEER
(851)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- A Bachelor's Degree in Civil Engineering from a college or university that is accredited by the Accreditation Board of Engineering and Technology (ABET); and
- Four (4) years of progressively responsible experience in a civil engineering office and field work performing professional level engineering work.

Possible Substitutions:

- A Master's Degree in any branch of Civil Engineering from an accredited college or university may be substituted for one (1) year of experience.
- Seven (7) years of full time work experience at a professional level performing transportation engineering and traffic signal operations may be substituted for the education requirement.

LICENSES AND/OR CERTIFICATES

- Possession of a valid California Class C driver's license is required at time of appointment and for duration of employment.
- Possession of an Engineer in Training (E.I.T.) certificate in the state of California is desirable.
- Registration as a Civil Engineer or Traffic Engineer in the State of California is desirable.
- Possession of a Level 1, 2, or 3 Traffic Signal Technician certificate through the International Municipal Signal Association (IMSA) is desirable.

DISTINGUISHING CHARACTERISTICS

The Traffic Operations Engineer is the journey level classification in the traffic engineering series. Under direction, incumbents are responsible for daily operation of the automated traffic signal control system, which includes verifying, testing, and calibrating signal timing models. Coordinate with maintenance staff and inspectors on the construction, modification and preventative maintenance of the traffic signal systems.

The Traffic Operations Engineer is distinguished from the Traffic Engineer in that the latter is responsible for direct supervision of the Traffic Engineering Division in the Engineering Department and exercises a high level of judgment in guiding the Traffic Engineering Division.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

Under supervision:

- Responsible for daily operation of the automated traffic signal control system which includes verifying, testing, and calibrating signal timing models

TRAFFIC OPERATIONS ENGINEER (continued)

- Evaluates traffic accidents at signalized intersections to determine changes to the current signal timing, phasing, or operations; evaluates traffic volumes and participates in the determination of when traffic signals are warranted
- Coordinates the design and implementation of new signalized intersections and modifications of existing intersections
- Provides support for development review of traffic impacts and proposed mitigations caused by major new projects
- Performs level of service analysis of major intersections; conducts studies and analyzes traffic engineering projects or problems
- Prepares technical reports on matters of public interest, including signal maintenance programs, traffic and transportation, and other public projects; prepares preliminary and final design, and contract documents for traffic engineering projects such as those described above
- Supervises and trains other professional or paraprofessional engineering personnel
- Provides technical information to other departments and to the general public
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices, and methods of civil/traffic engineering as applied to surveying, planning, design, construction, maintenance and operation of traffic signals and systems
- Traffic signal systems operations; traffic signal and intersection design
- Signal optimization software, signal monitoring and control software, and computer aided design
- Environmental and safety practices, procedures and standards

Ability to:

- Coordinate with County, Caltrans and adjacent cities in developing traffic signal timing plans
- Perform highway engineering and traffic engineering work, economic analysis; inspection, properties of material, computer applications, drafting, report writing, and specification writing
- Superior ability to understand, execute, and issue technical oral and written instructions
- Represent the City in a professional manner to the public and outside agencies
- Deal tactfully and courteously with others
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Prepare or review plans, specifications, cost estimates, surveys, and engineering reports for traffic engineering projects
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the direction of the Traffic Engineer, or other supervision as assigned.

TRAFFIC OPERATIONS ENGINEER (continued)

SUPERVISION EXERCISED

May supervise and/or train other professional or paraprofessional engineering personnel, and/or supervise support, part-time, as-needed labor, contractors, volunteers, or interns as assigned.

OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment.
- May be required to work an adjusted work schedule or odd and unusual hours on occasion.

LEGEND:
Additions
Deletions
Approved July, 2012
Proposed March, 2017

CITY OF SANTA CLARA, CALIFORNIA
TRAFFIC OPERATIONS ENGINEER
(851)

EDUCATION AND EXPERIENCE

Either:

- Graduation from an accredited college or university with a Bachelor's degree in Engineering and two (2) years experience in civil or transportation engineering office and field work performing professional level engineering work; **OR**
- Possession of a valid E.I.T. certificate and four (4) years civil or transportation engineering experience in civil engineering office and field work performing professional level engineering work, or computer science experience in civil engineering office and field work performing professional level engineering work; **OR**
- A Master's degree in Civil or Transportation Engineering, or other related field from an accredited college or university and eighteen (18) months of experience in civil engineering office and field work performing professional level engineering work; **OR**
- Eighteen (18) months experience as a Civil Engineer I performing transportation engineering for the City of Santa Clara.

Minimum Qualifications:

- A Bachelor's Degree in Civil Engineering from a college or university that is accredited by the Accreditation Board of Engineering and Technology (ABET); and
- Four (4) years of progressively responsible experience in a civil engineering office and field work performing professional level engineering work.

Possible Substitutions:

- A Master's Degree in any branch of Civil Engineering from an accredited college or university may be substituted for one (1) year of experience.
- Seven (7) years of full time work experience at a professional level performing transportation engineering and traffic signal operations may be substituted for the education requirement.

Desirable Qualifications

- Registration as a Professional Engineer or Traffic Engineer is highly desirable.

LICENSES AND/OR CERTIFICATES

Possession of an appropriate, valid California driver's license is required.

- Possession of a valid California Class C driver's license is required at time of appointment and for duration of employment.
- Possession of an Engineer in Training (E.I.T.) certificate in the state of California is desirable.

TRAFFIC OPERATIONS ENGINEER (continued)

- *Registration as a Civil Engineer or Traffic Engineer in the State of California is desirable.*
- *Possession of a Level 1, 2, or 3 Traffic Signal Technician certificate through the International Municipal Signal Association (IMSA) is desirable.*

Distinguishing Characteristics **DISTINGUISHING CHARACTERISTICS:**

The Traffic Operations Engineer is the journey level classification in the traffic engineering series. Under direction, incumbents are responsible for daily operation of the automated traffic signal control system, which includes verifying, testing, and calibrating signal timing models. *Coordinate with maintenance staff and inspectors on the construction, modification and preventative maintenance of the traffic signal systems.*

The Traffic Operations Engineer is distinguished from the Traffic Engineer in that the latter is responsible for direct supervision of the Traffic Engineering Division in the Engineering Department and exercises a high level of judgment in guiding the Traffic Engineering Division.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~

Under supervision:

- Responsible for daily operation of the automated traffic signal control system which includes verifying, testing, and calibrating signal timing models
- Evaluates traffic accidents at signalized intersections to determine changes to the current signal timing, phasing, or operations; evaluates traffic volumes and participates in the determination of when traffic signals are warranted
- Coordinates the design and implementation of new signalized intersections and modifications of existing intersections
- Provides support for development review of traffic impacts and proposed mitigations caused by major new projects
- Performs level of service analysis of major intersections; conducts studies and analyzes traffic engineering projects or problems
- Prepares technical reports on matters of public interest, including signal maintenance programs, traffic and transportation, and other public projects; prepares preliminary and final design, and contract documents for traffic engineering projects such as those described above
- Supervises and trains other professional or paraprofessional engineering personnel
- Provides technical information to other departments and to the general public
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices, and methods of civil/traffic engineering as applied to surveying, planning, design, construction, maintenance and operation of traffic signals and systems
- Traffic signal systems operations; traffic signal and intersection design

TRAFFIC OPERATIONS ENGINEER (continued)

- Signal optimization software, signal monitoring and control software, and computer aided design
- *Environmental and safety practices, procedures and standards*

Ability to:

- Coordinate with County, Caltrans and adjacent cities in developing traffic signal timing plans
- Perform highway engineering and traffic engineering work, economic analysis; inspection, properties of material, computer applications, drafting, report writing, and specification writing
- Superior ability to understand, execute, and issue technical oral and written instructions
- Represent the City in a professional manner to the public and outside agencies
- Deal tactfully and courteously with others
- ~~Effectively Coordinate projects,~~ handle multiple priorities, organize workload, and meet strict deadlines
- Prepare or review plans, specifications, cost estimates, surveys, and engineering reports for traffic engineering projects
- Work in a team-based environment and achieve common goals
- *Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public*
- *Walk or stand for extended periods of time*
- ~~Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties~~
- ~~Establish and maintain effective working relationships with internal departments, external organizations, and the public~~

SUPERVISION RECEIVED

Works under the direction of the Traffic Engineer, or other supervision as assigned.

