



City of Santa Clara

The Center of What's Possible

CIVIL SERVICE COMMISSION AGENDA

Monday, July 10, 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 May 8, 2017.
- B. CHANGE OF STATUS REPORTS for May and June 2017.
- C. CURRENT RECRUITMENT ACTIVITY REPORTS for May and June 2017.
- D. EXAMINATION REPORTS for May and June 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. CONSIDER REQUEST to Modify the Exam Weighting for Senior Engineering Aide.
- B. CONSIDER REQUEST to Modify Job Specification and Exam Weighting for Principal Engineering Aide (Civil).
- C. CONSIDER REQUEST to Modify Job Specification for Electric and Water System Operator.
- D. CONSIDER REQUEST to Modify Job Specification for Electrical Estimator.
- E. CONSIDER REQUEST to Modify Job Specification and Recruitment Type for Chief Storekeeper.
- F. CONSIDER REQUEST for Approval of Change in Job Description Title and Request to Modify Job Specification for Senior Tree Trimmer.

- G. **CONSIDER REQUEST** to Modify Job Specification for Senior Library Assistant.

V. **INFORMATIONAL REPORTS**

- A. Staff: None
- 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 September 11, 2017.



City of Santa Clara
Civil Service Commission Minutes
May 8, 2017 at 7:00 PM
City Council Chambers

1500 Warburton Avenue

Santa Clara, CA

Present: Chairperson Mario Bouza, Vice-Chairperson Carolyn McAllister
Commissioners Willie Brown, Pat Staffelbach, John Casey, Human Resources
Assistant Director, Julia Hill, Deputy City Attorney, Diana Fazely, Recording
Secretary, Christine Heng.

Absent: None

I. ROUTINE ITEMS

A. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairperson Bouza called the meeting to order at 7:03 p.m. and led the group in the Pledge of Allegiance.

II. CONSENT CALENDAR

A. MINUTES OF MARCH 13, 2017 CIVIL SERVICE COMMISSION MEETING There being no additions or corrections.

MOTION by Commissioner McAllister and seconded by Commissioner Staffelbach, to **APPROVE** the minutes of the March 13, 2017 Civil Service Commission meeting.

MOTION carried, 5-0.

B. CHANGE OF STATUS REPORT for March and April, 2017.

C. CURRENT RECRUITMENT ACTIVITY REPORT for March and April, 2017.

D. **EXAMINATION REVIEW REPORT** for March and April, 2017.

MOTION by Commissioner Casey seconded by Commissioner Brown, 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 Community Service Officer I.

Ms. Hill explained that the current eligible list for Community Service Officer I was established on September 6, 2016 and is scheduled to expire one year later on September 6, 2017. Attached is a memorandum from the Chief of Police requesting to abolish the eligible list for Community Service Officer I. The eligible list for Community Service Officer I originally comprised of fourteen (14) candidates. All of the eligible candidates were contacted to participate in the Department interview and background process. The Police Department has determined through departmental interviews and the background process that the candidates remaining on the eligible list are not appropriate matches for the current vacancies. Abolishing the eligible list will give an opportunity for other qualified candidates to apply, giving the City the opportunity to select from a more current applicant pool. No recommendations are proposed for the job specification, the examination weight of Qualifying Written Examination and 100% Oral Examination, or the recruitment type of Open/Competitive.

Staff recommended that the Civil Service Commission approve the request to abolish the eligible list for Community Service Officer I.

Commissioner Brown inquired, out of 14 candidates on the eligible list, none were qualified? Police Captain Wahid Kazem explained the last recruitment was a disappointing cycle in that several applicants advanced as far as completing the background check and the results of the background checks were not favorable to proceed with hiring and some applicants failed other components of the test. Therefore no one on the eligible list would have met the standard to get hired with the

number of vacancies the department have. Commissioner Brown asked how many vacancies are there and Captain Kazem replied that there are 6 vacancies in the Community Service Officer I classification. Commissioner Brown requested additional details regarding the duties of the CSO I position. Captain Kazem explained that the CSO I is a non-sworn position and the primary duties include assisting with non-injury traffic accidents, investigations (taking police reports for no suspect information) assisting with crime prevention, permits, abandoned vehicle, parking and crossing guards. Commissioner Brown also asked if the last recruitment was a promotional or open opportunity. Captain Kazem replied that it was an open/competitive recruitment. Chairperson Bouza asked how the City is recruiting for the next cycle. Captain Kazem stated that the Police Department has in place a great recruitment plan by attending college job fairs targeting athletics programs, paid job fairs, and various advertisements on job websites. Chairperson Bouza inquired what is included in the background check of the CSO position. Captain Kazem stated the background check includes a psychological evaluation, polygraph, and medical exam. The physical agility test is not included for the CSO position.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Casey, **to abolish the eligible list for Community Service Officer I.**
MOTION carried, 5-0.

B. CONSIDER REQUEST to Modify Job Specification for Crime Analyst.

Ms. Hill stated that the Police Department is anticipating an opening for the position of Crime Analyst in the upcoming fiscal year. The job specification for Crime Analyst was last approved in April 1999. A job analysis was conducted to identify additions and changes to the job specification. The minimum qualifications section updated the education and experience requirements by revising the acceptable fields of study and clarifying the type of experience needed. Desirable Qualifications were added to reflect the current technological needs for this position. The Typical Duties section was changed to reflect the current tasks this position would perform, such as analytical analysis and reporting. The Knowledge, Skills, and Abilities section was updated to include additional analytical skills, interpersonal skills, and physical requirements. There are no recommended changes to the recruitment type (Open/Competitive) or examination weighting (100% Oral Examination with Qualifying Written).

Staff recommended the Civil Service Commission approve the modified job specification for Crime Analyst.

MOTION by Commissioner Brown, seconded by Vice-Chairperson McAllister, **to modify job specification for Crime Analyst.**
MOTION carried, 5-0.

- C. **CONSIDER REQUEST** to Adopt Job Specification, Recruitment Type and Examination Weighting for Deputy Fire Marshal I and Deputy Fire Marshal II.

Ms. Hill stated that the Fire Department has new budgeted positions for Deputy Fire Marshal I and Deputy Fire Marshal II. These new classifications were created as part of the fiscal year 2016-2017 Budget and will be included in Unit 1. Attached is a memorandum from the Fire Chief requesting that the Commission approve the new job descriptions for Deputy Fire Marshal I and Deputy Fire Marshal II. The new job descriptions are reflective of the duties the incumbents will be expected to perform in fire prevention and/or hazardous materials programs, performing inspection and plan review services related to hazardous materials and fire and life safety. The Typical Duties and Knowledge, Skills, and Abilities sections for both classifications are similar, but they demonstrate that the Deputy Fire Marshal I is an entry level position that can be flexibly staffed into the journey level position of Deputy Fire Marshal II. It is recommended that the recruitment type for Deputy Fire Marshal I be Open/Competitive and Deputy Fire Marshall II be Open/Promotional. It is also recommended that the exam weighting for both classifications be 100% Oral with a Qualifying Written Examination.

Staff recommended that the Civil Service Commission approve the proposed job specifications for Deputy Fire Marshal I and Deputy Fire Marshal II, and establish the recruitment type for Deputy Fire Marshal I as Open/Competitive and Deputy Fire Marshal II as Open/Promotional, with an examination weighting of 100% Oral Examination with a Qualifying Written for both classifications.

Commissioner Brown asked if the new positions for this FY 2016/2017 are or will be budgeted for the upcoming years as well. Chief J.D Madden replied that these positions will be funded moving forward for these classifications. The struggle with the DFM classification has been that the position required prior experience in the field. The department is also challenged with retention of employees in this classification. With the DFM I and DFM II classifications, a promotional path is available for upward mobility among department staff. Chairperson

Bouza inquired if the current DFM position is made up of Firefighters on desk duty. Chief Madden explained that the department has had Firefighters from the suppression group transition to the prevention group who had been successful in the new role. Chairperson asked how many openings there are. Chief Madden expressed that one position is budgeted and the department will have another position open due to a retirement.

MOTION by Commissioner Brown, seconded by Commissioner Staffelbach, **to adopt Job Specification, Recruitment Type and Examination Weighting for Deputy Fire Marshal I and Deputy Fire Marshal II.**

MOTION carried, 5-0.

- D. **CONSIDER REQUEST** to Adopt Job Specification, Recruitment Type and Examination Weighting for Deputy Fire Marshal III.

Ms. Hill stated Fire Department has a new budgeted position for Deputy Fire Marshal III. This new classification was created as part of the fiscal year 2016-2017 Budget and will be included in Unit 1.

Attached is a memorandum from the Fire Chief requesting that the Commission approve the new job description for Deputy Fire Marshal III. The new job description reflects the duties the incumbent will be expected to perform as it pertains to managing and directing employees in emergency and non-emergency operations, and supporting the Assistant Fire Marshal and Fire Marshal. The incumbent will need to exercise independent judgment and discretion, and demonstrate technical expertise and supervisory skills in the Fire Prevention and Hazardous Materials Division. It is recommended that the recruitment type for Deputy Fire Marshal III be Open/Promotional. It is also recommended that the exam weighting be set as 100% Oral Examination

Staff recommended that the Civil Service Commission approve the proposed job specification for Deputy Fire Marshal III, and establish the recruitment type as Open/Promotional, with an examination weighting of 100% Oral Examination.

Chairperson Bouza asked if the department has someone in mind to fill the DFM III position. Chief Madden stated the department does have talented personnel qualified for this classification. The DFM III classification will have supervisory responsibility which will optimize the workflow of the department. Commissioner Brown asked aside

from the supervisory duty, how the skills required for this position differ from that of the DMF I and II. Fire Marshall Jake Tomlin explained that the education requirement has been increased to foster more cross-staffing (between the Prevention and Hazmat group) of all positions, and the position will have supervisory responsibility. Fire Marshall Tomlin further explained that the majority of the Fire Department management members have a Bachelor's or Master's Degree and 10-12 years of experience at management level. This position will have the skillset of the DFM I and II, as well the supervisory experience.

MOTION by Commissioner Staffelbach, seconded by Vice-Chairperson McAllister, **to adopt Job Specification, Recruitment Type and Examination Weighting for Deputy Fire Marshal III.**
MOTION carried, 5-0.

E. **CONSIDER REQUEST** to Modify the Job Specification for Firefighter I.

Ms. Hill stated that Fire Department is conducting a recruitment for the position of Firefighter I. The job specification for Firefighter I was last approved in March 2017. The Fire Department would like to update the Emergency Medical Technician (EMT) requirement from an EMT-I certificate to an EMT license, as well as require a California Class C driver's license at the time of appointment rather than at the time of application. By updating the EMT requirement to an EMT license, we ensure that candidates have gone through the entire licensure process and are qualified to work as an EMT; a certificate only indicates that candidates have completed necessary classwork to begin the process of obtaining an EMT license. By updating the driver's license requirement to the time of appointment rather than application, we open up the recruitment to viable out of state applicants. There are no recommended changes to the recruitment type (Open/Competitive) or examination weighting (100% Oral Examination with Qualifying Written, Oral, and Performance Examinations).

Staff recommended that the Civil Service Commission approve the modified job specification for Firefighter I.

Commissioner McAllister questioned what the timeframe is for candidates to obtain the license before appointment. Chief Madden replied that candidates have 6 months to obtain the license. Commissioner Casey inquired what would happen if the candidates could not get the license. Chief Madden explained that the background check would capture licensing information. Chairperson Bouza asked

how many applicants were received for this recruitment and how many vacancies there are. Chief Madden explained that we had 700 applicants to fill 10 vacancies.

MOTION by Commissioner Brown, seconded by Vice-Chairperson McAllister, **to modify the job specification for Firefight I.**

MOTION carried, 5-0.

F. **CONSIDER REQUEST** to Modify Recruitment Type for Traffic Operations Engineer.

Ms. Hill stated that 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 March 2017. The recruitment type was mistakenly identified as Open/Competitive, which is typically used for entry level classified positions. The position of Traffic Operations Engineer is a journey level classification and should have a recruitment type of Open/Promotional. Changing the recruitment type to Open/Promotional will provide permanent City employees five (5) promotional points added to their final score at the completion of testing. There are no recommended changes to the examination weighting (100% Oral examination) for this classification.

Staff recommended that the Civil Service Commission approve the modified recruitment type to Open/Promotional for Traffic Operations Engineer.

Commissioner Casey inquired if Veteran preference is considered for this recruitment. Ms. Guerra explained that candidates do not get points for Veteran preference because Veteran preference points are given to Open/Competitive positions. For open or closed promotional recruitments, the competitive nature of an entry level job goes away and employees with permanent status are given the five preference points. Vice-Chairperson McAllister asked if this is a normal practice with other cities and/or agencies. Ms. Guerra explained that she had looked at preference point before and most agencies have something for Veterans. In terms opportunities for employees, some people have dual lists (employee list and promotional list) and outside lists. Ms. Guerra explained that there are a variety of ways an agency could design preference points. The City's practice has been that our permanent employees are given five preference points so that their final score could be more competitive than someone coming from the outside.

MOTION by Commissioner Brown, seconded by Vice-Chairperson McAllister **to modify recruitment type to Open/Promotional for Traffic Operations Engineer.**

MOTION carried, 5-0.

G. **CONSIDER REQUEST** to Modify Job Specification for Business Analyst.

Ms. Hill stated that the Electric Department and Finance Department will soon conduct a recruitment for the position of Business Analyst. The job specification for Business Analyst was last approved in March 2007. A job analysis was conducted to identify additions and changes to the job specification for both departments. A possible substitution for the minimum qualifications was added for an Associate's Degree combined with additional specific experience. The Finance Department added a desirable qualification for experience with utility billing, collection programs, advanced metering and analysis programs. Both departments added several typical tasks specific for the Business Analyst position. There are no recommended changes to the recruitment type (Open/Competitive) or examination weighting (100% Oral, Qualifying Supplemental).

Staff recommended that the Civil Service Commission approve the modified job specification for Business Analyst

Commissioner Brown asked if the additional qualifications added will narrow the field of qualified applicants. Municipal Service Division Manager Michelle Eglesia stated with the broadening of the typical tasks to include the in-depth experience of the IT department's business analysts (whom have been assisting in the Finance Department) and the education requirement of an Associate's Degree, the applicant pool should increase. Commissioner Staffelbach stated she assumes that the City has qualified candidates interested in these positions. Ms. Eglesia replied in the affirmative.

