



City of Santa Clara

The Center of What's Possible

CIVIL SERVICE COMMISSION AGENDA

Monday, March 12, 2018 at 7:00 p.m.
City Hall Council Chambers
1500 Warburton Avenue
Santa Clara, CA 95050

- I. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- II. **CONSENT CALENDAR**
 - A. **MEETING MINUTES** of January 8, 2018.
 - B. **CHANGE OF STATUS REPORTS** for January and February 2018.
 - C. **CURRENT RECRUITMENT ACTIVITY REPORTS** for January and February 2018.
 - D. **EXAMINATION REPORTS** for January and February 2018.
- 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 Extend Eligible List for Purchasing Clerk.
 - B. **CONSIDER REQUEST** to Modify Job Specification for Senior Materials Handler.
 - C. **CONSIDER REQUEST** to Modify Job Specification for Electric Maintenance Worker.
 - D. **CONSIDER REQUEST** to Modify Job Specification for Pump Maintenance Technician – Water.
 - E. **CONSIDER REQUEST** to Modify Job Specification for Utility Crew Supervisor.
 - F. **CONSIDER REQUEST** to Modify Job Specification and Exam Weighting for Account Clerk I.
 - G. **CONSIDER REQUEST** to Adopt Job Specification, Recruitment Type and Examination Weighting for Permit Center Supervisor.

H. **CONSIDER REQUEST** to Change Exam Weighting for Associate Engineer (Civil).

I. **CONSIDER REQUEST** to Abolish the Eligible List for Associate Engineer (Civil).

V. **INFORMATIONAL REPORTS**

A. Staff – Commissioner Interviews, March 22, 2018, 5:30 p.m., Council Chambers.

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

VI. **ADJOURNMENT** – Adjourn to the next regular meeting of the Civil Service Commission at 7:00 p.m. on May 14, 2018.



City of Santa Clara
Civil Service Commission Minutes
January 8, 2018 at 7:00 PM
City Council Chambers

1500 Warburton Avenue

Santa Clara, CA

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

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

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

II. CONSENT CALENDAR

A. MINUTES OF NOVEMBER 13, 2017 CIVIL SERVICE COMMISSION MEETING - There being no objections or changes.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Staffelbach, to **NOTE AND FILE Item II-A.**

MOTION carried, 5-0

B. CHANGE OF STATUS REPORT for November and December, 2017.

C. CURRENT RECRUITMENT ACTIVITY REPORT for November and December, 2017.

D. EXAMINATION REPORT for November and December, 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 Agenda regarding Oral Communications.

IV. NEW BUSINESS

A. CONSIDER REQUEST to Modify Job Specification for Forensic Coordinator.

Ms. Hill explained that the Police Department will soon conduct a recruitment for the position of Forensic Coordinator. The job specification for Forensic Coordinator was last approved in March 2008. The Police Department reviewed and identified changes to the job specification. The Typical Duties section was updated to include the management of examinations of body worn cameras and cell phones. Duties no longer performed by this position were removed as well. There are no recommended changes to the recruitment type (Open/Competitive) or examination weighting (100% Oral Examination).

Staff recommends the Civil Service Commission approve the modified job specification for Forensic Coordinator.

Commissioner Casey stated that the position requires the examination of body cameras and cell phones and yet a degree is not required and asked if such work is not advanced. Captain Wahid Kazem explained that on the job training is provided on the usage of this equipment.

MOTION by Commissioner Brown, seconded by Commissioner Casey to
modify job specification for Forensic Coordinator.
MOTION carried, 5-0

B. CONSIDER REQUEST to Adopt Job Specification, Recruitment Type and Examination Weighting for Fire Application Data Analyst.

Ms. Hill explained that the Fire Department has a new budgeted position for Fire Application Data Analyst. This new classification was created as part

of the fiscal year 2017-2018 Budget and will be included in Unit 578. Attached is a memorandum from the Fire Chief requesting that the Commission approve the new job description for Fire Application Data Analyst. The new job description reflects the duties the incumbent will be expected to perform in supporting fire information technology systems and using those systems to collect, analyze, and present data. The Typical Duties and Knowledge, Skills, and Abilities sections demonstrate the technical knowledge and related abilities needed pertaining to fire information technology systems and utilizing them for data extraction and presentation. It is recommended that the recruitment type for Fire Application Data Analyst be Open/Competitive. It is also recommended that the exam weighting for Fire Application Data Analyst be 100% Oral.

Staff recommended the Civil Service Commission approve the proposed job specification for Fire Application Data Analyst, and establish the recruitment type as Open/Competitive, with an examination weighting of 100% Oral.

Commissioner Brown inquired if the position existed before and if it is standard that Fire Departments have Data Analyst positions. Chief Kelly explained that duties are currently performed by contractors and such positions are standard in Fire Service. With the need for more data collection, cloud based computer systems, and transmittal interface with hospital systems, staff is seeking to bring Data Analyst positions in-house. Commissioner Brown further asked what staff is doing to recruit for this position and when does the City expect to fill the position. Chief Kelly explained that the department is seeking someone with a degree in Computer Science or Math and expected to fill the vacancy as soon as possible. Vice-Chairperson McAllister asked what other positions are contracted out and Chief Kelly replied that the City's IT Service is contracted out.

MOTION by Commissioner Brown, seconded by Vice-Chairperson McAllister, **to adopt job specification, recruitment type and examination weighting for Fire Application Data Analyst.**

MOTION carried, 5-0

- C. **CONSIDER REQUEST** to Waive Examination Process for Utility Field Services Supervisor.