SUPERVISION EXERCISED

May supervise and/or train other professional or paraprofessional engineering personnel, and/or supervise support, part-time, as-needed labor, contractors, volunteers, or interns as assigned.

OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment.
- May be required to work an adjusted work schedule or odd and unusual hours on occasion.

AGENDA REPORT
CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: March 13, 2017
TO: Civil Service Commission
FROM: Director of Human Resources
SUBJECT: Request to Modify Job Specification for Firefighter I


SUMMARY: The Fire Department will soon conduct a recruitment for the position of Firefighter I. The job specification for Firefighter I was last approved in May 2013.

The Fire Department would like to add the requirement for a valid California Firefighter Joint Apprenticeship Committee (CFFJAC) Candidate Physical Ability Test (CPAT) card issued within 6 months prior to the date of hire, which would take the place of our previous in-house physical agility examination. The department will offer to pay for the CPAT for candidates who receive a conditional offer letter, as well as ensure there are ample testing times. By accepting the CPAT as a way to meet the performance examination requirement, the department will be in line with all of the local agencies within this county since the use of the CPAT has become a standard within the industry. Being that the CPAT is the recognized standard for measuring a candidate's ability to meet the physical demands of being a firefighter, candidates will also be able to be well prepared for the test as the test registration also allows for orientation sessions and the test components are explained clearly on the website. The recruitment process will also be shortened and there will be a cost savings to the department since the in-house physical agility exam took weeks of preparation as well as overtime for the department.

There are no recommended changes to the recruitment type (Open/Competitive) or examination weighting (100% Oral Examination with Qualifying Written, Oral, and Performance Examinations).

RECOMMENDATION: Staff recommends the Civil Service Commission approve the modified job specification for Firefighter I.


PREPARED BY:


Ada Chang
Management Analyst

APPROVED FOR CONTENT:


Julia Hill
Assistant Director of HR

APPROVED:


Elizabeth C. Brown
Director of Human Resources

CITY OF SANTA CLARA, CALIFORNIA
FIREFIGHTER I
(487)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED
- No experience is required

Desirable Qualifications:

- Demonstrated proficiency in a second language, in accordance with the City's needs
- Military experience, journey-level status in the building construction trades, or other work experience relevant to the fire service
- Community service experience
- Completion of thirty (30) or more units of coursework in Fire Science/Technology at an accredited college
- An associate's or higher-level degree from an accredited college or university

LICENSES AND/OR CERTIFICATES

- A valid State of California Emergency Medical Technician – I (EMT-I) certificate is required at time of application
- A valid California Firefighter Joint Apprenticeship Committee (CFFJAC) Candidate Physical Ability Test (CPAT) card issued within 6 months prior to the date of hire
- Successful completion of a City of Santa Clara approved Fire Academy is required within 4 months of appointment
- Possession of a valid California Class C driver's license is required at time of application. A valid California Class C driver's license with Firefighter endorsements is required within 24 months of appointment
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

The following are desirable:

- Possession of a valid California Paramedic (EMT-P) license (required prior to appointment to a Paramedic assignment)
- A valid California Class A or B commercial driver's license

PHYSICAL REQUIREMENTS

- At least 21 years of age
- Weight in proportion to height and willing to have weight and personal measurements taken
- Able to distinguish primary colors (red, green, amber), each eye free of any abnormal condition or disease which might affect performance of job duties, visual acuity in each eye of at least 20/50 vision (uncorrected) and 20/30 (corrected), and normal night vision
- Normal hearing without correction in both ears

FIREFIGHTER I (continued)

- Free from disabling speech impediments, disabling neuroses or psychoses, and disabling physical conditions or diseases
- Strength and physical abilities necessary to perform the duties of a Firefighter I. A valid CFFJAC CPAT card issued within 6 months prior to the date of hire is required.

DISTINGUISHING CHARACTERISTICS

The Firefighter is the entry level classification in the Firefighter series. An incumbent in this classification responds to fire alarms, performs rescue services, and protects life and property endangered by fire. When qualified and assigned, Firefighters may be assigned to paramedic duties. The Firefighter I classification shall apply to persons hired in the Firefighter job series after Civil Service Commission approval of this job description.

TYPICAL DUTIES:

Duties may include, but are not limited to, the following:

- Responds to routine calls and emergencies for protection of life and property
- Assists in all phases of firefighting operations and medical emergencies as directed
- Operates firefighting and first aid equipment, including two-way radios
- Maintains and inspects equipment and makes minor adjustments and repairs to same
- Assists in the maintenance and clean-up in and about fire stations and other Department facilities
- Communicates with the public and other City employees, answering general questions and providing information as necessary
- Identifies fire hazards and conducts or assists in fire inspections of buildings within the City as directed
- Interprets Department training evolutions and assists in the training of regular and volunteer fire personnel
- Conducts or participates in Fire Department demonstrations as directed
- Participates in special Department programs and projects as directed
- Carries out City and Department rules and regulations, policies and procedures
- Maintains good relations with the public, works and cooperates with other City employees
- Participates in and/or directs Department physical fitness activities
- Attends special schools, conferences, seminars, etc. as required by the Department or City
- May act as Driver/Engineer and assume the responsibilities of that position on an assigned shift
- Works in assigned Fire Division, at an assigned station, on an assigned shift, as determined by the Department
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic mathematics and mechanical principles

Ability to:

- Learn and apply firefighting and rescue methods and techniques;
- Learn the basic operation, mechanics, and maintenance of firefighting equipment and fire

FIREFIGHTER I (continued)

apparatus

- Learn to drive fire apparatus with care and safety in accordance with the California Code during emergency and non-emergency situations
- Learn the geography of the City
- Learn pertinent federal, state, and local laws and regulations
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Identify fire hazards and conduct inspections
- Interpret, understand and carry out City and Department rules and regulations, policies, procedures and training evolutions
- Read and interpret maps, run cards, and pre-fire plan drawings
- Interpret and follow oral and written instructions
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Establish and maintain courteous and effective working relationships with those contacted in the course of work, including City staff, members of other governmental agencies, and the general public
- Work effectively as part of a group or team to achieve common goals
- Maintain professionalism and composure at all times, including stressful situations
- Take direction and follow established policies and procedures
- Demonstrate physical endurance, agility, strength, and stamina in the performance of duties

In addition, the following Knowledge, Skills, and Abilities are required for a Paramedic assignment:

Knowledge of:

- Advanced Life Support pre-hospital emergency care techniques, principles, and practices
- Basic human anatomy and physiology
- Medical terminology, techniques and analytical processes used in the description and assessment of patient status
- Categories, applications, contraindications, and appropriate dosage levels
- Procedures and equipment used in vital sign monitoring
- Symptoms of impaired cardiac and respiratory functioning, altered states of consciousness, various types of toxicity and poisoning, shock and common diseases

Ability to:

- Use and manipulate tools, medical equipment and conditions at the scene
- Determine appropriate basic and advanced life support procedures
- Make paramedical decisions rapidly and under stressful conditions
- Perform basic and advanced life support procedures including cardiac and pulmonary resuscitation, cardiac monitoring and defibrillation, trauma response, and administration of medications
- Communicate technical information effectively with those encountered in the course of the work

FIREFIGHTER I (continued)

SUPERVISION RECEIVED

Receives general supervision from a Fire Captain or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training of new and/or volunteer personnel.