MOTION by Commissioner Staffelbach, seconded by Commissioner Brown **to modify job specification for Business Analyst.**

MOTION carried, 5-0.

H. **CONSIDER REQUEST** to Modify Job Specification for Senior Engineering Aide.

Ms. Hill stated that the Electric Department will soon conduct a recruitment for the position of Senior Engineering Aide. The job specification for Senior

Engineering Aide was last approved in September 2015, and at that time, the Electric Department did not review the analysis. This job specification can be used for the Public Works, Water & Sewer and Electric Utility Departments. A job analysis was recently conducted to identify additions and changes to the job specification for all 3 departments. The Public Works and Water & Sewer Utilities Departments propose changes to the minimum qualifications. The changes include the satisfactory completion of applicable courses for the position. Wording was also added for the qualification of two (2) years of paraprofessional engineering experience to include Santa Clara experience equivalency and CAD and/or GIS experience. The Electric Utility Department added the qualification of graduation from an accredited junior college with completion of applicable courses for the position. There were some additions to the typical tasks section and Knowledge, Skills and Abilities section for the Electric Utility Department that are specific for their Senior Engineering Aide position. There are no recommended changes to the recruitment type (Open/Promotional) or examination weighting (50% Written, 50% Oral).

Staff recommended that the Civil Service Commission approve the modified job specification for Senior Engineering Aide.

Commissioner Casey inquired if there is a Junior Engineering Aide position. Director of Electric Utility, John Roukema replied that the department has three levels of the Engineering Aide classifications: Junior Engineering Aide, Senior Engineering Aide and Principal Engineering Aide. Commissioner Brown requested further elaboration of a paraprofessional engineering experience. Mr. Roukema explained that it would be someone who does not have an engineering degree but does work and supports the engineers. Vice-Chairperson McAllister inquired if the Senior Engineering Aide position performs work in the Public Works, Water & Sewer and Electric Utility departments. Ms. Hill responded that this is a general job description that can be used by all three departments. Commissioner Casey inquired if someone in one department could transfer to another. Ms. Guerra explained that one could be transfer if he/she has the requisite education and experience. The classification was designed to be general in nature so that multiple departments could use one job specification without having to create a separate job specification for each department. Commissioner Brown asked if the Public Works, Water & Sewer and Electric Utility departments have all reviewed this job specification and Ms. Hill replied yes.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Staffelbach to modify job specification for Senior Engineering Aide.
MOTION carried, 5-0.

- I. **CONSIDER REQUEST** to Adopt Job Specification and Established Recruitment Type and Examination Weighting for Assistant Electric Utility Engineer.

Ms. Hill stated that The Electric Utility Department will soon conduct a recruitment to fill an Assistant Electric Utility Engineer vacancy. This is a new classification created in the fiscal year 2016-2017 Budget. Attached is a memorandum from the Director of Electric Utility requesting that the Commission approve the new job description for Assistant Electric Utility Engineer. This will be the first job specification in the Electric Utility Engineer series and is a needed entry level position for the Electric Utility. A job analysis was conducted to determine the job duties and knowledge, skills and abilities needed for the Assistant Electric Utility Engineer. The minimum qualifications for the Assistant Electric Utility Engineer are a Bachelor's Degree with no experience or the possession of a State of California Engineer-In-Training (E.I.T.) Certificate and at least 1 year of experience. Experience with GIS is desirable. The typical duties and Knowledge, Skills and Abilities sections reflect the incumbent learning and assisting under direct supervision for their duties as Assistant Electric Utility Engineer. It is recommended that the recruitment type for Assistant Electric Utility Engineer be Open/Competitive. It is also recommended that the exam weighting for this classification be a Qualifying Written Examination, 100% Oral.

Staff recommended that the Civil Service Commission approve the proposed job specification for Assistant Electric Utility Engineer, and establish the recruitment type as Open/Competitive, with an examination weighting of Qualifying Written, 100% Oral examination.

Commissioner Brown inquired what consists of a qualifying written exam. Ms. Guerra explained that staff will put together a written examination or source a written examination, to get to a final score. This recruitment's written examination type is pass or fail and does not put any meaning to the applicant's final score. Because the exam weighting for this job is 100% Oral, the scoring will be based on the results of the oral examination. Commissioner Brown stated that the qualifying examination determines if the applicants move forward to the oral examination. Ms. Guerra replied yes.

MOTION by Commissioner Brown, seconded by Vice-Chairperson Bouza to adopt job specification and established recruitment type and examination weighting for Assistant Electric Utility Engineer.
MOTION carried, 5-0.

V. UNFINISHED BUSINESS - None

VI. INFORMATIONAL ITEMS

- A. STAFF REPORTS - None.
- B. REPORTS Regarding Meetings or Conferences Attended (if any).

VII. ADJOURNMENT

MOTION by Chairperson Bouza, to **ADJOURN** the meeting at 7:49 p.m., until Monday, July 10, 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 JUNE 2017
May 21, 2017 - June 17, 2017**

ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
City Clerk				
Smith, Sophia	Staff Aide I	Probationary/Promotion		5/21/17
Vuong, Jennie	Office Records Specialist	Probationary		6/5/17
City Manager's Office				
Ly, Michael	Communications Coordinator	Probationary		5/22/17
Le, Marialinh	Communications Coordinator	Probationary		5/30/17
Community Development				
Avalos, Rosa	Office Specialist IV	Probationary/Promotion		5/21/17
Electric				
Elliott, Matthew	Journey Lineworker Apprentice	Probationary/Promotion		5/21/17
Jue, Erica	Resource Analyst II	Probationary		5/30/17
Noor, Faiaz	Electric Utility Programmer Analyst	Probationary		5/30/17
Hallman, Thomas	Journey Lineworker Apprentice	Probationary		6/12/17
Lopez, Bulmaro	Journey Lineworker Apprentice	Probationary		6/12/17
Savage, Matthew	Journey Lineworker Apprentice	Probationary		6/12/17
Hallman, Thomas	Journey Lineworker Apprentice		Resignation	6/16/17
Finance				
Alves, Victor	Purchasing Clerk	Probationary		5/30/17
Castro, Irene	Customer Service Representative		Resignation	5/31/17
Segura, Jeanette	Accounting Technician		Resignation	6/15/17
Fire				
Hoos, David	Deputy Fire Marshall		Retirement	5/30/17
Fogleman, Kevin	Firefighter II	Probationary/Promotion		6/4/17
Human Resources				
Le, Siu		Transfer from full-time to 3/4-time		5/21/17
Parks & Recreation				
Guzman, Jennifer	Office Specialist III	Probationary		5/22/17
Khoury, Anthony	Grounds Maintenance Worker I	Probationary		5/23/17
Perry, Robert	Grounds Maintenance Worker I	Probationary		5/30/17
Orr, Philip	Cemetery Operations Manager	Unclassified Promotion		6/4/17
Police				
Stek, Stephen	Police Officer	Probationary		5/22/17
Carroll, Christopher	Police Training Coordinator	Probationary		6/6/17
Public Works				
Pereira, Vincent	Street Maintenance Worker II	Transfer		4/23/17*

**CITY OF SANTA CLARA CHANGE OF STATUS
MONTH OF JUNE 2017
May 21, 2017 - June 17, 2017**

ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
Diaz, Cesar	Street Maintenance Worker III	Probationary/Promotion		5/21/17
Ramirez-Amador, Felipe	Street Maintenance Worker III	Probationary/Promotion		5/21/17
Gray, Charles	Street Maintenance Worker I	Probationary		5/22/17
Banuelos, Esteban	Street Maintenance Worker IV	Probationary/Promotion		6/4/17
Olejnik, Michael	Code Enforcement Technician	Probationary		6/5/17
Teixeira, Tom	Street Maintenance Worker I	Probationary		6/5/17
Fitch, Jason	Associate Engineer (Civil)		Resignation	6/9/17
Water & Sewer				
Marasigan, Lourdes	Office Specialist III	Probationary		5/22/17
Linafelter, Gary	Water Service Technician II		Retirement	5/26/17
Chaves, William	Utility Crew Supervisor		Retirement	6/2/17
McCarthy, Brendan	Management Analyst	Unclassified Appointment		6/5/17
Reed, Michael	Equipment Operator		Retirement	6/16/17

*Activity from a prior period

Appointments		Separations	
Probationary	18.00	Resignation	4.00
Probationary/Promotion	7.00	Retirement	4.00
Unclassified Promotion	1.00	Transfer - Full to 3/4-time	0.25
Unclassified Appointment	1.00		
Transfer	1.00		
MONTHLY TOTALS	28.00		8.25

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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 MAY 2017
APRIL 23, 2017 - May 20, 2017**

ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
Community Development				
Moya, Shannon	Plans Examiner	Probationary		5/8/17
Nguyen, Vinhloc	Office Specialist III	Probationary		5/15/17
Electric				
Contreras, Matthew	Electric Crew Foreperson	Probationary/Promotion		4/23/17
Gupta, Shikhar	Electric Utility Programmer Analyst	Probationary		4/24/17
Melgoza, Moises	Resource Analyst II	Probationary		5/15/17
Arterburn, Stephan	Electric Utility Network Administrator	Probationary/Promotion		5/7/17
Finance				
Hawkins, Jason	Sr. Customer Service Representative	Probationary/Promotion		4/23/17
Vinecke, Denise	Customer Service Supervisor	Probationary/Promotion		4/23/17
Mendoza, Renaldo	Accounting Technician II		Retirement	4/28/17
Haas, Tamera	Deputy City Manager	Transfer - Department		5/7/17
Verma, Supriya	Customer Service Representative 3/4-time	Transfer - Full to 3/4-time		5/7/17
Fire				
Provancher, Jeff	Driver/Engineer		Retirement	5/19/17
Library				
Leija, Beatrice	Library Assistant I	Probationary		4/24/17
Parks & Recreation				
Resendez, Benito	Grounds Maintenance Worker I		Retirement	5/5/17
Police				
Nagata, Kenneth	Police Officer	Probationary/Promotion		4/23/17
Public Works				
Damian, Nelson	Principal Engineering Aide		Retirement	5/19/17
La Placa, Robert	Public Works Inspector		Retirement	5/12/17

Appointments	Separations
Probationary	Retirement
Probationary/Promotion	Transfer - Full to 3/4-time
Transfer	Transfer - Full to 3/4-time
MONTHLY TOTALS	

5.00	5.00
5.00	0.25
1.00	
11.00	5.25

CITY OF SANTA CLARA CHANGE OF STATUS
MONTH OF MAY 2017
APRIL 23, 2017 - May 20, 2017

ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
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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

May 2017

Item II-C

Req #	Title	Department	Created
16102	Street Maintenance Foreperson	Public Works/Streets Division	6/24/2016
16104	Equipment Operator	Public Works/Streets Division	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
16121	Utility Operations Engineer	Water and Sewer Utilities	7/7/2016
16123	Senior Water & Sewer System Operator	Water and Sewer Utilities	7/7/2016
16148	Literacy Advocate	Library	8/11/2016
16169	Electric Utility Programmer Analyst	Electric Utility	9/13/2016
16171	Staff Aide I	Police	1/25/2017
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
16197	Police Records Specialist II	Police	11/15/2016
16198	Community Service Officer I	Police	11/15/2016
16210	Troubleshooter	Electric Utility	12/15/2016
16211	Electric Crew Foreperson	Electric Utility	12/15/2016
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
17013	Electric Meter Technician	Electric Utility	1/20/2017
17014	Office Specialist III	Parks and Recreation	1/20/2017
17015	Principal Engineering Aide - Civil	Public Works/Engineering	3/20/2017
17017	Business Analyst- Public Benefits	Electric Utility	1/24/2017
17024	Electrical Estimator	Electric Utility	2/23/2017
17025	Firefighter I	Fire	2/23/2017
17026	Equipment Operator	Water and Sewer Utilities	3/1/2017
17028	Assistant Water Superintendent	Water and Sewer Utilities	3/3/2017
17036	Grounds Maintenance Worker III	Parks and Recreation	3/9/2017
17040	Senior Engineering Aide	Electric Utility	3/23/2017
17046	Staff Aide I	City Clerk/City Auditor's Office	4/17/2017
17047	Senior Tree Trimmer	Public Works/Streets Division	4/24/2017
17050	Senior Library Assistant	Library	5/1/2017
17055	Office Specialist II	City Manager's Office	5/5/2017
17056	Chief Storekeeper/Buyer	Purchasing	5/8/2017
17058	Crime Analyst	Police	5/16/2017
17060	Electric Helper/Driver	Electric Utility	5/25/2017
17061	Engineering Aide (Electric)	Electric Utility	5/30/2017
17062	Engineering Aide (Electric)	Electric Utility	5/30/2017
17032	Accounting Technician II	Finance	3/8/2017

RECRUITMENT ACTIVITY REPORT

June 2017

Item II-C

Req #	Title	Department	Created
16121	Utility Operations Engineer	Water and Sewer Utilities	7/7/2016
16123	Senior Water & Sewer System Operator	Water and Sewer Utilities	7/7/2016
16148	Literacy Advocate	Library	8/11/2016
16169	Electric Utility Programmer Analyst	Electric Utility	9/13/2016
16171	Staff Aide I	Police	1/25/2017
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
16197	Police Records Specialist II	Police	11/15/2016
16198	Community Service Officer I	Police	11/15/2016
16210	Troubleshooter	Electric Utility	12/15/2016
16211	Electric Crew Foreperson	Electric Utility	12/15/2016
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
17013	Electric Meter Technician	Electric Utility	1/20/2017
17014	Office Specialist III	Parks and Recreation	1/20/2017
17015	Principal Engineering Aide - Civil	Public Works/Engineering	3/20/2017
17017	Business Analyst- Public Benefits	Electric Utility	1/24/2017
17024	Electrical Estimator	Electric Utility	2/23/2017
17025	Firefighter I	Fire	2/23/2017
17026	Equipment Operator	Water and Sewer Utilities	3/1/2017
17028	Assistant Water Superintendent	Water and Sewer Utilities	3/3/2017
17036	Grounds Maintenance Worker III	Parks and Recreation	3/9/2017
17040	Senior Engineering Aide	Electric Utility	3/23/2017
17046	Staff Aide I	City Clerk/City Auditor's Office	4/17/2017
17047	Senior Tree Trimmer	Public Works/Streets Division	4/24/2017
17050	Senior Library Assistant	Library	5/1/2017
17055	Office Specialist II	City Manager's Office	5/5/2017
17056	Chief Storekeeper/Buyer	Purchasing	5/8/2017
17058	Crime Analyst	Police	5/16/2017
17060	Electric Helper/Driver	Electric Utility	5/25/2017
17061	Engineering Aide (Electric)	Electric Utility	5/30/2017
17062	Engineering Aide (Electric)	Electric Utility	5/30/2017
17065	Assistant Electric Utility Engineer	Electric Utility	6/19/2017
17066	Associate Engineer (Civil)	Public Works/Engineering	6/8/2017
17067	Customer Service Representative	Finance	6/19/2017
17070	Automotive Technician I	Public Works/Automotive Services	6/19/2017
17072	Public Works Supervisor	Public Works/Automotive Services	6/26/2017
17074	Senior Materials Handler	Public Works/Automotive Services	6/19/2017
17076	Deputy Fire Marshal I	Fire	6/19/2017

RECRUITMENT ACTIVITY REPORT

June 2017

Item II-C

Req #	Title	Department	Created
17078	Grounds Maintenance Worker I	Parks and Recreation	6/19/2017
17079	Grounds Maintenance Worker I	Parks and Recreation	6/19/2017
17080	Staff Analyst I	City Council	6/23/2017
17082	Street Maintenance Worker I	Public Works/Streets Division	6/23/2017
17083	Electric Division Manager - Joint Action Comm	Electric Utility	6/23/2017
17084	Electric Division Manager-Market Analysis and	Electric Utility	6/23/2017
17085	Senior Energy Systems Analyst	Electric Utility	6/23/2017
17086	Associate Engineer (Civil)	Public Works/Engineering	6/26/2017
17087	Electric Utility Electrician	Electric Utility	6/29/2017
17089	Planning Manager	Community Development	6/29/2017
17032	Accounting Technician II	Finance	3/8/2017
17088	Electric Utility Electrician	Electric Utility	6/29/2017



Date: July 10, 2017
To: Civil Service Commission
From: Christine Heng, Human Resources Technician
Subject: Exam Review Report for May and June, 2017

In the month of May, Commissioner Pat Staffelbach reviewed the performance examination for Automotive Technician II, the supplemental examination for Business Analyst-Public Benefits, the written examination for Electrician, and the oral examinations for Facilities Inspection Supervisor, Assistant Water Superintendent, Traffic Operations Engineer, Electric Meter Technician, Automotive Technician II, Mechanical Maintenance Worker, and Mechanical Maintenance Foreperson. In the month of June, Commissioner Willie Brown reviewed the performance examination for Equipment Operator and the supplemental examination for Business Analyst-Public Benefits.

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: July 10, 2017
TO: Civil Service Commission
FROM: Director of Human Resources
SUBJECT: Request to Modify the Exam Weighting for Senior Engineering Aide

SUMMARY: The Department of Electric Utility will soon conduct a recruitment for the position of Senior Engineering Aide.

The Electric Utility Department has submitted a memorandum requesting to change the exam weighting for Senior Engineering Aide from 50% Written and 50% Oral to Qualifying Written and 100% Oral Exam. The written examination is a technical examination evaluating the candidates technical skills only and will qualify the candidates that should move forward to the oral examination with a passing score. The oral examination includes all Knowledge, Skills and Abilities necessary for this position and will allow the panel to rate on all KSA's for their final score, including the candidate's communication skills and interpersonal skills which is an important requirement for dealing with City employees and the public.

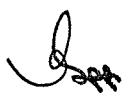
There are no recommended changes to the recruitment type (Open/Promotional).

RECOMMENDATION: Staff recommends the Civil Service Commission approve the exam weighting change for Senior Engineering Aide to Qualifying Written/100% Oral Examination.

PREPARED BY:

APPROVED FOR CONTENT:

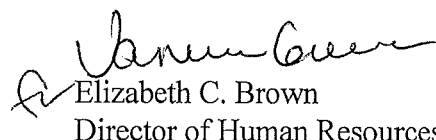
APPROVED:



Vicki Sapp
Sr. HR Technician



Julia Hill
HR Assistant Director



Elizabeth C. Brown
Director of Human Resources



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Santa Clara**
The Center of What's Possible

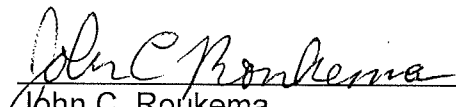


INTEROFFICE MEMORANDUM

Date: June 28, 2017
To: Director of Human Resources
From: Director of Electric Utility
Subject: Request to Approve Revised Examination Weighting for Sr. Engineering Aide

We are requesting approval to revise the examination weighting for Sr. Engineering Aide from 50% written, 50% oral exam to 100% oral with a qualifying written examination. This revision is being requested to better accommodate the variety of Senior Engineering Aides used by the City (civil, water, electric) and to update the exam to better reflect the needs of the City for this position.

Thank you for your assistance. If you have any questions regarding this request, please contact Kevin Kolnowski or Voula Brown.



John C. Roukema
Director of Electric Utility

AGENDA REPORT CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: July 10, 2017

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Modify Job Specification and Exam Weighting for Principal Engineering Aide (Civil)

SUMMARY: The Public Works Department will soon conduct a recruitment for the position of Principal Engineering Aide (Civil). The job specification for Principal Engineering Aide (Civil) was last approved in September 1996.

A job analysis was conducted to identify additions and changes to the job specification. The minimum qualifications section updated the education and experience requirements by revising the degree and classes required. Possible Substitutions were added for the degree and satisfactory completion of the required classes. A Desirable Qualification of experience in AutoCAD was also added. The Typical Duties section was updated to reflect the current tasks this position would perform, such as preparing agreements, maintaining pertinent files, and responding to requests from various internal and external customers. The Knowledge, Skills, and Abilities section was updated to include knowledge in engineering principals and abilities to use computer software used in this line of work.

There are no recommended changes to the recruitment type (Open/Promotional). It is recommended to change the current examination weighting from 100% written to 50% written examination and 50% oral 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.

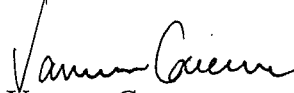
RECOMMENDATION: Staff recommends the Civil Service Commission approve the modified job specification and examination weighting for Principal Engineering Aide (Civil).

PREPARED BY:


Ada Chang

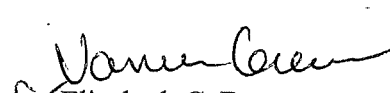
Management Analyst

APPROVED FOR CONTENT:


Vanessa Guerra

Human Resources Division Manager

APPROVED:


Elizabeth C. Brown

Director of Human Resources

CITY OF SANTA CLARA, CALIFORNIA
PRINCIPAL ENGINEERING AIDE (CIVIL)
(670A)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from an accredited college with an Associate of Science (A.S.) degree or higher in engineering or its equivalent, with satisfactory completion of courses in algebra, geometry, trigonometry, mechanical drawing, engineering, land surveying, AutoCAD, and related subjects; and
- Four (4) years of paraprofessional engineering experience.

Possible Substitutions:

- Graduation from high school with three (3) additional years of paid full-time paraprofessional experience in surveying, drafting using AutoCAD; or preparing plats and legal descriptions may be substituted for the education requirement.
- One (1) year or more of paid, full-time paraprofessional experience as a draftsman, AutoCAD operator, field surveyor, or equivalent may be substituted for the required mechanical drawing, AutoCAD, or surveying courses respectively.

Desirable Qualifications:

- Advanced experience in using AutoCAD 2013 or higher and GIS is desirable.

LICENSE

Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is the advanced level class in the Engineering Aide Series. This classification differs from the lower class of Senior Engineering Aide in that the incumbent is required to possess a high degree of experience and skill, and have the ability to produce complex paraprofessional work products that are complete and thorough with limited supervision.

TYPICAL DUTIES

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

- Prepares standard property agreements for execution by property owners and prepares exhibits to accompany agreements
- Responds to requests for technical engineering inquiries from citizens, contractors, and developers wanting property information, including property line information, easement locations, etc.
- Issues Encroachment Permits, and calculates and collects Encroachment Permit fees
- Prepares plats and legal descriptions of property easement requests and rights-of-way from

PRINCIPAL ENGINEERING AIDE (CIVIL) (continued)

- subdivision maps, official records, and survey notes
- Maintains master map files, including such records of block maps, right-of-way maps, subdivision maps, record-of-survey maps, and other maps
- Prepares agenda reports for City Council approval
- Collects and interprets engineering data such as, but not limited to, legal descriptions, plats, survey notes, graphs, subdivision maps, and traverses
- Acts as instrument person on survey party and performs computing and drafting operations involved in checking and reducing land survey notes
- Makes field checks of existing facilities for construction purposes
- Writes replies, reviews permit requests, determines and collects development fees, reviews and comments on developer public improvement plans, subdivision maps, and easement/right-of-way documents as generated by general public, contractors, developers, engineers, and other public agencies
- Prepares project cost estimates
- Investigates public complaints and conducts field traffic studies to determine traffic volume, speed, effectiveness of signals, adequacy of lighting, and other factors influencing traffic conditions
- Performs field investigations of existing improvements
- Prepares drawings for construction of water distribution facilities; prepares precision drawings of construction or preliminary plans from sketches or rough copies
- Drafts profiles, cross-sections, road and storm drainage alignment, right-of-way maps and topographical features; does limited design drafting on roadways, storm drainage, water and sanitary sewer facilities, buildings, and related structures following established criteria
- Maintains records of as-builts and updates existing City maps and records; reduces as-built information to record
- Collects a variety of water samples and performs elementary laboratory procedures for water quality determination and responds to water quality complaints
- Maintains records of water production and well water levels
- Sets up, adjusts, and operates a variety of survey instruments to establish or confirm lines, angles, distances, bearings, and elevations
- May be required to act as Chief of Party on routine assignments for brief periods of time
- Prepares drawings of proposed signal installations or other control devices using AutoCAD
- Prepares cost estimates of materials, equipment, and incidentals needed for installation
- Checks signal installations for conformance to established City specifications and standards
- May assist in inspection of construction work, gather samples of construction materials, and assist in running laboratory tests on materials
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Mathematics, including algebra, geometry, and trigonometry
- Basic engineering practices, including simple engineering computations
- Principles, techniques, and terminology of civil engineering, surveying, engineering drafting and map drafting, traffic engineering, and water distribution system design
- Office safety practices, procedures and standards

PRINCIPAL ENGINEERING AIDE (CIVIL) (continued)

Ability to:

- Use available computer hardware and software to perform assigned duties, including but not limited to, computer aided drafting, GIS, spread sheets, and word processing
- Use surveying and computing instruments
- Understand and carry out written and oral instructions
- Read and interpret plans and specifications
- Communicate clearly and effectively, both orally and in writing
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Deal tactfully and courteously with others
- Respond appropriately to conflicts, complaints, and management escalations from other City departments and the general public
- Work in a team based environment and achieve common goals
- Work independently, quickly, and efficiently
- Evaluate situations, identify problems, make logical decisions and follow through on resolution
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties
- Walk or stand for extended periods of time

SUPERVISION RECEIVED

Works under the direction of professional engineer(s) or other supervisor/manager as assigned.

SUPERVISION EXERCISED

May supervise and/or train other professional or paraprofessional staff as assigned.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

LEGEND:

Additions

Deletions

Approved September, 1996

Proposed July, 2017

CITY OF SANTA CLARA, CALIFORNIA
PRINCIPAL ENGINEERING AIDE
(CIVIL)
(670A)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from an accredited college with an ~~A.A.~~ Associate of Science (A.S.) degree or higher in engineering or its equivalent, ~~from high school or its equivalent possession of a GED,~~ and with satisfactory completion of courses in algebra, geometry, trigonometry, mechanical drawing, land surveying, and computer aided design and drafting (CADD) ~~mathematics, algebra, geometry, trigonometry, mechanical drawing, engineering, land surveying, AutoCAD, and related subjects;~~ and
- ~~plus~~ Four (4) years of paraprofessional engineering experience.

Possible Substitutions:

- Graduation from high school ~~with two (2)~~ with three (3) additional years of ~~additional~~ paid full-time paraprofessional experience in surveying, drafting using AutoCAD; or preparing plats and legal descriptions may be substituted for the education requirement. ~~an accredited junior college with an A.A. degree or higher in engineering~~ Completion of 60 semester units of work at an accredited college as an engineering major may be substituted for a maximum of two (2) years of the required experience.
- ~~Twelve~~ One (1) ~~2~~ months-year or more of paid, full-time paraprofessional experience as a draftsman, AutoCAD operator, CADD operator, or field surveyor, or equivalent may be substituted for the required mechanical drawing, AutoCAD, or surveying courses respectively.

Desirable Qualifications:

- Advanced experience in using AutoCAD 2013 or higher and GIS is desirable.

LICENSE

Possession of an ~~appropriate,~~ valid California Class C driver's license is required at the time of appointment and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

~~This is the advanced level class in the Engineering Aide Series. This class differs from the professional engineering classes in that the work performed does not encompass the whole field of civil engineering and does not require the application of advanced mathematics or engineering principles learned only through full collegiate training. It~~ This classification differs from the lower class of Senior Engineering Aide in that the incumbent is required to possess a high degree of experience and skill, and have the ability to produce complex paraprofessional work products that are complete and

PRINCIPAL ENGINEERING AIDE (CIVIL) (continued)

thorough with limited supervision.

TYPICAL TASKS/DUTIES

Performs the most responsible paraprofessional engineering work on public works projects; collects, records, and interprets field data; makes calculations; reviews proposed design with professional engineering personnel; prepares cost and material estimates; writes contract specifications; prepares contract documents; prepares agreements, encroachment covenants, licenses, and other legal documents; prepares construction drawings of various public works projects using CADD or standard drafting tools; reviews and checks plans; processes permit applications; prepares and reviews legal descriptions and plats of real property for grant deeds and easements; checks and re-checks computations, specifications, records of survey, parcel maps, lot line adjustments, and other documents for accuracy, legality and conformity; assists in preparation of capital improvement and operating budgets; prepares correspondences; performs traffic counts; prepares accident diagrams; does complicated paraprofessional engineering studies for engineering projects that involve considerable independent collection and analysis of data; provides information as to the location of existing and proposed public works facilities; may periodically perform field surveys, keep field notes, and/or may perform inspection of public works construction; maintains record drawings and plans; administers agreements and contracts; and does related work as required.