OTHER REQUIREMENTS

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- May be required to work odd and unusual hours, including weekends and designated holidays and to be subject to call-back in the performance of job duties
- Must be able to perform all of the essential functions of the job assignment

LEGEND:

Additions

~~Deletions~~

Approved May, 2013
Proposed March, 2017

CITY OF SANTA CLARA, CALIFORNIA
FIREFIGHTER I
(487)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED
- No experience is required

Desirable Qualifications:

- Demonstrated proficiency in a second language, in accordance with the City's needs
- Military experience, journey-level status in the building construction trades, or other work experience relevant to the fire service
- Community service experience
- Completion of thirty (30) or more units of coursework in Fire Science/Technology at an accredited college
- An associate's or higher-level degree from an accredited college or university

LICENSES AND/OR CERTIFICATES

- A valid State of California Emergency Medical Technician – I (EMT-I) certificate is required at time of application
- *A valid California Firefighter Joint Apprenticeship Committee (CFFJAC) Candidate Physical Ability Test (CPAT) card issued within 6 months prior to the date of hire*
- Successful completion of a City of Santa Clara approved Fire Academy is required within 4 months of appointment
- Possession of a valid California Class C driver's license is required at time of application. A valid California Class C driver's license with Firefighter endorsements is required within 24 months of appointment
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

The following are desirable:

- Possession of a valid California Paramedic (EMT-P) license (required prior to appointment to a Paramedic assignment)
- A valid California Class A or B commercial driver's license

PHYSICAL REQUIREMENTS

- At least 21 years of age
- Weight in proportion to height and willing to have weight and personal measurements taken
- Able to distinguish primary colors (red, green, amber), each eye free of any abnormal

FIREFIGHTER I (continued)

condition or disease which might affect performance of job duties, visual acuity in each eye of at least 20/50 vision (uncorrected) and 20/30 (corrected), and normal night vision

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The Firefighter is the entry level classification in the Firefighter series. An incumbent in this classification responds to fire alarms, performs rescue services, and protects life and property endangered by fire. When qualified and assigned, Firefighters may be assigned to paramedic duties. The Firefighter I classification shall apply to persons hired in the Firefighter job series after Civil Service Commission approval of this job description.

TYPICAL DUTIES:

~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~ *Duties may include, but are not limited to, the following:*

- Responds to routine calls and emergencies for protection of life and property
- Assists in all phases of firefighting operations and medical emergencies as directed
- Operates firefighting and first aid equipment, including two-way radios
- Maintains and inspects equipment and makes minor adjustments and repairs to same
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- Conducts or participates in Fire Department demonstrations as directed
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- Carries out City and Department rules and regulations, policies and procedures
- Maintains good relations with the public, works and cooperates with other City employees
- Participates in and/or directs Department physical fitness activities
- Attends special schools, conferences, seminars, etc. as required by the Department or City
- May act as Driver/Engineer and assume the responsibilities of that position on an assigned shift
- Works in assigned Fire Division, at an assigned station, on an assigned shift, as determined by the Department
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

FIREFIGHTER I (continued)

- Basic mathematics and mechanical principles

Ability to:

- Learn and apply firefighting and rescue methods and techniques;
- Learn the basic operation, mechanics, and maintenance of firefighting equipment and fire apparatus
- Learn to drive fire apparatus with care and safety in accordance with the California Code during emergency and non-emergency situations
- Learn the geography of the City
- Learn pertinent federal, state, and local laws and regulations
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Identify fire hazards and conduct inspections
- Interpret, understand and carry out City and Department rules and regulations, policies, procedures and training evolutions
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- Interpret and follow oral and written instructions
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
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Ability to:

- Use and manipulate tools, medical equipment and conditions at the scene
- Determine appropriate basic and advanced life support procedures
- Make paramedical decisions rapidly and under stressful conditions
- Perform basic and advanced life support procedures including cardiac and pulmonary resuscitation, cardiac monitoring and defibrillation, trauma response, and administration of

FIREFIGHTER I (continued)

medications

- Communicate technical information effectively with those encountered in the course of the work

SUPERVISION RECEIVED

Receives general supervision from a Fire Captain or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training of new and/or volunteer personnel.

OTHER REQUIREMENTS

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- May be required to work odd and unusual hours, including weekends and designated holidays and to be subject to call-back in the performance of job duties
- Must be able to perform all of the essential functions of the job assignment

<p style="text-align: center;">AGENDA REPORT CITY OF SANTA CLARA CIVIL SERVICE COMMISSION</p>

DATE: March 13, 2017

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Waive Examination Process for Troubleshooter

SUMMARY: Attached is a request from the Electric Utility Department seeking approval to waive the examination process for Troubleshooter, which is a Closed/Promotional recruitment with a 50% written examination and 50% oral examination.

The recent recruitment for Troubleshooter resulted in one qualified candidate. Waiving the examination process will significantly reduce the amount of time and expense to fill the position. Also, it will eliminate the expense of ordering the written examination and eliminate the need to bring in three raters from outside agencies to evaluate one candidate. With only one candidate, the department interview will provide the basis for determining if the candidate possesses the knowledge, skills and abilities necessary to successfully perform the duties of the position.

RECOMMENDATION: Staff recommends that the Civil Service Commission approve the request to waive the examination process for Troubleshooter.

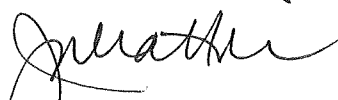
PREPARED BY:

APPROVED FOR CONTENT:

APPROVED:



Vicki Sapp
Sr. HR Technician



Julia Hill
HR Assistant Director



Elizabeth C. Brown
Director of Human Resources



**City of
Santa Clara**

The Center of What's Possible



INTEROFFICE MEMORANDUM

Date: February 8, 2017
To: Liz Brown, Director of Human Resources
From: Kevin Kolnowski, Assistant Director of Electric Utility
Subject: By-Pass Written Troubleshooter Test

Please waive the examination process for the Troubleshooter position. We have only one (1) qualified applicant for the Troubleshooter position, so we would like the examination process waived.

A handwritten signature in cursive script, reading "Kevin Kolnowski".

Kevin Kolnowski
Assistant Director, Electric Utility

AGENDA REPORT CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: March 13, 2017
TO: Civil Service Commission
FROM: Director of Human Resources
SUBJECT: Request to Reverse Disqualification of Journey Lineworker Apprentice candidate Jameson Lynch on the Performance Examination

SUMMARY: Jameson Lynch, an applicant for the position of Journey Lineworker Apprentice, has appealed his disqualification and is requesting to retake the performance examination for Journey Lineworker Apprentice. Candidates for this position are required to pass a written examination, which Jameson passed, and then move on to the performance examination which is qualifying to the oral examination.

The Journey Lineworker Apprentice Performance Examination was administered to 56 candidates on two separate testing days and Jameson Lynch was administered the performance examination on February 15, 2017. The performance examination consisted of 4 separate stations: 1) Jackhammer Lift, 2) Cross Arm Hoist, 3) Aerial Bucket Lift and 4) Cross Arm Assembly. Candidates who scored a 70% - 89% passed the performance examination and were conditionally qualified. Candidates scoring 90% or better moved on to the oral examination. All candidates were allotted the same time of six (6) minutes to watch three (3) overview videos that illustrated the proper techniques for the Jackhammer Lift, Cross Arm Hoist and Cross Arm Assembly tests. All candidates were also asked if they were ready to begin the performance examination before taken to their respective stations.

Jameson was notified on February 24, 2017 that he did not pass the performance examination. Jameson did not pass Station #2 Cross Arm Hoist because the technical proctor felt that he was not following the instructions read to him and attempted to hoist the cross arm in an unsafe manner. The technical proctor read the instructions "You are to pick up the cross arm with proper lifting techniques and hook it to the hand line on the pole." Jameson did not hook the cross arm to the hand line. He had the opportunity to watch the overview video before the examination on the cross arm hoist, just as all other candidates. He was also asked if he was ready to proceed to the testing stations, as all other candidates.

Jameson contends he was taught a different method of hoisting. However, for this examination, he did not follow the instructions read to him and he attempted to hoist the cross arm in an unsafe manner. Therefore, he received a score of 0 on the cross arm hoist station, and did not pass the performance examination.

Documents attached:

1. Jameson Lynch appeal, March 6, 2017
2. Correspondence between HR and Jameson, March 6, 2017
3. HR correspondence to Jameson, March 3, 2017
4. Email from Jameson, February 16, 2017
5. Candidate Examination Orientation form, February 15, 2017
6. Journey Lineworker Apprentice job description, November 2016

RECOMMENDATION: Staff recommends that the Civil Service Commission deny the request to reverse the disqualification of Jameson Lynch and deny his request to retake the performance examination.

PREPARED BY:

APPROVED FOR CONTENT:

APPROVED:



Vicki Sapp
Sr. HR Technician



Julia Hill
HR Assistant Director



Elizabeth C. Brown
Director of Human Resources

Vicki Sapp

From: Jameson Lynch <jelynych13@gmail.com>
Sent: Monday, March 06, 2017 10:07 PM
To: Vicki Sapp; Vanessa Guerra
Subject: Re: FW: Response letter
Attachments: Santa Clara Appeal.pdf

Hi Vicki, Vanessa, and Liz,

I have attached my letter to the appeal board to this email and have included the text in this email. I thank you for our time. Hopefully the pictures and the video are able to shed some light/clarity into what I was trying to say in my previous email. Thank you and have a good day.