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

- *Prepares standard property agreements for execution by property owners and prepares exhibits to accompany agreements*
- *Responds to requests for technical engineering inquiries from citizens, contractors, and developers wanting property information, including property line information, easement locations, etc.*
- *Issues Encroachment Permits, and calculates and collects Encroachment Permit fees*
- *Prepares plats and legal descriptions of property easement requests and rights-of-way from subdivision maps, official records, and survey notes*
- *Maintains master map files, including such records of block maps, right-of-way maps, subdivision maps, record-of-survey maps, and other maps*
- *Prepares agenda reports for City Council approval*
- *Collects and interprets engineering data such as, but not limited to, legal descriptions, plats, survey notes, graphs, subdivision maps, and traverses*
- *Acts as instrument person on survey party and performs computing and drafting operations involved in checking and reducing land survey notes*
- *Makes field checks of existing facilities for construction purposes*
- *Writes replies, reviews permit requests, determines and collects development fees, reviews and comments on developer public improvement plans, subdivision maps, and easement/right-of-way documents as generated by general public, contractors, developers, engineers, and other public agencies*
- *Prepares project cost estimates*
- *Investigates public complaints and conducts field traffic studies to determine traffic volume, speed, effectiveness of signals, adequacy of lighting, and other factors influencing traffic conditions*
- *Performs field investigations of existing improvements*
- *Prepares drawings for construction of water distribution facilities; prepares precision*

PRINCIPAL ENGINEERING AIDE (CIVIL) (continued)

- drawings of construction or preliminary plans from sketches or rough copies*
- *Drafts profiles, cross-sections, road and storm drainage alignment, right-of-way maps and topographical features; does limited design drafting on roadways, storm drainage, water and sanitary sewer facilities, buildings, and related structures following established criteria*
 - *Maintains records of as-builts and updates existing City maps and records; reduces as-built information to record*
 - *Collects a variety of water samples and performs elementary laboratory procedures for water quality determination and responds to water quality complaints*
 - *Maintains records of water production and well water levels*
 - *Sets up, adjusts, and operates a variety of survey instruments to establish or confirm lines, angles, distances, bearings, and elevations*
 - *May be required to act as Chief of Party on routine assignments for brief periods of time*
 - *Prepares drawings of proposed signal installations or other control devices using AutoCAD*
 - *Prepares cost estimates of materials, equipment, and incidentals needed for installation*
 - *Checks signal installations for conformance to established City specifications and standards*
 - *May assist in inspection of construction work, gather samples of construction materials, and assist in running laboratory tests on materials*
 - *Performs other related duties as assigned*

KNOWLEDGE, SKILLS, AND ABILITIES

~~Considerable knowledge of mathematics, surveying, drafting, computer aided design and drafting (CADD), physics, engineering materials, construction methods, contract specifications, and application of engineering principles to public works projects. Good ability to: understand and follow instructions from professional engineers; prepare, read, interpret, and explain maps, plans, agreements, property descriptions, and other documents; establish and maintain effective working relationships with others; and supervise the work of others when required.~~

Knowledge of:

- *Mathematics, including algebra, geometry, and trigonometry*
- *Basic engineering practices, including simple engineering computations*
- *Principles, techniques, and terminology of civil engineering, surveying, engineering drafting and map drafting, traffic engineering, and water distribution system design*
- *Office safety practices, procedures and standards*

Ability to:

- *Use available computer hardware and software to perform assigned duties, including but not limited to, computer aided drafting, GIS, spread sheets, and word processing*
- *Use surveying and computing instruments*
- *Understand and carry out written and oral instructions*
- *Read and interpret plans and specifications*
- *Communicate clearly and effectively, both orally and in writing*
- *Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public*
- *Deal tactfully and courteously with others*
- *Respond appropriately to conflicts, complaints, and management escalations from other City departments and the general public*

PRINCIPAL ENGINEERING AIDE (CIVIL) (continued)

- *Work in a team based environment and achieve common goals*
- *Work independently, quickly, and efficiently*
- *Evaluate situations, identify problems, make logical decisions and follow through on resolution*
- *Effectively handle multiple priorities, organize workload, and meet strict deadlines*
- *Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties*
- *Walk or stand for extended periods of time*

SUPERVISION RECEIVED

Works under the direction of professional engineer(s) ~~and other classifications~~ or other supervisor/manager as assigned.

SUPERVISION EXERCISED

May supervise and/or train other professional or paraprofessional staff ~~Supervises lesser classifications~~ as assigned.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

AGENDA REPORT
CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: July 10, 2017
TO: Civil Service Commission
FROM: Director of Human Resources
SUBJECT: Request to Modify Job Specification for Electric & Water System Operator

SUMMARY: The Department of Electric Utility will soon conduct a recruitment for the position of Electric & Water System Operator. The job specification for Electric & Water System Operator was last revised in May 2012.

A job analysis was conducted to identify some minor changes to the job specification. The Education and Experience section was updated to add a recognized State of California Electric System Operator apprentice program to the minimum requirements. A valid Transmission Operator Certificate issued by the North American Electric Reliability Corporation (NERC) was added as a Desirable Qualification. The Knowledge, Skills and Abilities section was updated to better reflect the current position.

There are no recommended changes to the recruitment type (Open/Promotional) or the exam weighting (Qual. Written Supplemental/100% Oral)

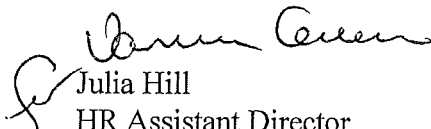
RECOMMENDATION: Staff recommends the Civil Service Commission approve the modified job specification for Electric & Water System Operator.

PREPARED BY:



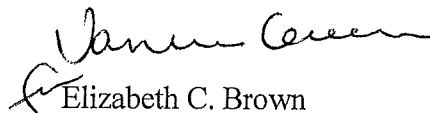
Vicki Sapp
Sr. HR Technician

APPROVED FOR CONTENT:



Julia Hill
HR Assistant Director

APPROVED:



Elizabeth C. Brown
Director of Human Resources



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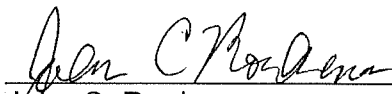


INTEROFFICE MEMORANDUM

Date: June 22, 2017
To: Director of Human Resources
From: Director of Electric Utility
Subject: Request to Approve Revised Job Specifications for Electric & Water System Operator

The position of Electric and Water System Operator monitors, controls, and coordinates operation of both City Electric and Water systems. At this time, a scheduled retirement by one of the Operators has caused staff to review this job specification as it had last been approved in May of 2012. Upon review, staff found the job specification for Electric and Water System Operator was in need of some minor revision. The Education and Experience section was simplified and provision was made for the possible completion of a State recognized apprentice program. In addition to rewording parts of the Knowledge, Skills and Abilities section, additions were made to include occupational hazards and safety practices, and the ability to work with Geographic Information Systems (GIS) and Supervisory Control and Data Acquisition (SCADA) systems. These changes were necessary to modernize the job specification and to help ensure that the City can fill the position with the best qualified candidate.

Thank you for your assistance. If you have any questions regarding this request, please contact Kevin Kolnowski or Voula Brown.



John C. Roukema
Director of Electric Utility

ELECTRIC AND WATER SYSTEM OPERATOR
(390)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or possession of a GED; and
- 1) Two (2) years of experience in an electric utility performing complex load dispatching and switching; or
- 2) Four (4) years of experience in an electric utility as a generating plant or substation operator with sub-dispatching responsibility; or
- 3) Four (4) years of experience with the City of Santa Clara Electric Department, including at least one (1) year as an journey-level or higher, electrician or lineman/linewoman or
- Completion of a recognized State of California Electric System Operator apprentice program

Desirable Qualification:

A valid Transmission Operator Certificate issued by the North American Electric Reliability Corporation (NERC)

LICENSE

Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

CERTIFICATES

Possession of the following certificate is required within one year of hire date and for the duration of appointment:

- A valid Water Distribution System Operator Certificate (Grade D-1 or above) issued by the California Department of Health Services (DHS).
- A valid Transmission Operator Certificate issued by the North American Electric Reliability Corporation (NERC).

Incumbents will be required to obtain and maintain any other license or certification mandated by NERC for the position of Transmission Operator and necessary for the performance of duties under the current scope of responsibilities pertaining to the SVP Transmission System.

DISTINGUISHING CHARACTERISTICS

Electric and Water System Operators ensure that all Electric, Water and Storm sewer systems are operated reliably, efficiently and effectively in a safe manner and restoring service in a timely way to all customers. Has responsibility for operation of the City's municipal electric power and water, production, transmission and distribution systems for planned and unplanned outages. As a Transmission Operator, operating personnel in this position have the responsibility to comply with NERC reliability standards and the authority to implement real-time actions to ensure the stable and reliable operation of the Bulk Electric System; these efforts to be coordinated with the

ELECTRIC AND WATER SYSTEM OPERATOR (continued)

appropriate Reliability Coordinator (RC), affected Transmission Operator(s) (TO) and affected Balancing Authorities (BA).

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 direction of the Senior Electric and Water System Operators:

- Initiates, issues and validates switching orders and electrical clearances for planned and unplanned work including work carried out on protection schemes with the goal of restoring power to all impacted customers, or facilitating work to be carried on the 12kV System and above in a safe, reliable and efficient manner in accordance with the department procedures
- Receives, troubleshoots, prioritizes and dispatches appropriate personnel and equipment for all non 911 emergency and non emergency calls for the electric system during business hours and for the electric, water, storm sewer, streets, traffic lights and any other City services during non business hours
- Monitors Water & Sewer (SCADA) to detect abnormal conditions; performs operations or adjustments to correct such abnormalities or refers the problem to specialized maintenance personnel
- Monitors the Electric System including prescribed off-site facilities using real-time or near real-time tools; uses these tools to make adjustments, perform operations or perform analysis to use as a basis in the direction of operations on the Electric System as necessary to maintain system requirements and reliability
- Maintains logs and other electric and water system reports. Updates all prescribed electric databases and mapping systems with real-time changes including updated asset data that affect the operation and troubleshooting of the Electric Network. All changes are to be validated by operators on subsequent shifts based on departmental standards and established practices
- Interacts courteously and calmly with the key customer stakeholders, including contractors, the general public, key business customers, City departmental supervisory and journey level personnel to address requests for non 911 emergency and non emergency service
- Maintains the work area and all records in a neat and orderly manner
- Performs duties involving basic arithmetic and algebraic calculations
- Assists in the training of new electric and water system operators as needed
- Performs related work as required

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Potential hazards involved to life and property resulting from switching operations
- Fundamentals of electricity theory regarding power flow in the operation of electric power systems
- Electric power system equipment such as transformers, circuit breakers, air switches, capacitors, motors, generators, pumps, instruments, prime movers, bridge mains and taps, vacuum and oil switches; water pumps and storage tanks; and vaults, manholes and pull boxes

ELECTRIC AND WATER SYSTEM OPERATOR (continued)

- The operation of electric and water production, transmission, and distribution systems
- Occupational hazards and standard safety precautions
- Environmental and safety practices, procedures and standards

Ability to:

- Understand and follow written and oral instructions and read and interpret maps
- Communicate effectively and exercise tact and maintain poise in addressing service requests, disputes and differences arising from customer, inter-divisional, inter-departmental, contractor, general public and outside regulatory agency interactions
- Maintain accurate records
- Perform simple single and three phase electrical calculations and arithmetic and algebraic calculations
- Work collaboratively in a team based environment to achieve common goals
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Work under pressure with accuracy and speed in a complex work environment
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Operate a personal computer and related programs such as Microsoft Office and technical systems such as Geographic Information System (GIS) and Supervisory Control and Data Acquisition (SCADA)
- Read and interpret measuring devices such as charts, and computer displays; monitoring water and electricity flows as loads are changed; recognize and correct unsatisfactory conditions when tolerance parameters are exceeded
- Learn and effectively utilize the SCADA, Distribution Management, Outage Management and Mapping systems
- Learn and understand protection scheme philosophy, logic, interdependencies and vulnerabilities within the SVP System
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties

SUPERVISION EXERCISED

Directs and/or coordinates electric and water staff while they are performing tasks related to the operation, troubleshooting, and restoration efforts of the electric and water systems.

SUPERVISION RECEIVED

Work under the general supervision of an Electric Division Manager, Senior Electric and Water System Operator or designee.

OTHER REQUIREMENTS

- Incumbents may be assigned to work on a rotating 12-hour shift schedule
- Incumbents must have the ability to work, as assigned, to schedules that may include weekends, holidays, and non-traditional work hours; and a willingness to work overtime as required

ELECTRIC AND WATER SYSTEM OPERATOR (continued)

- Incumbents may have to pass an initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements
- Must be able to perform all of the essential functions of the job assignment

CITY OF SANTA CLARA, CALIFORNIA
ELECTRIC AND WATER SYSTEM OPERATOR
(390)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or possession of a GED; and
- 1) Two (2) years of experience in an electric utility performing complex load dispatching and switching; or
- 2) Four (4) years of experience in an electric utility as a generating plant or substation operator with sub-dispatching responsibility; or
- 3) Four (4) years of experience with the City of Santa Clara Electric Department, including at least one (1) year as an journey-level or higher, electrician or lineman/linewoman *or*
- *Completion of a recognized State of California Electric System Operator apprentice program*

Possible Substitutions:

- ~~Qualifying experience in the above categories may be combined on a percentage basis; e.g., one (1) year of experience in category 1) may be added to two years experience in category 2)~~
- ~~Up to a maximum of 50% of the experience required under any of the above categories may be substituted on a basis of one (1) year of education in electrical or mechanical engineering from an accredited college or university or (30 semester units or equivalent) for six months experience~~

Desirable Qualification:

A valid Transmission Operator Certificate issued by the North American Electric Reliability Corporation (NERC)

LICENSE

Possession of a valid California Class C driver's license is required *at time of appointment and for the duration of employment.*

CERTIFICATES

Possession of the following certificate is required within one year of hire date and for the duration of appointment:

- A valid Water Distribution System Operator Certificate (Grade D-1 or above) issued by the California Department of Health Services (DHS).
- A valid Transmission Operator Certificate issued by the North American Electric Reliability Corporation (NERC).
- ~~Employees appointed to this position prior to July 1, 2012 will be required to obtain a valid Transmission Operator Certificate by July 1, 2013.~~

ELECTRIC AND WATER SYSTEM OPERATOR (continued)

Incumbents will be required to obtain and maintain any other license or certification mandated by NERC for the position of Transmission Operator and necessary for the performance of duties under the current scope of responsibilities pertaining to the SVP Transmission System.

DISTINGUISHING CHARACTERISTICS

Electric and Water System Operators ensure that all Electric, Water and Storm sewer systems are operated reliably, efficiently and effectively in a safe manner and restoring service in a timely way to all customers. Has responsibility for operation of the City's municipal electric power and water, production, transmission and distribution systems for planned and unplanned outages. As a Transmission Operator, operating personnel in this position have the responsibility to comply with NERC reliability standards and the authority to implement real-time actions to ensure the stable and reliable operation of the Bulk Electric System; these efforts to be coordinated with the appropriate Reliability Coordinator (RC), affected Transmission Operator(s) (TO) and affected Balancing Authorities (BA).

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 direction of the Senior Electric and Water System Operators:

- Initiates, issues and validates switching orders and electrical clearances for planned and unplanned work including work carried out on protection schemes with the goal of restoring power to all impacted customers, or facilitating work to be carried on the 12kV System and above in a safe, reliable and efficient manner in accordance with the department procedures
- Receives, troubleshoots, prioritizes and dispatches appropriate personnel and equipment for all non 911 emergency and non emergency calls for the electric system during business hours and for the electric, water, storm sewer, streets, traffic lights and any other City services during non business hours
- Monitors Water & Sewer (SCADA) to detect abnormal conditions; performs operations or adjustments to correct such abnormalities or refers the problem to specialized maintenance personnel
- Monitors the Electric System including prescribed off-site facilities using real-time or near real-time tools; uses these tools to make adjustments, perform operations or perform analysis to use as a basis in the direction of operations on the Electric System as necessary to maintain system requirements and reliability
- Maintains logs and other electric and water system reports. Updates all prescribed electric databases and mapping systems with real-time changes including updated asset data that affect the operation and troubleshooting of the Electric Network. All changes are to be validated by operators on subsequent shifts based on departmental standards and established practices
- Interacts courteously and calmly with the key customer stakeholders, including contractors, the general public, key business customers, City departmental supervisory and journey level personnel to address requests for non 911 emergency and non emergency service
- Maintains the work area and all records in a neat and orderly manner
- Performs duties involving basic arithmetic and algebraic calculations

ELECTRIC AND WATER SYSTEM OPERATOR (continued)

- Assists in the training of new electric and water system operators as needed
- Performs related work as required

KNOWLEDGE, SKILLS, AND ABILITIES

~~Considerable knowledge of:~~

- Potential hazards involved to life and property resulting from switching operations
- Fundamentals of electricity theory regarding power flow in the operation of electric power systems
- Electric power system equipment such as transformers, circuit breakers, air switches, capacitors, motors, generators, pumps, instruments, prime movers, bridge mains and taps, vacuum and oil switches; water pumps and storage tanks; and vaults, manholes and pull boxes

~~Desirable knowledge of:~~

- The operation of electric and water production, transmission, and distribution systems
- *Occupational hazards and standard safety precautions*
- *Environmental and safety practices, procedures and standards*

Ability to:

- Understand and follow written and oral instructions and read and interpret maps
- Communicate effectively and exercise tact and maintain poise in addressing service requests, disputes and differences arising from customer, inter-divisional, inter-departmental, contractor, general public and outside regulatory agency interactions
- Maintain accurate records
- Perform simple single and three phase electrical calculations and arithmetic and algebraic calculations
- ~~• Take direction from and work with Supervisor/Manager~~
- ~~• Adhere to specific deadlines~~
- ~~• Work collaboratively in a team environment~~
- ~~• Get along well with others~~
- *Work collaboratively in a team based environment to achieve common goals*
- *Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public*
- Work under pressure with accuracy and speed in a complex work environment
- *Effectively handle multiple priorities, organize workload and meet strict deadlines*
- *Operate a personal computer and related programs such as Microsoft Office and technical systems such as Geographic Information System (GIS) and Supervisory Control and Data Acquisition (SCADA)*

~~Desirable ability to:~~

- Read and interpret measuring devices such as charts, and computer displays; monitoring water and electricity flows as loads are changed; recognize and correct unsatisfactory conditions when tolerance parameters are exceeded
- Learn and effectively utilize the SCADA, Distribution Management, Outage Management and Mapping systems

ELECTRIC AND WATER SYSTEM OPERATOR (continued)

- Learn and understand protection scheme philosophy, logic, interdependencies and vulnerabilities within the SVP System-
- *Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties*

Skilled in:

- the use of computer technology

SUPERVISION EXERCISED

Directs and/or coordinates electric and water ~~staff personnel~~ while they are performing tasks related to the operation, troubleshooting, and restoration efforts of the electric and water systems.

SUPERVISION RECEIVED

Work under the general supervision of an Electric Division Manager, Senior Electric and Water System Operator or designee.

OTHER REQUIREMENTS

- Incumbents may be assigned to work on a rotating 12-hour shift schedule
- Incumbents must have the ability to work, as assigned, to schedules that may include ~~weekends Saturdays, Sundays~~, holidays, and non-traditional work hours; and a willingness to work overtime as required
- Incumbents may have to pass an initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements
- Must be able to perform all of the essential functions of the job assignment

AGENDA REPORT
CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: July 10, 2017
TO: Civil Service Commission
FROM: Director of Human Resources
SUBJECT: Request to Modify Job Specification for Electrical Estimator

SUMMARY: The Department of Electric Utility will soon conduct a recruitment for the position of Electrical Estimator. The job specification for Electrical Estimator was last revised in September 2007.

A job analysis was conducted to identify some changes to the job specification. The Education and Experience section was updated to add one (1) year of Computer Aided Drafting and Design (CADD) programs and satisfactory completion of job specific courses. A Possible Substitution section was added to substitute the education requirement for experience as an estimator, engineering aide or technician on a year for year basis. A Desirable Qualifications section was added to include experience with construction or documenting construction of electric utility facilities and one (1) year of experience with GIS applications.

There are no recommended changes to the recruitment type (Open/Competitive) or the exam weighting (100% Oral)

RECOMMENDATION: Staff recommends the Civil Service Commission approve the modified job specification for Electrical Estimator.

PREPARED BY:

APPROVED FOR CONTENT:

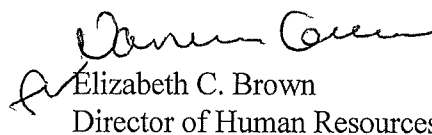
APPROVED:



Vicki Sapp
Sr. HR Technician



Talia Hill
HR Assistant Director



Elizabeth C. Brown
Director of Human Resources



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




INTEROFFICE MEMORANDUM

Date: June 22, 2017
To: Director of Human Resources
From: Director of Electric Utility
Subject: Request to Approve Revised Job Specifications for Electrical Estimator

We are requesting approval for the attached revision of job specifications for Electrical Estimator.

Thank you for your assistance. If you have any questions regarding this request, please contact Kevin Kolnowski or Voula Brown.



John C. Roukema
Director of Electric Utility

CITY OF SANTA CLARA, CALIFORNIA
ELECTRICAL ESTIMATOR
(437)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from an accredited college or university with an Associate's degree or higher in engineering or a related field, including satisfactory completion of college level courses in writing, mathematics, engineering, AutoCAD, GIS and
- One (1) year experience in operating Computer Aided Drafting and Design (CADD) programs

Possible Substitutions:

Experience as an estimator, engineering aide (electric), engineering aide (fiber), engineering assistant, or engineering technician in a public or private electric utility may be substituted for the required college coursework on a year for year basis, thirty (30) semester units being equivalent to one year of experience

Desirable Qualifications:

One (1) year experience with construction of or documenting construction of electric utility facilities or one (1) year of experience with ESRI-based GIS applications

LICENSE

Possession of an appropriate, valid California Class C driver's license is required at time of appointment and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

Under general direction performs sub-professional engineering office and field work involving laying out plans and specifications for construction and maintenance of electric utility distribution facilities, preparing cost estimates, obtaining easements and right-of-ways and does related work as required.

TYPICAL DUTIES

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

Under supervision:

- Prepares plans and specifications of electric utility distribution plant construction, maintenance or removal, such as underground residential/commercial developments, overhead and underground main feeder systems and transformer, capacitor, switching equipment installations or replacement
- Designs street lighting systems and prepares construction drawings

ELECTRICAL ESTIMATOR (continued)

- Prepares sketches of work to be performed, including instructions for installation of materials and location of poles, anchors, guys, conduit systems, vaults, service boxes, transformers, etc.
- Determines proper cable and wire sizes, transformer sizes and combinations for given loads on the distribution system
- Prepares cost, time, and material estimates for the construction, repair, rearrangement, and maintenance of overhead and underground utility facilities including distribution, street lighting, and metering, in accordance with the Public Utilities Commission (PUC) General Orders and City construction standards
- Conducts field surveys of project sites to determine the location of electric and other facilities and the impact of proposed changes
- Determines easement requirements and initiates easement requests
- Reviews and comments on building and public improvement plans
- Works with developers, consultants, contractors, property owners, and other utilities on proposed additions and changes to the City's electric utility system
- Communicates in writing with developers, consultants, contractors, property owners, and other utilities regarding construction responsibilities and costs
- Provides customer information to the utility billing division
- Responds to questions and concerns from the public regarding the electric utility's activities/system and provides information related to methods and standards
- Maintains appropriate records of electric system facilities
- Prepares routine correspondence
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Methods, materials and equipment used in construction and maintenance of overhead and underground electric distribution facilities
- Pertinent laws, rules, regulations, codes and safety orders
- Theory and principles of electricity as applied to circuits and wiring systems
- Environmental and safety practices, procedures and standards
- Principles of cost estimating
- Mathematics commonly used in electrical estimating including algebra, geometry and trigonometry
- Computer Aided Design and Drafting tools (e.g., AutoCAD) and techniques

Ability to:

- Interpret pertinent laws, rules, regulations, codes and safety orders
- Demonstrate proficient computer skills
- Plan and lay out installation of new electrical facilities
- Prepare electrical plans and specifications, and make accurate estimates of time, costs, and quantities for construction, installation, and maintenance of electric distribution facilities
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Make mathematical calculations commonly used in electrical estimating
- Make field observations and transfer the information to design drawings

ELECTRICAL ESTIMATOR (continued)

- Prepare drawings utilizing computer aided drafting tools
- Negotiate easements and right-of-way
- Work cooperatively with those contacted in the course of work, including the general public and City employees
- Work in a team-based environment to achieve common goals
- Communicate clearly and effectively, both orally and in writing
- Understand and carry out oral and written instructions
- Read, interpret, and work from plans, diagrams, and sketches
- Prepare routine correspondence
- Maintain accurate records, files, and reports
- Perform work indoors and outdoors throughout the year
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties
- Lift 175 pounds, with assistance, once or twice a week

SUPERVISION EXERCISED

May assist in the training of new personnel.

SUPERVISION RECEIVED

Works under the supervision of the Senior Electric Utility Engineer, Principal Electrical Estimator, Senior Electrical Estimator, or other assigned supervisor.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

CITY OF SANTA CLARA, CALIFORNIA

ELECTRICAL ESTIMATOR

(437)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- ~~Equivalent to completion of sixty (60) semester units in engineering or a related field from an accredited college or university.~~
- *Graduation from an accredited college or university with an Associate's degree or higher in engineering or a related field, including satisfactory completion of college level courses in writing, mathematics, engineering, AutoCAD, GIS and*
- *One (1) year ~~e~~Experience in, and the ability to ~~operate~~operating Computer Aided Drafting and Design (CADD) programs.*

Possible Substitutions:

- *Experience as an estimator, engineering aide (electric), engineering aide (fiber), engineering assistant, or engineering technician in a public or private electric utility may be substituted for the required college coursework on a year for year basis, thirty (30) semester units being equivalent to one year of experience* ~~Experience as an estimator, engineering assistant, or engineering technician in a public or private electric utility may be substituted for the required college coursework on a year for year basis (30 semester units being equivalent to one year of experience).~~
- **Desirable Qualifications:**
- *One (1) year experience with construction of or documenting construction of electric utility facilities*
- *One (1) year of experience with ESRI-based GIS applications*

LICENSE

Possession of an appropriate, valid California Class C driver's license is required at time of appointment *and for the duration of employment.*

DISTINGUISHING CHARACTERISTICS

Under general direction performs sub-professional engineering office and field work involving laying out plans and specifications for construction and maintenance of electric utility distribution facilities, preparing cost estimates, obtaining easements and right-of-ways and does related work as required.

TYPICAL DUTIES

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

ELECTRICAL ESTIMATOR (continued)

Under supervision:

- Prepares plans and specifications of electric utility distribution plant construction, maintenance or removal, such as underground residential/commercial developments, overhead and underground main feeder systems and transformer, capacitor, switching equipment installations or replacement-
- Designs street lighting systems and prepares construction drawings-
- Prepares sketches of work to be performed, including instructions for installation of materials and location of poles, anchors, guys, conduit systems, vaults, service boxes, transformers, etc.-
- Determines proper cable and wire sizes, transformer sizes and combinations for given loads on the distribution system-
- Prepares cost, time, and material estimates for the construction, repair, rearrangement, and maintenance of overhead and underground utility facilities including distribution, street lighting, and metering, in accordance with the Public Utilities Commission (PUC) General Orders and City construction standards-
- Conducts field surveys of project sites to determine the location of electric and other facilities and the impact of proposed changes-
- Determines easement requirements and initiates easement requests-
- Reviews and comments on building and public improvement plans-
- Works with developers, consultants, contractors, property owners, and other utilities on proposed additions and changes to the City's electric utility system-
- Communicates in writing with developers, consultants, contractors, property owners, and other utilities regarding construction responsibilities and costs-
- Provides customer information to the utility billing division-
- Responds to questions and concerns from the public regarding the electric utility's activities/system and provides information related to methods and standards-
- Maintains appropriate records of electric system facilities-
- Prepares routine correspondence-
- Performs other related duties as assigned-

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Methods, materials and equipment used in construction and maintenance of overhead and underground electric distribution facilities-
- Pertinent laws, rules, regulations, codes and safety orders-
- Theory and principles of electricity as applied to circuits and wiring systems-
- Environmental and safety practices, procedures and standards-
- Principles of cost estimating-
- Mathematics commonly used in electrical estimating including algebra, geometry and trigonometry-
- Computer Aided Design and Drafting tools (e.g., AutoCAD) and techniques-

Ability to:

- Interpret pertinent laws, rules, regulations, codes and safety orders-

ELECTRICAL ESTIMATOR (continued)

- Demonstrate proficient computer skills-
- Plan and lay out installation of new electrical facilities-
- Prepare electrical plans and specifications, and make accurate estimates of time, costs, and quantities for construction, installation, and maintenance of electric distribution facilities-
- Effectively handle multiple priorities, organize workload, and meet strict deadlines-
- Make mathematical calculations commonly used in electrical estimating-
- Make field observations and transfer the information to design drawings-
- Prepare drawings utilizing computer aided drafting tools-
- Negotiate easements and right-of-way-
- Work cooperatively with those contacted in the course of work, including the general public and City employees-
- Work in a team-based environment to achieve common goals-
- Communicate clearly and effectively, both orally and in writing-
- Understand and carry out oral and written instructions-
- Read, interpret, and work from plans, diagrams, and sketches-
- Prepare routine correspondence-
- Maintain accurate records, files, and reports-
- Perform work indoors and outdoors throughout the year-
- Walk or stand for extended periods of time-
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties-
- Lift 175 pounds, with assistance, once or twice a week-

SUPERVISION EXERCISED

May assist in the training of new personnel.