Very Respectfully,

Jameson Lynch
480-650-5024

March 6, 2017

Dear Commission,

I am writing you to appeal the decision of the Director of Human Resources, Liz Brown, regarding my protest of examinations for the lineman apprentice field examination on February 15, 2017. Here is my original message sent the day after the exam:

Good Afternoon Vicki,

I wanted to write you about the performance exam I took yesterday. First off, I wanted to thank you for the opportunity to come participate in the exam yesterday. I was very excited to try out for the City of Santa Clara's lineman apprentice program. However, I am afraid that I may have been disqualified by not meeting the minimum standards in the crossarm hoist. My exam in that area was cut short by the linemen judging it. Normally, I wouldn't contest the decision of judges for an interview such as this but: a) I really want to work as a lineman apprentice for the City of Santa Clara; and b) I would hate to be eliminated from the selection process because of a 30 second misunderstanding, especially in an area that I know I am competent in.

When I attended the Northwest Lineman College last year one of the basic tasks we had to master was rigging and hoisting up crossarms on a hand line to people working on single and double crossarm changeouts. In addition, we did many speed competitions to see who could pull up a 50-80 lb crossarm on a hand lines the fastest in individual and relay competitions. I was always one of the fastest in my group. I have safely rigged and hoisted up and down crossarms over a hundred times.

Normally, when we would send up a crossarm it would be a naked crossarm, with no insulators or eye bolts. We were trained to rig it up in a manner that would make it easy for the person installing their timed crossarm challenge. To do this we would put the part of the hand line with the hook on the front of the crossarm as the crossarm was facing down (either laying on the ground or leaning against the pole). We would then wrap the line with the hook around the bottom part of the crossarm so that the hook would go around the back then come around and get inserted into one of the bottom bolt holes in the front of the crossarm. We would then tie a half hitch with the hand line around the top (part

going up first) of the crossarm. This would secure the crossarm so that the person up on the pole could grab the crossarm with one hand, take off the half hitch with the other, and then the ground crew could use the hook in the bottom of the crossarm to help hoist the rest of the crossarm into the lineman on the pole's lap. If there was an insulator on the crossarm the half hitch could be done around the insulator pin at the top instead of the actual crossarm.

Since this is how I was trained, when I went to complete your crossarm hoist on Wednesday I charged into it expecting to complete it doing something similar. However, after I carried the crossarm to the pole and leaned it against the pole, I reached down to grab the hook to rig it up how I had been trained, only to find out that the hook was secured to a wire which would not allow it to move more than a couple inches from the pole. I wasn't expecting that. I tried to yank on the hook to get more line but it stayed there. I thought about unhooking the carabiner but determined that it wasn't meant to be unhooked. I was still fixated on getting the hook into one of the bolt holes on the crossarm so I brought the hook up to the top of the crossarm where it would barely reach one of the holes and put it as far into one of the bolt holes as I could, which wasn't far because the hook was not wide enough. By now, I knew that trying to rig it up how I was trained was futile because of the hook being attached to the wire, and I knew that I was running out of time and had to get the crossarm safely up so I wrapped the hand line around the eye bolt once on the bottom of the crossarm and then twice around the insulator pin on the top of the crossarm. I then grabbed the handline and stepped out of the circle and began to pull it up. This is when the linemen stopped me and told me to put it down. As soon as I lowered the crossarm I realized how they wanted me to rig it up. I could have rigged it up very quickly by putting the hook through the eye bolt and then a half hitch around the insulator pin. I asked if I could start over or get a redo but they said no and I had to move on to the next events. I was devastated, not just because I had failed, but because I knew how to do it! It just took me two seconds longer to figure it out.

My problems with this are as follows: 1) I know I can not only rig and hoist up that crossarm quickly and safely, and easily pass that competency, but I could do it the way the judges want me to, with the hook secured to that wire. I could do it a hundred times if I had to; 2) I have never seen a hand line attached to a wire running up and down the pole, and I doubt I will ever see that out in the field, but I understand its purpose in your performance exam to ensure the safety of those involved in the exam. It just threw me off and caused me to have to improvise; 3) We were not afforded enough time before the exam to watch all of the instructional videos. The one video I didn't get to watch was the crossarm hoist video. If I had seen that demo video, or known ahead of time about the hook being secured to the wire, I could have rigged up the crossarm with the hook going through the eye bolt as I assume it's supposed to be, and I could have passed; 4) I'm not sure if I was stopped because they deemed what I was doing to be unsafe, or just because I didn't put the hook through the eye bolt. While I get that putting the hook through the eye bolt then throwing a half hitch around the insulator pin is probably the cleanest and easiest way to secure the crossarm for that exercise, I know that I could have raised, held, and lowered the crossarm safely the way I had rigged it. I have had to rig crossarms in a similar manner when we did not have a hook on a hand line. In fact, I'm not sure if people were passed on the competency by just attaching the hook to the eye bolt (without the half hitch), but I would argue the my rigging may have been safer as just securing the crossarm with the hook in the eye bolt without a half hitch could leave open the possibility for the hook to come out of the eye bolt if the bottom of the crossarm were to hit or get stuck on the pole or a branch as it was being lowered quickly.

Anyway, I am sorry for the long email, but I really would like to continue in the application process and I would hate to lose out on an amazing opportunity to work for the City of Santa Clara because of a brief misunderstanding in an area which I know to be competent and capable in.

Thank you for your time and I hope to see you in the future.

Very Respectfully,

Jameson Lynch
480-650-5024.

I received a response March 2, 2017 from Vicki Sapp that included a letter from Liz Brown. There are several points in her response that I believe to be untrue. Liz wrote "You were advised to not continue with this station after you did not secure the cross arm securely to the hand line hook. Instructions were read at the beginning of the performance examination that candidates may be stopped by the technical proctors if 'candidates were doing any task in an unsafe manner that could cause bodily injury to either themselves, others or test equipment'". While I understand that technical proctors have the right to stop exams based on the information above, I believe that they were wrong, and that my cross arm was secured securely and in a safe manner, and that it would not have caused any injury or damage to any person or equipment at the test area. In short, I do not

believe that my exam should have been stopped or that I should have been disqualified at that station. In my initial email I described how I rigged up the cross arm. Since trying to decipher what I did may have been confusing based solely on text, I took the liberty today of building a miniature cross arm as it was at the exam, and hoisting it up as I had rigged it at the exam. And I took pictures and video. Here is the video that I uploaded to YouTube: <https://www.youtube.com/watch?v=3EQIZqZqCv8>

Below are some of the pictures. The first two show the rigging with just the rope, and the cross arm suspended in the air, and the second two show it suspended with the rope and the hook (as I rigged it at the exam):

(see pictures in pdf attachment)

As you can see in the video, I was able to hoist the “cross arm” up and down safely with the cross arm secured securely to the rope and the hook. With this same rigging I could have safely completed the exam to receive an overall passing score for my testing that day.

The second point I would like to refute is that I did not follow instructions at the station. Liz wrote, “Additionally, you were read specific instructions at the station that stated you were to hook the cross arm which you did not follow”. The verbal instructions were not specific. They said merely to hook the cross arm, as Liz states. They did not say to place the hook through the eye bolt in the cross arm, they said merely to ‘hook the cross arm’. Per those instructions, I followed instructions, as can be seen in the pictures, video, and the description in my first email. I hooked the cross arm through one of the holes in the cross arm.