SUPERVISION RECEIVED

Works under the supervision of the Senior Electric Utility Engineer, Principal Electrical Estimator, Senior Electrical Estimator, or other assigned supervisor.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

AGENDA REPORT CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: July 10, 2017

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Modify Job Specification and Recruitment Type for Chief Storekeeper

SUMMARY: The Finance Department will soon conduct a recruitment for the position of Chief Storekeeper. The job specification for Chief Storekeeper/Buyer was last approved in December 2013. After consideration, the Department would like to separate the classification back to two separate job classifications. A job analysis will be conducted for the Buyer classification at a later date.

A job analysis was conducted in May, 2017 to identify additions and changes to the Chief Storekeeper job specification. The desirable qualifications section updated to include acceptable fields of study. The Typical Duties section was changed to reflect current tasks this position would perform, such as use of a mobile device/computer; consult with vendors, contract service providers, purchasing staff, and others regarding products, supply needs, service requirements, and contract terms; and to coordinate and supervise monthly and annual inventory results. The Knowledge, Skills, and Abilities section was updated to include additional mobile device/computer skills, knowledge of safety rules and regulations, and physical requirements relating to inventory control and management.

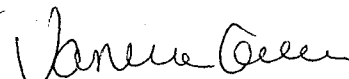
It is recommended that the recruitment type for Chief Storekeeper be changed from (Open/Promotional) to (Closed/Promotional) due to the large internal applicant pool. There are no recommended changes to the examination weighting (100% Oral).

RECOMMENDATION: Staff recommends the Civil Service Commission approve the modified job specification and recruitment type for Chief Storekeeper.

PREPARED BY: APPROVED FOR CONTENT:

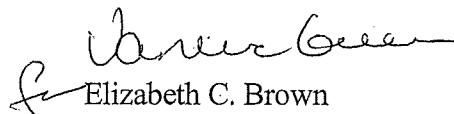


Corey Wilkins-Lee
HR Technician



Vanessa Guerra
Human Resources Division Manager

APPROVED:



Elizabeth C. Brown
Director of Human Resources



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

Finance Department
Memorandum

Date: June 22, 2017

To: Human Resources

From: Purchasing Division Manager

Subject: Request to Modify Job Specification and Recruitment Type for the Chief Storekeeper

The City Council approved splitting the Chief Storekeeper /Buyer position into two separate positions in the 2016-17 operating budget. The employee that was in the Chief Storekeeper/Buyer position now holds the Buyer position #58. The Chief Storekeeper /Buyer position description was last approved in December 2013 and the job description required revision to split out the duties, knowledge, skills, and abilities as appropriate for the Chief Storekeeper role.

We are requesting the job specification be revised to reflect the role of the Chief Storekeeper in the current environment and also recommend the recruitment type be revised from open/promotional to closed/promotional due to the unique skill set required in this role. We believe an open/promotional recruitment would not produce candidates with the necessary knowledge and experience required to effectively and efficiently warehouse and manage the procurement and distribution of materials and supplies for the City's Utilities.

Belinda Holm

Belinda Holm

cc: Angela Kraetsch

CITY OF SANTA CLARA, CALIFORNIA
CHIEF STOREKEEPER
(320)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED; and
- Three (3) years of experience in storekeeping, warehousing or inventory control, at least one (1) year of which shall have been in a supervisory or lead capacity.

Desirable Qualifications:

- Graduation from an accredited college or university with an Associate or Bachelor's Degree in Business, Public Administration, Finance or related field is highly desirable.

DISTINGUISHING CHARACTERISTICS

The Chief Storekeeper is a position in the classified service responsible for the coordination and administration of procurement and storekeeping activities, including receiving, storing, and issuing supplies, tools, and equipment. The incumbent will oversee a wide variety of materials, supplies, and related equipment in the Central warehouse; provide direction to departments for orders of materials; and supervise departmental personnel in the efficient requisition and issue of materials and supplies.

LICENSE

Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

TYPICAL DUTIES

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

Under general supervision:

- Supervises and directs the receipt, inspection, storage, and issuance of all materials, supplies, and equipment for the Purchasing warehouse
- Exercises responsibility for the security of the contents of the warehouse
- Operates a mobile device/computer to review, read and respond to incoming notifications and evaluate data for an automated work order management system
- Determines minimum and maximum levels of products to be on-hand and places orders against pre-set contracts; maintains appropriate levels of standard stock items and orders items as necessary
- Supervises, trains and evaluates staff in stock control, storage procedures, and centralized purchasing
- Prepares requests for quotations, requests for proposals, and/or invitations for bids, and awards to appropriate vendor
- Oversees, coordinates, and participates in the work of staff performing duties in support of centralized purchasing

CHIEF STOREKEEPER (continued)

- Consults with vendors, contract service providers, purchasing staff, and others regarding products, supply needs, service requirements, and contract terms
- Supervises the collection and salvage of usable materials and equipment; prepares and reconciles bids for scrap and surplus material and assists with their disposal
- Coordinates and supervises monthly and annual inventories, verifies and corrects data where applicable; prepares necessary reports with inventory results
- Maintains office records electronically and in paper format
- Assigns bin numbers and locations to new items approved for stocking
- Supervises the maintenance and repair of storeroom equipment and provides for custodial care and safety in interior and exterior storage areas
- Authorizes the payment or return of items and materials received, contacts vendors to assure proper receipt of materials as ordered, and follows up on overdue shipments
- Plans and coordinates daily work transactions with Finance staff to ensure an accurate inventory control
- Schedules and assigns work to staff
- Operates personal computer equipment which utilizes word processing, spreadsheet, and other software for asset management applications
- Prepares documents and reports using office equipment and software applications
- Responds to requests and inventory questions from department staff, vendors, and contract service providers
- Maintains monthly expenditure ledgers and produces summary statements of usage and costs for parts, materials, and service contracts
- May assist in writing procedures and creating training manuals
- Develops methods for the improvement of storage space utilization
- Performs other related duties as required

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Computer and software programs and applications used in business settings, facility management, and asset management
- Principles and practices of safety, including OSHA requirements
- Principles and practices of storekeeping inventory control including receipt, inspection, issuance, storage, security, and distribution
- Environmental and office safety practices, procedures, and standards
- Principles and practices of supervision
- Methods of packing and storing a variety of materials
- Proper lifting techniques

Ability to:

- Operate personal computers, and other standard office equipment; prepare reports using computer software, such as Microsoft Office and PeopleSoft or other Enterprise Resource Planning (ERP) applications
- Maintain accurate, up-to-date, and complex records
- Effectively handle multiple priorities, organize workload and meet deadlines
- Interpret and apply City purchasing policies and procedures
- Post financial data and make arithmetical computations rapidly and accurately

CHIEF STOREKEEPER (continued)

- Provide and follow oral and written instructions
- Communicate clearly and effectively, both orally and in writing
- Deal tactfully and courteously with others
- Establish and maintain cooperative working relationships with those contacted in the course of work, including other departments, employees, vendors, and the general public
- Work in a team-based environment and achieve common goals
- Evaluate bids and quotations to determine the most competitive pricing and quality of goods
- Apply good judgment and make sound decisions
- Supervise, train, and educate staff, vendors, suppliers, and others in the City procurement process and other work activities
- Accurately perform monthly and annual physical inventory of the stockrooms
- Develop cost effective ways to dispose of surplus materials and equipment
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties
- Lift up to 25 pounds of static weight, with or without assistance

SUPERVISION RECEIVED

Works under the general supervision of the Purchasing Division Manager.

SUPERVISION EXERCISED

Supervises Senior Materials Handler, Materials Handler, Purchasing Clerk, Purchasing Utility Worker, and other personnel as assigned.

OTHER REQUIREMENTS

- May be required to work additional shifts, weekends, or unusual hours in the normal performance of duties to support emergency situations
- Must be able to perform all of the essential functions of the job assignment

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually, and upon leaving office, in accordance with City Manager's Directive 100.

LEGEND:

Additions

~~Deletions~~

Approved December, 2013

Proposed July, 2017

CITY OF SANTA CLARA, CALIFORNIA

CHIEF STOREKEEPER/BUYER

(319320)

EDUCATION AND EXPERIENCE

Minimum Requirements/Qualifications:

- Graduation from high school or possession of a GED; *and*
- Three (3) years of experience in storekeeping, warehousing or inventory control, at least one (1) year of which shall have been in a supervisory or lead capacity.
- ~~Two (2) years of experience in purchasing of materials, supplies, and equipment, preferably in the public utility field~~

Desirable Qualifications:

- Graduation from an accredited college or university with an Associate's or Bachelor's Degree in ~~business~~*Business, public*~~Public administration~~*Administration, Finance* or related field is highly desirable.
- ~~Professional Purchasing or Association for Operations Management (APICS) certification as a Certified Purchasing Manager (CPM)/ Certified Public Purchasing Officer (CPPO)/ Certified Professional Public Buyer (CPPB)/ Certified in Production and Inventory Management (CPIM) and/or related coursework is desirable~~

DISTINGUISHING CHARACTERISTICS

~~This~~*The Chief Storekeeper* is a position in the classified service responsible for *the* coordination and administration of ~~the~~ procurement and storekeeping activities, *including receiving, storing, and issuing supplies, tools, and equipment.* The incumbent will oversee a wide variety of materials, supplies, and related equipment in the Central warehouse; provide direction to departments for orders of materials; and supervise departmental personnel in the efficient requisition and issue of materials and supplies.

LICENSE

Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

TYPICAL DUTIES

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

Under general supervision:

- Supervises and directs the receipt, inspection, storage, and issuance of all materials, supplies, and equipment for the Purchasing warehouse
- Exercises responsibility for the security of the contents of the warehouse
- *Operates a mobile device/computer to review, read and respond to incoming notifications*

CHIEF STOREKEEPER/BUYER (continued)

and evaluate data for an automated work order management system

- Determines minimum and maximum levels of products to be on-hand and places orders against pre-set contracts; *maintains appropriate levels of standard stock items and orders items as necessary*
- *Supervises, Trains and evaluates* ~~subordinates staff~~ in proper stock control, and storage procedures, and centralized purchasing
- Prepares requests for quotations, requests for proposals, and/or invitations for bids, and awards to appropriate vendor
- Oversees, coordinates, and participates in the work of staff performing duties in support of centralized purchasing
- ~~Supervises the collection and salvage of usable materials and equipment~~ *Consults with vendors, contract service providers, purchasing staff, and others regarding products, supply needs, service requirements, and contract terms*
- *Supervises the collection and salvage of usable materials and equipment; P*prepares and reconciles bids for scrap and surplus material *and assists with their disposal*
- ~~Coordinates and Supervises~~ *supervises* monthly and annual inventories, *verifies and corrects data where applicable; prepares necessary reports with inventory results*
- Maintains office records ~~and files~~, electronically and *in paper format*
- Assigns bin numbers and locations to new items approved for stocking
- Supervises the maintenance and repair of storeroom equipment and provides for custodial care and safety in interior and exterior storage areas
- Authorizes the payment or return of items and materials received, ~~contacting~~ *contacting* vendors to assure proper receipt of materials as ordered, *and follows up on overdue shipments*
- Plans and coordinates daily work transactions with Finance staff to ensure an accurate inventory control
- Schedules and assigns work to ~~subordinate personnel~~ *staff*
- *Operates personal computer equipment which utilizes word processing, spreadsheet, and other software for asset management applications*
- Prepares ~~payroll~~, documents, and reports using office equipment and software applications
- *Responds to requests and inventory questions from department staff, vendors, and contract service providers*
- Maintains monthly expenditure ledgers and produces summary statements of usage and costs for parts, materials, and service contracts
- *May assist in writing procedures and creating training manuals*
- Develops methods for the improvement of storage space utilization
- Performs other related duties as required
- Maintains appropriate levels of standard stock items and orders items as necessary
- ~~Evaluates and reports upon the performance of assigned staff~~
- ~~Provides technical guidance to departments in regard to the centralized procurement requisitioning process~~
- ~~Receives, processes, and approves requisitions for material, equipment, and services~~
- ~~Issues purchase orders and processes distribution to departments and suppliers~~
- ~~Performs routine purchase order expediting and follow-up~~
- ~~Authorizes purchase order changes~~
- ~~Places orders on the office supply contract~~
- ~~Acts as City's liaison with suppliers and assures that proper business relations are maintained~~

CHIEF STOREKEEPER/BUYER (continued)

- Advises departments of new products, market conditions, and trends
- Assists in the disposal of surplus material and equipment
- Solicits, receives, compares, and analyzes price quotations for goods and services
- Administers and monitors contracts/programs as required
- Maintains and updates vendor information and zip code files in a database
- Maintains computer software programs supporting Purchasing Services Division functions
- Prepares and types correspondence
- Provides training to vendors and user departments on purchasing procedures and changes to process

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- *Computer and software programs and applications used in business settings, facility management, and asset management*
- *Principles and practices of safety, including OSHA requirements*
- *Principles and practices of ~~Storekeeping~~ storekeeping principles and practices inventory control including receipt, inspection, issuance, storage, security, and distribution*
- *Environmental and office and safety practices, procedures, and standards*
- *Basic Principles and practices of supervision*
- *Methods of packing and storing a variety of materials*
- *Proper lifting techniques*
- *Conflict of interest principles related to government purchasing*
- *Proper stock control and inventory methods*
- *Methods of purchasing by specifications and competitive bidding*
- *Principles and practices of large scale purchasing, markets, marketing practices, and pricing methods*

Ability to:

- *Operate personal computers, and other standard office equipment; prepare reports using computer software, such as Microsoft Office and PeopleSoft or other Enterprise Resource Planning (ERP) applications*
- *Operate office equipment, including a personal computer, copy and fax machines and printers*
- *Maintain accurate, up-to-date, and complex records*
- *Effectively handle multiple priorities, organize workload and meet deadlines*
- *Interpret and apply City purchasing policies and procedures*
- *Operate a calculator accurately and skillfully*
- *Post financial data and make arithmetical computations rapidly and accurately*
- *Provide and follow oral and written instructions*
- *Communicate clearly and effectively, both orally and in writing*
- *Communicate clearly and concisely in writing, using correct English grammar and punctuation*
- *Deal tactfully and courteously with others*
- *Establish and maintain cooperative working relationships with those contacted in the course of work, including other departments, employees, vendors, and the general public*
- *Work in a team-based environment and achieve common goals*
- *Evaluate bids and quotations to determine the most competitive pricing and quality of goods*
- *Apply good judgment and make sound purchasing decisions*

CHIEF STOREKEEPER/BUYER (continued)

- *Supervise, Train-train, and educate staff, vendors, suppliers, and others in the City procurement process and other work activities*
- *Assist-Accurately perform in the monthly and annual physical inventory of the stockrooms*
- *Develop cost effective ways to dispose of surplus materials and equipment*
- *Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties*
- *Lift up to 25 pounds of static weight, with or without assistance*
- ~~Operate a computer for data entry and retrieval~~
- ~~Develop cost effective ways to dispose of surplus materials and equipment~~
- ~~Supervise and direct the work activities of others~~
- ~~Prepare reports using computer software, such as Microsoft Office and PeopleSoft or other Enterprise Resource Planning (ERP) applications~~
- ~~Safely operate a forklift~~
- ~~Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties~~
- ~~Lift up to 50 pounds of static weight, with or without assistance~~

SUPERVISION RECEIVED

Works under the general supervision of the Purchasing Division Manager.