The last point that I have a problem with, or believe to be untrue is that I was afforded enough, or the same amount of time, as other candidates to watch the instructional videos before the exam. Liz wrote, “There were also short videos at the beginning of the examination showing proper technique that all candidates had the same amount of time to review”. There were four candidates in my group. We were given two tablets to share between the four of us. Before we watched the videos we were told that we were running late, were short on time, and would most likely not have time to watch all three videos, so we should choose the two that we were most concerned about. Me and the person I was sharing the tablet with had time to watch the videos for building the cross arm and lifting the 90 lb jack hammer, but we did not get to see the cross arm hoist video. Liz states that “all candidates had the same amount of time to review”. This is true, in part that all four of us for that block had the same time. However, I do not know whether all candidates in all the groups had the same time. If that is true, then my problem is that everybody was placed at some sort of disadvantage to other candidates in one of the areas, depending on which candidates got to watch which videos and this doesn’t provide a uniform testing environment. However, I suspect, based on the proctors saying that we were running late and that we wouldn’t have time to watch all the videos that my group had less time than other groups. This means that Liz’s statement is false and that my group was put at a disadvantage to other groups by not being able to receive all of the instruction ahead of time. This is directly reflected in my performance at station #2, the cross arm hoist, where I was unsure exactly how the technical proctors wanted us to hook up the cross arm until after my test was stopped. Had I been given time to view that video I would have known what was expected, and I would not have failed that area. This is similar to taking the written exam and giving some people more time on certain areas, or only giving certain people all the instructions on certain areas. This would have been unacceptable for the written exam, and should also be unacceptable for the field exams, as it puts certain people at an advantage over others, and put me and my group at a disadvantage.

I want to thank you for your time. I would not be taking the time out of my day to write this, build a cross arm, take photos and video, etc. if I did not really want to work with you and be a lineman for Santa Clara,

and I also wouldn't waste your time if I didn't absolutely know that I was qualified to do the job. I wish I could be in attendance with you for the appeal meeting, however, I currently work on a crew of five men, and next week (during the board) is our last week to meet the deadline for our project, and I don't want to put my foreman in a bad spot with one man down. However, I would be happy to answer any questions you may have. Please feel free to call or text me at 480-650-5024, or you can email me at jelynych13@gmail.com. Again, thank you for your time and consideration

Very Respectfully,

Jameson Lynch.

On Thu, Mar 2, 2017 at 5:50 PM, Vicki Sapp <VSapp@santaclaraca.gov> wrote:

Hi Jameson,

Please find the attached response letter to your e-mail concern. If you have any additional questions or concerns, please call or e-mail me back and I'll forward to Vanessa or Liz. Thanks again for your e-mail and your interest in the position. Vicki

Vicki Sapp
Senior Human Resources Technician
City of Santa Clara
408-615-2120
vsapp@santaclaraca.gov

-----Original Message-----

From: HR-Westwing-MFD@SantaClaraCA.gov [mailto:HR-Westwing-MFD@SantaClaraCA.gov]
Sent: Thursday, March 02, 2017 4:46 PM
To: Vicki Sapp
Subject:

This E-mail was sent from "RNP06A7CE" (Aficio MP 5001).

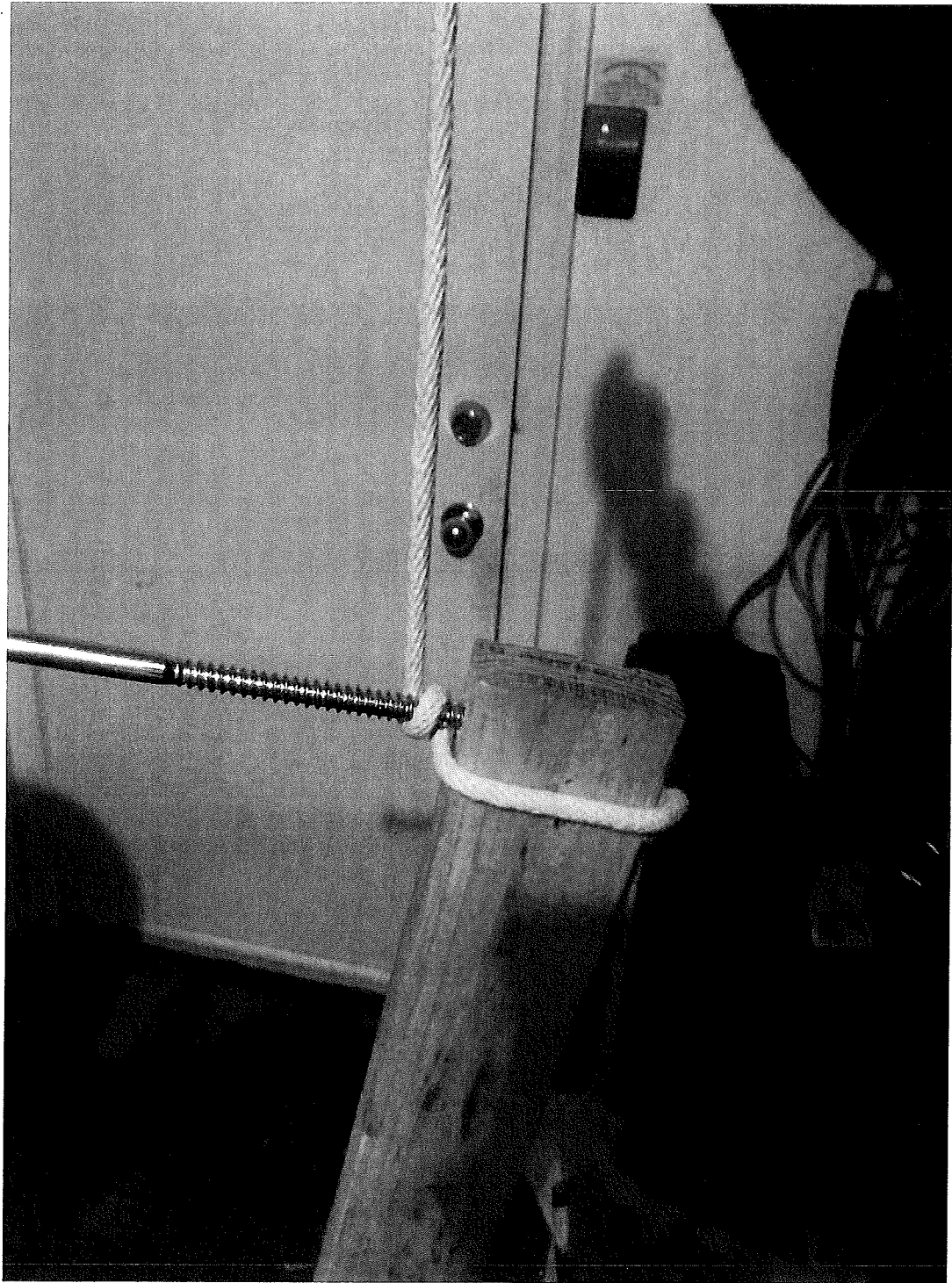
Scan Date: 03.02.2017 16:46:15 (-0800)
Queries to: HR-Westwing-MFD@SantaClaraCA.gov

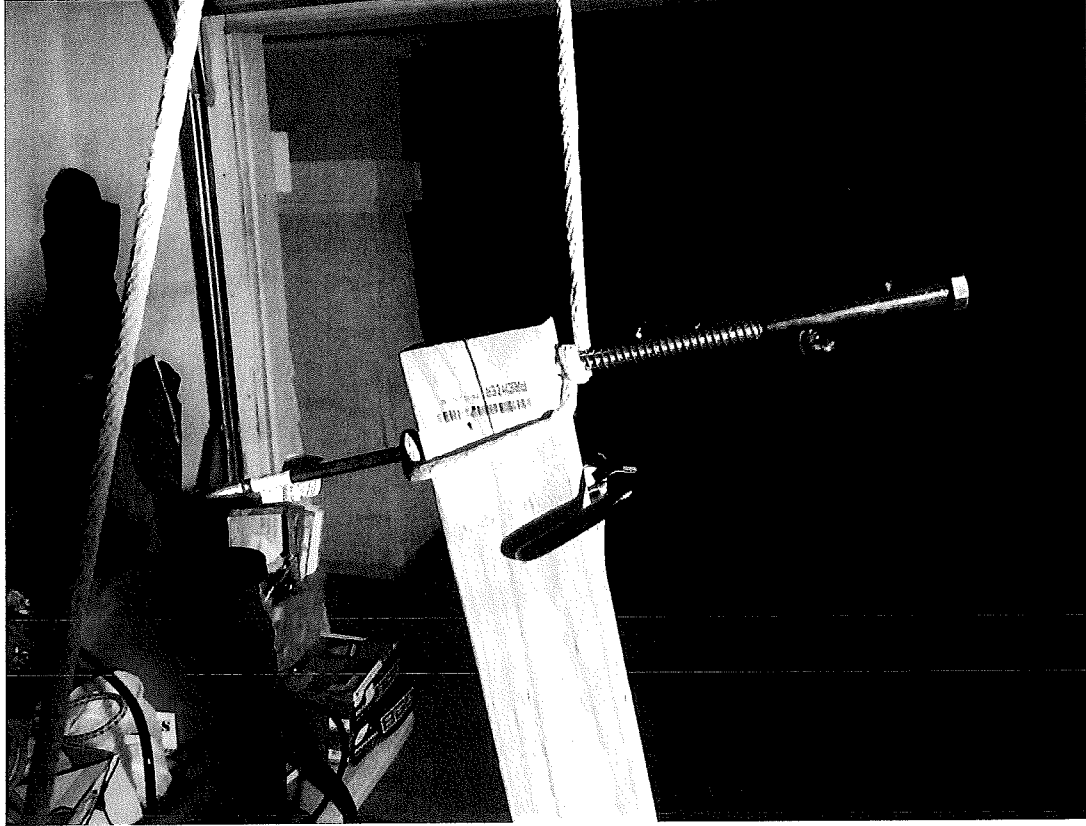
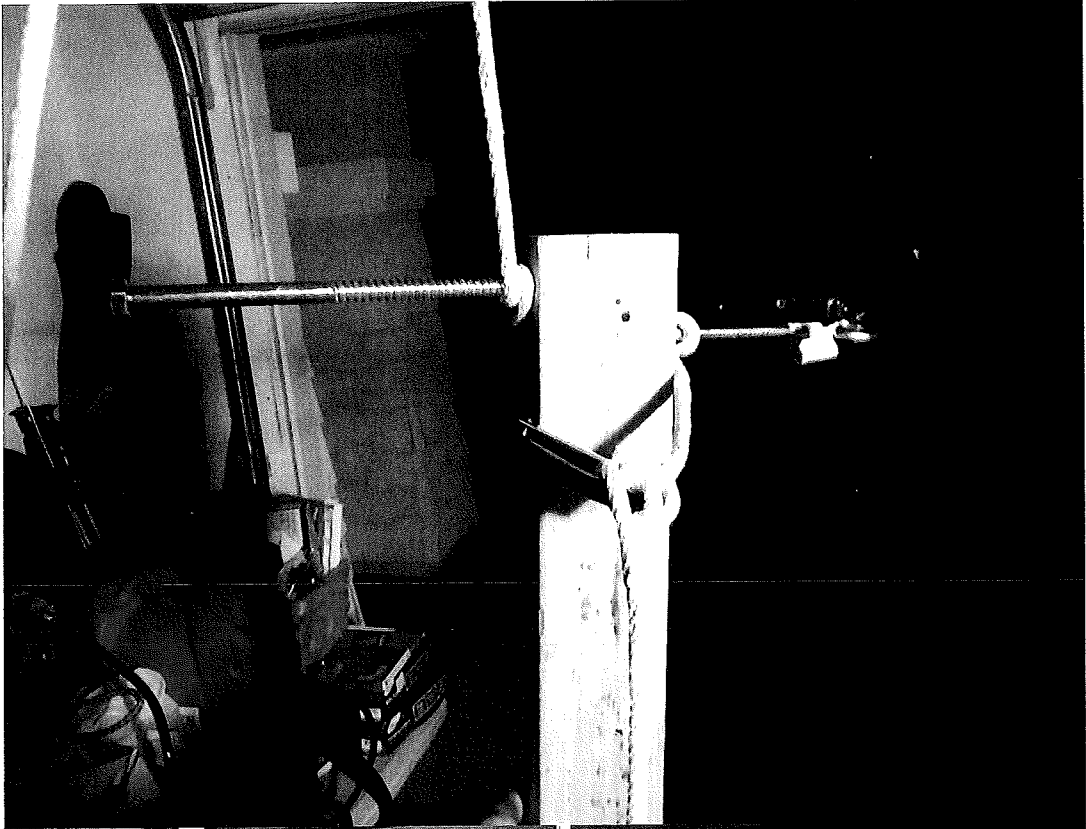
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prohibited. If you have received this message in error, or are not the named recipient(s), please notify the sender immediately by reply email and delete this message from your computer. Thank you

Below are some of the pictures. The first two show the rigging with just the rope, and the cross arm suspended in the air, and the second two show it suspended with the rope and the hook (as I rigged it at the exam):











Vanessa Guerra

From: Vanessa Guerra
Sent: Monday, March 06, 2017 4:24 PM
To: 'Jelynch13@gmail.com'
Subject: City of Santa Clara - Journey Lineworker Apprentice

Good Afternoon Jameson,

I am reaching out to you on behalf of Liz Brown, City of Santa Clara Human Resources Director. I have attempted to reach you by phone but am unable to leave you a voice message as the recording states that the mail box is not set up. It is my understanding that Sr. Human Resources Technician Vicki Sapp emailed you with information regarding the City's appeal process on Thursday, March 2, 2016. If you would like to discuss your concerns regarding the Journey Lineworker Apprentice Examination further, please contact me at 408-615-2140.

Regards,
Vanessa Guerra

Vanessa Guerra | Human Resources Division Manager
Human Resources Department
1500 Warburton Avenue | Santa Clara, CA 95050
D: 408.615.2140 | www.SantaClaraCA.gov |    



**City of
Santa Clara**
The Center of What's Possible

SANTA CLARA
C A L I F O R N I A



March 3, 2017

Jameson Lynch
10463 E. Obispo
Mesa, AZ 85212

Dear Jameson:

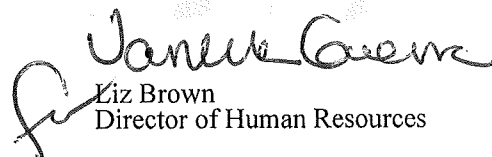
Thank you for participating in the Journey Lineworker Apprentice Performance examination on February 15, 2017. We received your e-mail dated 4:48 p.m. on February 16, 2017. You stated that you had concerns on Station #2 the Cross Arm Hoist.

You were advised to not continue with this station after you did not secure the cross arm securely to the hand line hook. Instructions were read at the beginning of the performance examination that candidates may be stopped by the technical proctors if "candidates were doing any tasks in an unsafe manner that could cause bodily injury to either themselves, others or test equipment." Additionally, you were read specific instructions at the station that stated you were to hook the cross arm which you did not follow. There were also short videos at the beginning of the examination showing proper techniques that all candidates had the same amount of time to review.

I have reviewed your e-mail and your testing materials with the lead proctor, Vicki Sapp and have concluded that the technical proctor at the testing station was justified in stopping you from performing the cross arm hoist in an unsafe manner. You have the right to appeal by submitting an appeal to the Commission within five (5) calendar days following notification of the decision of the Director of Human Resources.

If you have any questions regarding the appeals process or this decision, please feel free to contact me directly at 408-615-2150.

Very truly yours,


Liz Brown
Director of Human Resources

CIVIL SERVICE RULES AND REGULATIONS

who qualify in such examinations shall be placed on one eligible list in the order of final grades. Scores made on one examination may be integrated with the scores made on any subsequent examination.

- (b) A candidate in a continuous examination may not take the same examination within the following six (6) months.
- (c) A police officer candidate may repeat the physical ability portion of the examination after ninety (90) days of his/her last physical ability examination.

3.8 IDENTIFICATION: Written examinations shall be so conducted that no examination paper will disclose the name or identity of the candidate until the examination papers of all the candidates have been scored.

3.9 NON-COMPETITIVE EXAMINATIONS: Non-competitive examinations may be held to test fitness for reinstatement or re-employment in classifications previously held.

3.10 EXAMINATION SCORES:

- (a) The Director of Human Resources shall establish for each test the basic requirements for the applicant to qualify for appointment. The basis of the final score shall be included on the job announcement.
- (b) Unless otherwise provided in the examination announcement, candidates shall be required to attain a passing score in each part of the examination.
- (c) Failure to achieve a passing score in any part of the examination will exclude the candidate from remaining portions of the examination.
- (d) In examinations composed of several tests which are graded independently, weights shall be assigned by the Commission to each test representing the relative value in ascertaining the fitness of the applicant.

3.11 LISTING OF TIES: If two or more eligibles have the same total score on an eligible list, these eligibles shall be listed on the eligible list in alphabetical order.

3.12 NOTICE OF RESULTS OF EXAMINATION: As soon as the rating of an examination has been completed and the eligible list established, each candidate shall be notified in writing of the result of his/her examination and, if passed, of the final score and his/her relative position upon the eligible list.