SUPERVISION EXERCISED

Supervises Senior Materials Handler, Materials Handler, Purchasing Clerk, Purchasing Utility Worker, and other personnel as assigned.

OTHER REQUIREMENTS

- May be required to work additional shifts, weekends, or unusual hours in the normal performance of duties to support emergency situations
- ~~Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100~~
- Must be able to perform all of the essential functions of the job assignment

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually, and upon leaving office, in accordance with City Manager's Directive 100.

AGENDA REPORT CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: July 10, 2017

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request for Approval of Change in Job Description Title and Request to Modify Job Specification for Senior Tree Trimmer

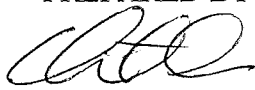
SUMMARY: The Public Works Department will soon conduct a recruitment for the position of Senior Tree Trimmer. The job specification for Senior Tree Trimmer was last approved in October 2001.

After reviewing job title for Senior Tree Trimmer, the Human Resources department would like to update and modify the classification title to Tree Trimmer II, as this title will more accurately reflect the job duties. A job analysis was conducted to identify additions and changes to the job specification. Proposed changes to the Minimum Qualifications section include an additional year of experience in tree trimming, removal and insecticide spray procedures. A Desirable Qualifications section was added to include experience in a Lead or Supervisory capacity and possession of Qualified Applicator Certificate (QAC). Proposed additions to the Licenses and/or Certificates section include a Certified Tree Worker status from the International Society of Arboriculture (ISA), California Department of Food and Agriculture Qualified Applicator Certificate (QAC) in categories B, C or F, Certification of completion of Competent Person Fall Protection Training, and a Traffic Flagging and Safety Certificate. The Distinguishing Characteristics section was updated to include planning and coordination of tree maintenance. The typical duties section was updated to include items such as basic/advanced tree climbing techniques, performance of traffic control, and leading the work of a crew. The Knowledge, Skills and Abilities section was updated to include knowledge of job safety, arboriculture, horticulture, and tree maintenance. The job specification has also been updated to reflect the new standard job description format.

There are no recommended changes to the examination weighting (50% Written examination, 50% Performance examination) or the recruitment type (Open/Promotional) for this classification.

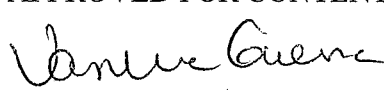
RECOMMENDATION: Staff recommends the Civil Service Commission approve the change in job title for Senior Tree Trimmer to Tree Trimmer II. Staff also recommends the Civil Service Commission approved the modified job specification for Tree Trimmer II.

PREPARED BY:



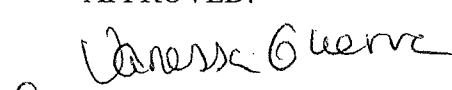
Christine Doan
HR Technician

APPROVED FOR CONTENT:



Vanessa Guerra
Human Resources Division Manager

APPROVED:



for Elizabeth C. Brown
Director of Human Resources



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

Public Works/Engineering
Memorandum

Date: June 22, 2017
To: Liz Brown, Director of Human Resources
From: Dave Staub, Deputy Director of Public Works
Subject: Tree Trimmer II Job Description

The current job description for the Senior Tree Trimmer was last updated in October 2001. The job title, minimum qualifications, duties, knowledge, skills and abilities need to be updated to give the Public Works Department a larger candidate pool of individuals from which to choose. Thank you in advance for your assistance.

A handwritten signature in black ink, appearing to read "Dave Staub".

Dave Staub
Deputy Director of Public Works

CITY OF SANTA CLARA, CALIFORNIA
TREE TRIMMER II
(780)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED; and
- Three (3) years of experience in tree trimming, removals and insecticide spraying procedures.

Desirable Qualifications:

- Experience as a Lead desirable.
- Possession of Qualified Applicator Certificate (QAC) by the California Department of Pesticide Regulations (DPR) is desirable.

LICENSES

- Possession of a valid California Class A or B Commercial driver's license will be required at the time of application and for the duration of employment.
- Possession of a Certified Tree Worker status from the International Society of Arboriculture (ISA) is required at time of application.
- A California Department of Food and Agriculture Qualified Applicator Certificate (QAC) in categories B, C or F within 12 months and for duration of employment.
- A certification of completion of Competent Person Fall Protection Training within 12 months and for duration of employment.
- A Traffic Flagging and Safety Certificate within 12 months and for duration of employment.

DISTINGUISHING CHARACTERISTICS

The Tree Trimmer II is responsible for planning, coordinating, and performing the day-to-day activities of tree maintenance. An incumbent in this class is a lead worker and possesses technical expertise and exercises independent judgment and discretion.

TYPICAL DUTIES

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

Under supervision:

- Uses basic/advanced tree climbing techniques such as up and down, aerial rescue, lateral/side-by-side; climbs trees using climbing aids and safety devices in the process of trimming trees
- Performs traffic control in accordance with established procedures and guidelines
- Leads the work of a crew and actively participates in the trimming, topping, planting, removal, and spraying of the City street trees

TREE TRIMMER II (continued)

- Operates and uses various equipment and tools, including, but not limited to, aerial tree maintenance trucks, dump trucks, brush chippers, tractor-loaders, stump cutters, and chain saws
- Determines placement of ropes and rigging equipment in trees for easiest and safest removal of stumps, limbs, and hazardous trees
- Gathers and disposes of brush, trimmings, and stumps
- Operates a mobile device/computer such as a smart phone or tablet to read, respond to, and input data for an automated work order management system
- Explains tree maintenance techniques and procedures to the public
- Inspects trees to evaluate maintenance needs and make recommendations to the supervisor and/or management
- Conducts inventory for equipment and tools
- Performs minor repairs and maintenance on hand and power equipment
- Prepares written activity and maintenance of reports/logs
- Represents the City in contact with property owners, answering questions pertaining to City services
- May train or assist in the training of personnel as assigned
- Inspects trees for physical evidence of parasitical and fungus infestations and determines type of chemical control necessary; mixes and sprays chemicals and applies as needed for treatment
- May assist Supervisor in reviewing and evaluating outside contacts for City-wide tree trimming
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of on the job safety
- Arboriculture, horticulture, and tree maintenance
- Aerial rescue and climbing practices and safety procedures
- Safe use of hazardous chemicals, herbicides, and fertilizers
- The materials, methods, tools, and equipment used in the trimming, planting, removal, and spraying of street trees
- Traffic control, including placement of cones and warning signs
- Environmental and safety practices, procedures, and standards
- Record keeping principles and practices
- Pertinent traffic laws, department rules, and procedures related to tree trimming maintenance
- Common names and characteristics of City street trees
- Methods of planning and scheduling time, labor, and materials

Ability to:

- Operate specialized tree maintenance equipment and vehicles
- Assign, lead, and perform the tree maintenance of park facilities and public landscape areas
- Operate, service, repair, adjust, and maintain a variety of equipment and tools including but not limited to chippers, chainsaws, trucks, and trimmers
- Set up safety control equipment in a variety of conditions

TREE TRIMMER II (continued)

- Develop and maintain effective working relationships with supervisors, employees, the general public and others contacted in the course of work
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Exercise professionalism and helpfulness when dealing with employees and the public
- Provide work direction, training, and instruction
- Understand and follow oral and written communication
- Demonstrate initiative and exercise good judgment in the performance of duties
- Communicate clearly and concisely, both orally and in writing
- Bend, stoop, reach, carry, crawl, climb, walk or stand for extended periods of time and lift a minimum of 50 pounds as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the direction of the Landscape Foreman or other, as assigned.

SUPERVISION EXERCISED

Supervises one or more Tree Trimmers and other assigned staff.

OTHER REQUIREMENTS

- Incumbents will be required to work unusual hours and on weekends in emergency and prearranged situations and may be in inclement weather.
- May be subject to drug and/or alcohol testing as mandated by federal regulations.
- Must be able to perform all of the essential functions of the job assignment.

LEGEND:

Additions

Deletions

Approved October, 2001

Proposed July, 2017

CITY OF SANTA CLARA, CALIFORNIA

SENIOR TREE TRIMMER II

(780)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or ~~its equivalent~~ possession of a GED; and
- ~~two (2)~~ Three (3) -years of experience in tree trimming, removals and insecticide spraying procedures. (Additional qualifying experience may be substituted for the required education on a year for year basis up to a maximum of two (2) years).

Desirable Qualifications:

- Experience as a Lead desirable.
- Possession of Qualified Applicator Certificate (QAC) by the California Department of Pesticide Regulations (DPR) is desirable.

LICENSES

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

- Possession of a valid Class A or B California driver's license is required within three (3) months of appointment. Possession of a valid California Class A or B Commercial driver's license will be required at the time of application and for the duration of employment.
- Possession of a Certified Tree Worker status from the International Society of Arboriculture (ISA) is required at time of application.
- Incumbents of this class will be required to possess a valid State of California Department of Agriculture Qualified Applicator's License in categories B, C, and F prior to the completion of probationary period. A California Department of Food and Agriculture Qualified Applicator Certificate (QAC) in categories B, C or F within 12 months and for duration of employment.
- A certification of completion of Competent Person Fall Protection Training within 12 months and for duration of employment.
- A Traffic Flagging and Safety Certificate within 12 months and for duration of employment.

SPECIAL CONDITIONS

May be required to work odd and unusual hours and in emergency situations, and to respond to hazardous conditions involving City street trees.

DISTINGUISHING CHARACTERISTICS

SENIOR TREE TRIMMER II- (continued)

The Tree Trimmer II is responsible for planning, coordinating, and performing the day-to-day activities of tree maintenance. An incumbent in this class is a lead worker and possesses technical expertise and exercises independent judgment and discretion.

~~This is a non-technical position in the classified service responsible for providing lead supervision over and participating in the planting, trimming, spraying, and removal of City street trees and other trees maintained on City controlled property.~~

TYPICAL TASKS/DUTIES

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

~~Under direction~~ *supervision:*

- *Uses basic/advanced tree climbing techniques such as up and down, aerial rescue, lateral/side-by-side; climbs trees using climbing aids and safety devices in the process of trimming trees*
- *Performs traffic control in accordance with established procedures and guidelines*
- ~~leads~~ *Leads and supervises the work of a crew and actively participates in the trimming, topping, planting, removal, and spraying of the City street trees*
- ~~;~~ *Operates and uses various equipment and tools, including, but not limited to, aerial tree maintenance trucks, dump trucks, brush chippers, tractor-loaders, stump cutters, and chain saws*
- *Determines placement of ropes and rigging equipment in trees for easiest and safest removal of stumps, limbs, and hazardous trees*
- *Gathers and disposes of brush, trimmings, and stumps*
- *Operates a mobile device/computer such as a smart phone or tablet to read, respond to, and input data for an automated work order management system*
- *Explains tree maintenance techniques and procedures to the public*
- *Inspects trees to evaluate maintenance needs and make recommendations to the supervisor and/or management*
- *Conducts inventory for equipment and tools*
- *Performs minor repairs and maintenance on hand and power equipment*
- *Prepares written activity and maintenance of reports/logs*
- *Represents the City in contact with property owners, answering questions pertaining to City services*
- *May train or assist in the training of personnel as assigned*
- *Inspects trees for physical evidence of parasitical and fungus infestations and determines type of chemical control necessary; mixes and sprays chemicals and applies as needed for treatment;* ~~performs minor repairs and maintenance on hand and power equipment; maintains work records; explains tree maintenance techniques and procedures to the public;~~
- ~~and performs other related duties as assigned.~~ *May assist Supervisor in reviewing and evaluating outside contacts for City-wide tree trimming*
- *Performs other related duties as assigned*

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- *Principles and practices of on the job safety*

SENIOR TREE TRIMMER II- (continued)

- *Arboriculture, horticulture, and tree maintenance*
- *Aerial rescue and climbing practices and safety procedures*
- *Safe use of hazardous chemicals, herbicides, and fertilizers*
- *The materials, methods, tools, and equipment used in the trimming, planting, removal, and spraying of street trees*
- *Traffic control, including placement of cones and warning signs*
- *Environmental and safety practices, procedures, and standards*
- *Record keeping principles and practices*
- *Pertinent traffic laws, department rules, and procedures related to tree trimming maintenance*
- *Appropriate tree trimming techniques; the common names and characteristics of City street trees*
- *Methods of planning and scheduling time, labor, and materials*
- *Safe operating procedures.*

–Ability to:

- ~~direct the work of one or more subordinate Tree Trimmers;~~ Operate specialized tree maintenance equipment and vehicles
- *Assign, lead, and perform the tree maintenance of park facilities and public landscape areas*
- *Operate, service, repair, adjust, and maintain a variety of equipment and tools including but not limited to chippers, chainsaws, trucks, and trimmers*
- *Set up safety control equipment in a variety of conditions*
- *Develop and maintain effective working relationships with supervisors, employees, the general public and others contacted in the course of work*
- *Effectively handle multiple priorities, organize workload, and meet strict deadlines*
- *Exercise professionalism and helpfulness when dealing with employees and the public*
- *Provide work direction, training, and instruction*
- *Understand and follow oral and written communication*
- *Demonstrate initiative and exercise good judgment in the performance of duties*
- *Communicate clearly and concisely, both orally and in writing*
- *Bend, stoop, reach, carry, crawl, climb, walk or stand for extended periods of time and lift a minimum of 50 pounds as necessary to perform assigned duties*
- ~~and deal effectively with the general public.~~

SUPERVISION RECEIVED

Works under the direction of the ~~Assistant Director of Streets and Landscape Foreman Automotive Services/City Arborist or designated representative~~ other, as assigned.