3.13 PROTESTS OF EXAMINATIONS

Review of examinations, if permitted under the contract between the City and the written examination owner, for the purpose of contesting the validity of a question or the appropriateness of the answers provided may be granted by the Commission according to the following process.

- (a) Candidate must have notified the Human Resources Department in writing of his/her intention to protest prior to 5:00 p.m. of the next work day following the examination. The questions must be sufficiently identified as to subject matter or number to be readily identifiable to the Human Resources Department and the nature of the inappropriateness must be specified.
- (b) The Director of Human Resources shall review each protested question to determine whether the question is vague or if there is a problem with the answers and shall notify the protestant of the steps taken, if any, to rectify the problem.
- (c) Candidate may appeal the Director of Human Resources' action in resolving the protest about the examination by submitting an appeal to the Commission within five (5) calendar days following notification of the decision of the Director of Human Resources. The written

CIVIL SERVICE RULES AND REGULATIONS

appeal must contain a statement that clearly identifies what is being challenged and a statement explaining the basis of the challenge.

- (d) The Commission may, after review of the candidate's request and the Director of Human Resources' response to the basis for appeal, permit the candidate to review those items on the examination and the candidate's answer sheet that the Commission feels are appropriate. Should the candidate wish to continue in the appeal process after review, he/she will have the opportunity to present to the Commission any supporting material that he/she feels will establish the appropriateness of the protest.
- (e) The testing process will continue during the course of the appeal process as though there were no appeal. The protesting candidate may continue in the testing process. Should the Commission uphold the appeal, the rating of the protesting candidate and all other similarly affected candidates, will be adjusted. Candidates who have been affected by such adjustment will then be reinstated to the testing process, if required, and be processed from the point at which they have been disqualified. No resulting change shall invalidate certifications or appointments already made.

3.14 REVIEW OF EXAMINATIONS: (Refer to Section 3.14.1, of current CSR&R, page 26)

- (a) Examinations are not viewed as training programs for the candidate and may not be reviewed for the purpose of education.
- (b) The application and examination papers of a candidate are confidential records which shall not be removed from the Department of Human Resources, except as authorized by the Director of Human Resources.
- (c) The copying of questions or answers from any paper made available for inspection is forbidden and shall result in cancellation of eligibility and disbarment from future examinations.
- (d) No candidate shall have the right to inspect papers filled out by an interviewer or an examining board or examining persons in any oral or practical examination, nor examine any answers of any continuous or standardized examination. Nor shall any candidate have the right to inspect records which are exempt from disclosure under the provisions of the California Public Records Act.

3.15 PROMOTIONAL EXAMINATIONS:

- (a) Vacancies in the classified service shall be filled, when practicable, by promotion of permanent employees.
- (b) The method of examination, rules, and the method of certifying, shall be as provided for open examinations, except as otherwise provided.
- (c) Promotional candidates who attain the required minimum qualifications and scores in an open promotional examination shall have five preference points added to his/her final passing score on the eligibility list.

3.16 ELIGIBILITY FOR PROMOTION: A candidate for promotion must have permanent status with the City and must meet all prescribed standards for the class to which he/she seeks promotion.

3.17 RECLASSIFICATION: Reclassification of a position to a higher classification by the City when filled by a qualified incumbent at the time of reclassification shall provide for the promotion of a permanent employee to the reclassified position in the following manner:

- (a) Examination shall be closed/promotional.
- (b) If more than one qualified permanent employee candidate should apply, an examination shall be administered.

Vicki Sapp

From: Jameson Lynch <jelynych13@gmail.com>
Sent: Thursday, February 16, 2017 4:48 PM
To: Vicki Sapp
Subject: Re: Journey Lineworker Apprentice

Good Afternoon Vicki,

I wanted to write you about the performance exam I took yesterday. First off, I wanted to thank you for the opportunity to come participate in the exam yesterday. I was very excited to try out for the City of Santa Clara's lineman apprentice program. However, I am afraid that I may have been disqualified by not meeting the minimum standards in the crossarm hoist. My exam in that area was cut short by the linemen judging it. Normally, I wouldn't contest the decision of judges for an interview such as this but: a) I really want to work as a lineman apprentice for the City of Santa Clara; and b) I would hate to be eliminated from the selection process because of a 30 second misunderstanding, especially in an area that I know I am competent in.

When I attended the Northwest Lineman College last year one of the basic tasks we had to master was rigging and hoisting up crossarms on a hand line to people working on single and double crossarm changeouts. In addition, we did many speed competitions to see who could pull up a 50-80 lb crossarm on a hand lines the fastest in individual and relay competitions. I was always one of the fastest in my group. I have safely rigged and hoisted up and down crossarms over a hundred times.

Normally, when we would send up a crossarm it would be a naked crossarm, with no insulators or eye bolts. We were trained to rig it up in a manner that would make it easy for the person installing their timed crossarm challenge. To do this we would put the part of the hand line with the hook on the front of the crossarm as the crossarm was facing down (either laying on the ground or leaning against the pole). We would then wrap the line with the hook around the bottom part of the crossarm so that the hook would go around the back then come around and get inserted into one of the bottom bolt holes in the front of the crossarm. We would then tie a half hitch with the hand line around the top (part going up first) of the crossarm. This would secure the crossarm so that the person up on the pole could grab the crossarm with one hand, take off the half hitch with the other, and then the ground crew could use the hook in the bottom of the crossarm to help hoist the rest of the crossarm into the lineman on the pole's lap. If there was an insulator on the crossarm the half hitch could be done around the insulator pin at the top instead of the actual crossarm.

Since this is how I was trained, when I went to complete your crossarm hoist on Wednesday I charged into it expecting to complete it doing something similar. However, after I carried the crossarm to the pole and leaned it against the pole, I reached down to grab the hook to rig it up how I had been trained, only to find out that the hook was secured to a wire which would not allow it to move more than a couple inches from the pole. I wasn't expecting that. I tried to yank on the hook to get more line but it stayed there. I thought about unhooking the carabiner but determined that it wasn't meant to be unhooked. I was still fixated on getting the hook into one of the bolt holes on the crossarm so I brought the hook up to the top of the crossarm where it would barely reach one of the holes and put it as far into one of the bolt holes as I could, which wasn't far because the hook was not wide enough. By now, I knew that trying to rig it up how I was trained was futile because of the hook being attached to the wire, and I knew that I was running out of time and had to get the crossarm safely up so I wrapped the hand line around the eye bolt once on the bottom of the crossarm and then twice around the insulator pin on the top of the crossarm. I then grabbed the handline and stepped out of the circle and began to pull it up. This is when the linemen stopped me and told me to put it down. As soon as I lowered the crossarm I realized how they wanted me to rig it up. I could have rigged it up very quickly by putting the hook through the

eye bolt and then a half hitch around the insulator pin. I asked if I could start over or get a redo but they said no and I had to move on to the next events. I was devastated, not just because I had failed, but because I knew how to do it! It just took me two seconds longer to figure it out.

My problems with this are as follows: 1) I know I can not only rig and hoist up that crossarm quickly and safely, and easily pass that competency, but I could do it the way the judges want me to, with the hook secured to that wire. I could do it a hundred times if I had to; 2) I have never seen a hand line attached to a wire running up and down the pole, and I doubt I will ever see that out in the field, but I understand its purpose in your performance exam to ensure the safety of those involved in the exam. It just threw me off and caused me to have to improvise; 3) We were not afforded enough time before the exam to watch all of the instructional videos. The one video I didn't get to watch was the crossarm hoist video. If I had seen that demo video, or known ahead of time about the hook being secured to the wire, I could have rigged up the crossarm with the hook going through the eye bolt as I assume it's supposed to be, and I could have passed; 4) I'm not sure if I was stopped because they deemed what I was doing to be unsafe, or just because I didn't put the hook through the eye bolt. While I get that putting the hook through the eye bolt then throwing a half hitch around the insulator pin is probably the cleanest and easiest way to secure the crossarm for that exercise, I know that I could have raised, held, and lowered the crossarm safely the way I had rigged it. I have had to rig crossarms in a similar manner when we did not have a hook on a hand line. In fact, I'm not sure if people were passed on the competency by just attaching the hook to the eye bolt (without the half hitch), but I would argue the my rigging may have been safer as just securing the crossarm with the hook in the eye bolt without a half hitch could leave open the possibility for the hook to come out of the eye bolt if the bottom of the crossarm were to hit or get stuck on the pole or a branch as it was being lowered quickly.

Anyway, I am sorry for the long email, but I really would like to continue in the application process and I would hate to lose out on an amazing opportunity to work for the City of Santa Clara because of a brief misunderstanding in an area which I know to be competent and capable in.

Thank you for your time and I hope to see you in the future.

Very Respectfully,

Jameson Lynch
480-650-5024.

On Wed, Feb 8, 2017 at 7:08 PM, <vsapp@santaclaraca.gov> wrote:
February 8, 2017

Dear Jameson:

Here is the reschedule information for the Journey Lineworker Apprentice performance examination. The new date for the 2nd day of the performance examination is next Wednesday, February 15, 2017. The time that you were originally scheduled for Feb. 2nd, has not changed, just the date of the examination. Please refer to all other information in your previous e-mail regarding location, test information, etc. The weather looks good for this date, however if the weather changes or if it starts to rain on Feb. 15th, 2017 the examination will need to be rescheduled again. If you have any questions or concerns, please don't hesitate to contact Vicki in HR [408-615-2120](tel:408-615-2120). Please bring a valid photo identification to the exam.

Please allow sufficient time to travel to the exam site. Due to the importance of scheduling, late candidates will not be admitted to the exam. If you choose to withdraw from the selection process, please notify our staff at [\(408\) 615-2080](tel:408-615-2080) prior to the examination date. Any questions or challenges regarding the exam must be

submitted in writing to the Human Resources Department no later than 5:00PM on the business day following the examination interview.

Sincerely,

Vicki Sapp
Human Resources Department
Recruitment, Selection, and Classification Division

CANDIDATE EXAMINATION ORIENTATION-JOURNEY LINEWORKER APPRENTICE

Clothing Requirements:

Candidates must wear hard-soled boots or shoes. No tennis shoes or sandals will be permitted. City of Santa Clara will provide all safety equipment, including hard hat, safety glasses or goggles, gloves, toe clips, etc.

Weight Limit: The weight limit on most of our single-bucket trucks is three hundred (300) pounds. Our equipment may not operate safely for candidates who weigh over 300 pounds. Candidates must notify Human Resources in advance if this weight limit applies to you.

Overview

Obtaining employment with the City of Santa Clara requires that you participate in a competitive selection process. Only the candidates deemed most qualified proceed to the next phase of the process and earn placement on the eligible list.

The purpose of this performance examination is to ensure that you possess the knowledge, skills and abilities necessary to perform tasks required in this position at an acceptable level.

The performance exam consists of five (5) different tasks, which will be administered in four (4) stations. Please try to relax, listen carefully and follow all instructions. The tasks include:

- Pavement Breaker Lift-Lift a 90 pound pavement breaker safely
 - Cross Arm Hoist-Hoist a 69 pound cross arm using a pull system to a designated height
 - Aerial Bucket Lift --1) identifying colors and shapes at a height of 72 ft. and 2) the insulator equipment installation at a height of 40 ft.
 - Cross arm assembly -- Building a cross arm using a completed cross arm as a guide.
- Listen closely to the instructions at each station and follow instructions as read to you to obtain maximum points for each task. When the test is timed, the time limit for accomplishing the required actions must be met.

The examination will last approximately one (1) hour and is a standardized confidential exam. Candidates are rated on the same criteria for each task. You must keep the exam confidential and not discuss with anyone.

This is a qualifying examination to the oral examination. You must pass this examination to move on to the oral examination. Due to logistical considerations, the highest scoring candidates may be invited to the oral examination. If you pass the performance examination but are not invited to the oral examination, you may be invited to a future oral examination if deemed necessary by the City.

If you fail the performance examination you will not be notified today but will be notified by e-mail of your disqualification. The minimum performance standards must be met for each task in order to pass the examination.

A candidate may be asked to leave the examination if any of the exam tasks are done in an unsafe manner that could cause bodily injury to either yourself or others, or damage to test equipment and will be disqualified immediately and not allowed to proceed further in the examination process.

The Proctor/Raters below will be rating your performance on each task today and cannot give any feedback so please do not ask them how you did. Please let HR know if you feel any one of the Proctor/Raters below cannot rate you objectively. This must be done before your examination starts.

RATERS

Dawid Coetzee Electric Department City of Santa Clara	Brandon Quijada Electric Department City of Santa Clara	Lington Gordon Electric Department City of Santa Clara	Craig Lindquist Electric Department City of Santa Clara	Jesse Murrill Electric Department City of Santa Clara
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I have read the above information and understand what was read and do not have any questions.

Jameson Lynch
Name (Print)


Signature

15 Feb 2017
Date

CITY OF SANTA CLARA, CALIFORNIA
JOURNEY LINEWORKER APPRENTICE
(561)

EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent GED and
- Lineman college certificate or 1 year of related construction or utility experience in an electric, water/sewer, communication, gas or cable utility

LICENSE & CERTIFICATION

- Possession of a valid California Class C driver's license is required at time of appointment and ability to obtain a class A California driver's license within the first 6 months of employment
- Possession of a Journey Lineworker Apprenticeship Program certificate of completion is required within the 36 month probationary period
- Ability to pass basic pole climbing school within the first 6 months of employment.

DISTINGUISHING CHARACTERISTICS

Under close supervision, this classification learns and assists in the installation, maintenance and repair of a municipal electrical utility system. Incumbents learn and perform basic aspects of the trade including working and climbing wooden poles and tubular steel poles at considerable heights up to 120ft, working with live wires both low and high voltage, working in confined space underground and working long hours in inclement weather.

TYPICAL DUTIES

In a training capacity:

- Learns the electrical journey lineworker trade by performing progressively more difficult and technical duties in the construction and maintenance of electrical transmission and distribution lines (overhead and underground)
- Climbs (power poles) wooden poles (stepped and un-stepped)
- Assists other employees setting and guying poles
- Pulls cables, wires and other conductors
- Assists other crew members in constructing underground conduit systems, including installation of manholes, vaults, pull boxes
- Assists in pulling and splicing non-lead underground high voltage and service conductors
- Drive Class A vehicles
- Does related work as required

When properly trained:

- Performs basic line duties on poles, structures and in manholes
- Splices and strings wire
- Installs cross arms
- Hangs and connects transformers and cutouts
- Assists in repair of lines during emergencies

JOURNEY LINeworker APPRENTICE (continued)

- Assists in racking cables in manholes
- Assists in setting pad mount transformers and switches
- Assists in making up elbows and splices
- Work on energized power lines, low and high voltages
- Does related work as required

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- The methods, tools, equipment and materials employed in overhead and underground line construction work
- Elementary principles of electricity and mathematics

Ability to:

- Demonstrate mechanical and electrical aptitude
- Follow complex oral and written instructions
- Work at a considerable height above the ground
- Learn and employ good safety practices for people and equipment around high voltage lines, wires and cables
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties
- Identify color and materials normally encountered in the course of work
- Work in a team based environment and achieve common goals
- Establish and maintain tactful, courteous and effective working relations with those contacted in the course of work, including the general public
- Handle multiple priorities, organize workload and meet strict deadlines
- Lift 90 lbs. of static weight

SUPERVISION RECEIVED

Works under the direct supervision of Electric Division Manger, Electric Crew Foreperson, Line Crew Leader, Journey Lineworker or other supervisor/manager as assigned

SUPERVISION EXERCISED

May supervise employees of lower classifications after completion of two years of Apprenticeship training.

SPECIAL CONDITIONS & REQUIREMENTS

- The Journey Lineworker Apprentice classification is a probationary only classification
- Applicants must have normal color vision at time of appointment
- Applicants must be able to perform all the essential functions of the job assignment
- Manual dexterity is required for this position
- Incumbents will be required to work unusual hours and on weekends in emergency and prearranged situations and may be in inclement weather
- Incumbents will be required to work on and around energized, high-voltage electric facilities
- Incumbent will be required to attend, and pass, Journey Line worker Apprentice school, which may be located outside the City of Santa Clara
- Incumbents in this classification will be required to have both satisfactory grades and

JOURNEY LINEWORKER APPRENTICE (continued)

satisfactory attendance in the off-duty courses of education as may be specified by the City

MS