SUPERVISION EXERCISED

Supervises one or more Tree Trimmers and other assigned ~~personnel~~ staff.

OTHER REQUIREMENTS

- *Incumbents will be required to work unusual hours and on weekends in emergency and prearranged situations and may be in inclement weather.*
- *May be subject to drug and/or alcohol testing as mandated by federal regulations.*
- *Must be able to perform all of the essential functions of the job assignment.*

SENIOR-TREE TRIMMER II- (continued)

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: July 10, 2017

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Modify Job Specification for Senior Library Assistant

SUMMARY: The Library Department will soon conduct a recruitment for the position of Senior Library Assistant. The job specification for Senior Library Assistant was last approved in July 1996. A job analysis was conducted to identify additions and changes to the job specification.

Proposed changes to the Minimum Qualifications section include customer service experience and one year experience supervising the work of others or as a project leader. The Possible Substitutions section was updated to include a two year Library Technology Associate of Arts degree which may be substituted for one year of the required experience. A proposed change to the License section includes a valid California Class C driver's license at time of appointment and for the duration of employment. The typical duties section was updated to include items such as planning, prioritizing, and reviewing the work of staff, as well as composing and preparing correspondence, memos, reports, and surveys. The Central Library Circulation section was updated to include Customer Service and Youth Services, and proposed additions include performing routine circulation duties and preparing information and marketing materials such as signage, brochures, flyers, and pamphlets. The Extension Services was updated to include Branch Services, and proposed additions include scheduling and supervising the daily operation of a branch or Mobile Library, driving a bookmobile, and selecting and stocking materials for the bookmobile. The Knowledge, Skills and Abilities section was updated to include items such as knowledge of principles and practices of team building, ability to safely drive a bookmobile, and ability to operate library equipment. The job specification has also been updated to reflect the new standard job description format.

There are no recommended changes to the examination weighting (100% Oral examination) or the recruitment type (Open/Promotional) for this classification.

RECOMMENDATION: Staff recommends the Civil Service Commission approve the modified job specification for Senior Library Assistant.

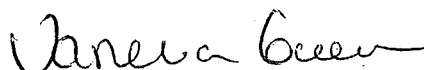
PREPARED BY:

APPROVED FOR CONTENT:

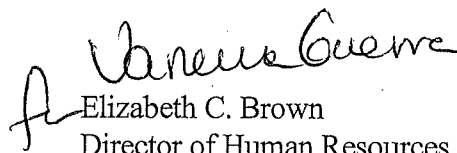
APPROVED:



Christine Doan
HR Technician



Vanessa Guerra
Human Resources Division Manager



Elizabeth C. Brown
Director of Human Resources




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

Library
Memorandum

Date: June 30, 2017

To: Human Resources

From: Paul Sims, Assistant City Librarian. 

Subject: Modify Job Specifications for Senior Library Assistant

The Library department currently has a vacancy for Senior Library Assistant. The job specification and description have not been modified since 1996. In order to incorporate new technology, additional responsibilities, and new service models, the Library requests that the Job specification and description for Senior Library Assistant be updated.

CITY OF SANTA CLARA, CALIFORNIA
SENIOR LIBRARY ASSISTANT
(754)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Completion of 60 semester units or 90 quarter units from an accredited college or university; and
- Three (3) years recent full time experience involving customer service or paraprofessional library experience involving public service, one year of which shall be have been supervising the work of others or as a project leader.

Possible Substitutions:

- Additional college education may be substituted for the required experience on the basis of one (1) year of experience for 30 semester units.
- Completion of a two year Library Technology Associate of Arts degree may be substituted for one (1) year of the required experience.

DISTINGUISHING CHARACTERISTICS

This is a paraprofessional supervisory position in the classified service. Positions in this class are responsible for the supervision and direction of a work unit comprised of paraprofessional, clerical and/or page staff.

LICENSE

Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

TYPICAL DUTIES

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

Under general supervision:

- Implements library policies and procedures
- Plans, prioritizes, and reviews the work of staff assigned to a variety of paraprofessional and clerical duties in support of library
- Handles complex transactions
- Assists staff and the public in the interpretation of library policies and procedures
- Composes and prepares correspondence, memos, reports, and surveys
- Develops schedules and methods to accomplish assignments, ensuring work is completed in a timely and efficient manner
- Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures
- Serves as a member of library teams and on task forces
- May supervise volunteer staff

SENIOR LIBRARY ASSISTANT (continued)

For Customer Service and Youth Services:

- Supervises the daily shelf maintenance of Central Library's adult, teen and children's collections, including the on-going shelving, shelf-reading, and shifting of these collections
- Schedules, supervises, trains, and evaluates pages assigned to unit in order to facilitate shelf maintenance duties
- Performs routine circulation duties
- Acts as unit lead in the absence of the Circulation Supervisor
- Prepares information and marketing materials such as signage, brochures, flyers, and pamphlets for library services, resources, and programs
- Initiates the testing, interviewing, selection, and hiring of library pages
- Works with assigned employees to improve performance and implements corrective action as required
- Plans and conducts regular page meetings

For Branch Services:

- Schedules and supervises the daily operation of a branch or Mobile Library
- Schedules staff, organizes work flow, and oversees customer service duties
- Performs routine circulation duties
- Checks materials in and out
- Interacts with other staff and the public
- May schedule staff to facilitate public service duties
- Schedules and coordinates outreach visits that include general library services as well as some programs and storytimes
- Drives bookmobile, selects and stocks materials for the bookmobile
- Supervises paraprofessional and library page staff
- Furnishes reference service using basic branch reference sources
- Collects fines and fees
- Establishes positive community relationships and partnerships
- Acts as unit lead in the absence of the senior staff

For Technical Services Unit:

- Performs routine bibliographic searches
- Enters and processes new order records
- Maintains appropriations, encumbrances, and expenditures in the Library's automation system
- Processes invoices and partial payments for Finance Department
- Prepares claims
- Prepares and edits purchase orders in the City's financial management system
- Receives and updates order records
- Maintains vendor files
- Compiles and prepares reports and statistics

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Circulation, branch, or acquisitions procedures and practices

SENIOR LIBRARY ASSISTANT (continued)

- Current personnel practices, including supervision, training, and evaluation of employees
- Automated library systems
- Principles and practices of team building
- Office safety practices, procedures and standards

Ability to:

- Safely drive a bookmobile
- Operate library equipment, such as computers, and use related software applications and databases effectively
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Recognize and resolve basic problems and exercise good judgment, particularly in stressful situations
- Communicate effectively, both orally and in writing
- Select, train, schedule, supervise, and evaluate the work of staff
- Effectively direct the activities of the assigned work unit
- 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
- Set up displays and promote library services and programs
- Work independently
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift up to 25 pounds to perform assigned duties

SUPERVISION RECEIVED

Works under the general supervision of the Library Circulation Supervisor, Library Program Coordinator, or other supervisor as assigned.

SUPERVISION EXERCISED

Trains, evaluates, and supervises paraprofessional, clerical and/or page staff assigned to the work unit. May assist in the supervision of other assigned library personnel. May be responsible for a unit or facility in the absence of senior personnel.

OTHER REQUIREMENTS

- Performs physical tasks, such as lifting and moving library materials, stooping, reaching, and walking up and down stairs.
- Must be able to lift and carry library materials weighing up to 25 lbs.
- Must be able to perform all the essential functions of the job assignment.
- May be required to work evenings and weekends.
- May be required to drive large vehicles such as a bookmobile.

LEGEND:
Additions
Deletions
Approved July, 1996
Proposed July, 2017

CITY OF SANTA CLARA, CALIFORNIA
SENIOR LIBRARY ASSISTANT
(754)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Completion of 60 semester units or 90 quarter units from an accredited college or university; and
- ~~plus~~ Three (3) years recent full time *experience involving customer service or paraprofessional library experience involving public service, one year of which shall be have been supervising the work of others or as a project leader.*

Possible Substitutions:

- ~~—~~Additional college education may be substituted for the required experience on the basis of ~~30 semester units for one (1) year of experience for 30 semester units.~~
- Completion of ~~the~~ a two year Library Technology Associate of Arts degree may be used to ~~meet the education requirement and~~ substituted for one (1) year of the required experience.

DISTINGUISHING CHARACTERISTICS

This is a paraprofessional supervisory position in the classified service. Positions in this class are responsible for the supervision and direction of a work unit comprised of paraprofessional, clerical and/or page staff.

LICENSE

Possession of ~~an appropriate~~ a valid -California Class C driver's license is required at time of appointment and for the duration of employment.

TYPICAL TASKS/DUTIES

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

Under general supervision:

- ~~i~~Implements library policies and procedures
- Plans, prioritizes, and reviews the work of staff assigned to a variety of paraprofessional and clerical duties in support of library
- ~~;~~ Handles complex transactions
- ~~;~~ Assists staff and the public in the interpretation of library policies and procedures
- Composes and prepares correspondence, memos, reports, and surveys
- Develops schedules and methods to accomplish assignments, ensuring work is completed in a timely and efficient manner
- Participates in the selection of staff; provides or coordinates staff training; works with

SENIOR LIBRARY ASSISTANT (continued)

- *employees to correct deficiencies; implements discipline procedures*
- ~~;~~s Serves as a member of library teams and on task forces
- ~~;~~and ~~m~~ May supervise volunteer staff.

For ~~Central Library Circulation~~ Customer Service and Youth Services:

- ~~—~~ Initiates the testing, interviewing, selection, and hiring of library pages; s Supervises the daily shelf maintenance of Central Library's adult, *teen and children's* collections, including the on-going shelving, shelf-reading, and shifting of these collections;
- ~~s~~ Schedules, supervises, trains, and evaluates pages assigned to unit in order to facilitate shelf maintenance duties
- *Performs routine circulation duties*
- *Acts as unit lead in the absence of the Circulation Supervisor*
- *Prepares information and marketing materials such as signage, brochures, flyers, and pamphlets for library services, resources, and programs*
- *Initiates the testing, interviewing, selection, and hiring of library pages*
- ~~;~~w Works with assigned employees to improve performance and implements corrective action as required;
- ~~p~~ Plans and conducts regular page meetings

For ~~Extension~~ Branch Services:

- *Schedules and —* Ssupervises the daily operation of ~~the~~ a branch or Mobile Library
- ~~;~~s Schedules staff, ~~;~~organizes work flow, and ~~;~~oversees ~~public~~ customer service duties
- ~~;~~p Performs routine circulation duties
- ~~;~~e Checks materials in and out
- *Interacts with other staff and the public*
- *May schedule staff to facilitate public service duties*
- *Schedules and coordinates outreach visits that include general library services as well as some programs and storytimes*
- *Drives bookmobile, selects and stocks materials for the bookmobile*
- *Supervises paraprofessional and library page staff*
- *Furnishes reference service using basic branch reference sources*
- *Collects fines and fees*
- *Establishes positive community relationships and partnerships*
- ~~a~~ Acts as unit lead in the absence of the senior staff

;

For ~~Acquisitions~~ Technical Services Unit:

- ~~—~~ Performs routine bibliographic searches
- ~~E;~~ keys ~~nters~~ and processes new order records;
- ~~m~~ Maintains appropriations, encumbrances, and expenditures in the Library's automation system
- ~~;~~p Processes invoices and partial payments for Finance Department
- ~~;~~p Prepares claims
- *Prepares and edits purchase orders in the City's financial management system*
- ~~;~~r Receives and updates order records
- ~~;~~m Maintains vendor files
- ~~;~~e Compiles and prepares reports and statistics.

SENIOR LIBRARY ASSISTANT (continued)

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- eCirculation, branch, or acquisitions procedures and practices
- ~~;~~eCurrent personnel practices, including supervision, training, and evaluation of employees
- ~~;~~aAutomated library systems;
- *Principles and practices of team building*~~basic bookkeeping methods;~~
- ~~accounts payable and receivable;~~ and office methods*Office safety practices, procedures and standards*

—Ability to:

- *Safely drive a bookmobile*
- ~~Use~~*Operate library equipment, such as computers, and word processing*~~use related software applications and databases effectively~~
- *Effectively handle multiple priorities, organize workload and meet strict deadlines*
- *Recognize and resolve basic problems and exercise good judgment, particularly in stressful situations*
- *Communicate effectively, ~~with staff,~~ both orally and in writing*
- *Select, train, schedule, supervise, and evaluate the work of staff;*
- ~~establish priorities;~~ ~~organize work flow;~~ ~~e~~*Effectively direct the activities of the assigned work unit*
- *Work in a team-based environment and achieve common goals;*~~build teamwork;~~
- ~~e~~*Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public*~~courteous and effective working relationships with others~~
- *Set up displays and promote library services and programs*
- *Work independently*
- *Walk or stand for extended periods of time*
- *Bend, stoop, reach, carry, crawl, climb and lift up to 25 pounds to perform assigned duties;*

SUPERVISION RECEIVED

Works under the general supervision of the Library Circulation Supervisor, Library Division Manager, Program Coordinator, or other supervisor as assigned.

SUPERVISION EXERCISED

Trains, evaluates, and supervises paraprofessional, clerical and/or page staff assigned to the work unit. May assist in the supervision of other assigned library personnel. May be responsible for a unit or facility in the absence of senior personnel.

OTHER REQUIREMENTS

- Performs physical tasks, such as lifting and moving library materials, stooping, reaching, and walking up and down stairs.
- Must be able to lift and carry library materials weighing up to 25 lbs.
- Must be able to perform all the essential functions of the job assignment.
- May be required to work evenings and weekends.
- *May be required to drive large vehicles such as a bookmobile.*