Ms. Hill explained that this is a request from the Finance Department seeking approval to waive the examination process for the Utility Field Services Supervisor Classification, which is a Closed/Promotional

recruitment with examination weighting of 100% oral examination. The recent recruitment for Utility Field Services Supervisor resulted in one candidate who met the qualifications for the examination process. Waiving the oral examination will reduce the amount of time and expense to fill the position and allow the department to conduct departmental interview and potentially fill the vacant position earlier.

Staff recommends the Civil Service Commission approve the request to waive the current examination process for Utility Field Services Supervisor.

Commissioner Brown inquired if staff is requesting to the waive examination process because there are qualified candidates and Ms. Hill responded that one candidate is qualified.

MOTION by Commissioner Casey, seconded by Commissioner Staffelbach, **to waive examination process for Utility Field Services Supervisor.**

MOTION carried, 5-0

D. CONSIDER REQUEST to Waive Examination Process for Maintenance Systems Specialist.

Ms. Hill explained that the attached is a request from the Water & Sewer Utilities Department requesting approval to waive the examination process for Maintenance Systems Specialist which is an Open/Promotional recruitment with a 100% oral examination. The recent recruitment for Maintenance Systems Specialist resulted in one qualified candidate. Waiving the oral examination will significantly reduce the amount of time and expense to fill the position. Also, it will eliminate the need to bring in three raters from outside agencies to evaluate one candidate. With only one candidate, the department interview will provide the basis for determining if the candidate possesses the knowledge, skills and abilities necessary to successfully perform the duties of the position.

Staff recommends the Civil Service Commission approve request to waive the examination process for Maintenance Systems Specialist.

Commissioner Casey stated that this is a second request to waive examination process and by doing so; the City is changing its process and would like know if there is another way to approach recruitment? Ms. Hill explained that this particular recruitment has been left open longer in

hopes of a larger applicant pool; but the result was not favorable. Ms. Hill further explained that there will not be an examination, but there will be a departmental interview to determination if the candidate is an appropriate fit. Commissioner Staffelbach and Vice-Chairperson McAllister stated they are surprised that only one candidate is qualified. Ms. Hill responded that there are additional applicants and staff screened down to one eligible candidate.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Staffelbach, **to waive examination process for Maintenance Systems Specialist.**

MOTION carried, 5-0

V. UNFINISHED BUSINESS – None

VI. INFORMATIONAL REPORTS

A. STAFF REPORTS - Acknowledgement of Commissioner Staffelbach's Services.

B. COMMISSIONERS REPORTS - None

VII. ADJOURNMENT

Chairperson Bouza **ADJOURN** the meeting at 7:20 p.m., until Monday, March 12, 2018, at 7:00 p.m., the next regularly scheduled meeting of the Civil Service Commission.

Respectfully submitted,



Julia Hill
Assistant Director of Human Resources

CITY OF SANTA CLARA CHANGE OF STATUS
 MONTH OF JANUARY 2018
 DECEMBER 31, 2017 - JANUARY 27, 2018

ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
City Clerk				
Jasso, Jose	Assistant City Clerk		Resignation	1/8/18
City Manager's Office				
Kayali, Nadine Nader	Assistant City Manager	Unclassified Appointment		1/8/18
Community Development				
Manuel, Lane	Senior Inspector	Probationary/Promotion		1/23/17
McSinley, James	Senior Inspector	Probationary/Promotion		1/23/17
Watrak, James	Sr. Inspector (Electrical)		Resignation	1/18/18
Nguyen, Mia	Plans Examiner	Probationary		1/22/18
Electric				
Kurotof, Alan	Director of Public Works (COO-SVP)	Transfer		1/22/18
Fire				
Blumenson, Maria Fatima	Office Specialist II		Resignation	1/26/18
Library				
Mardini, Rania	Library Assistant I		Resignation	1/19/18
Oana, Angela	Librarian II		Resignation	1/19/18
Parks & Recreation				
Bendanillo, Hayley	Office Specialist II	Probationary		1/2/18
Young, Nicole	Recreation Supervisor		Resignation	1/8/18
Soumountha, Albert	Grounds Maintenance Worker I	Probationary		1/22/18
Police				
Cawley, Sean	Police Officer	Probationary		1/2/18
Hassra, Kacey	Public Safety Dispatcher I	Probationary		1/2/18
Medina, Andrea	Public Safety Dispatcher I	Probationary		1/2/18
Miranda, Ronald	Police Officer	Probationary		1/2/18
Morales, Alexis	Community Service Officer I	Probationary		1/2/18
Silva, Suzanne	Crime Analyst	Probationary		1/2/18
Public Works				
Warnars, Ralfes	Code Enforcement Officer	Probationary/Promotion		1/14/18
Soto, Peter	Street Maintenance Worker I	Probationary		1/16/18
Moebek, Craig	Director of Public Works	Unclassified Appointment		1/22/18
Water & Sewer				
Francisco, Phillip	Water/Sewer Maintenance Worker II		Resignation	1/19/18
Agee, Annette	Staff Aide I	Probationary/Promotion		1/14/18

CITY OF SANTA CLARA CHANGE OF STATUS
 MONTH OF JANUARY 2018
 DECEMBER 31, 2017 - JANUARY 27, 2018

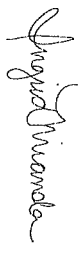
ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
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Appointments	Separations	
Probationary	Resignation	7.00
Probationary/Promotion		
Unclassified Appointment		
Transfer		
MONTHLY TOTALS		7.00

Distribution: Original -

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



Ingrid Miranda
 Human Resources Management Analyst

**CITY OF SANTA CLARA CHANGE OF STATUS
MONTH OF FEBRUARY 2018
JANUARY 28, 2018 - FEBRUARY 24, 2018**

ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
City Clerk				
Diridon, Rodney	City Clerk/City Auditor		Resignation	2/6/18
Ngo, Tuyen	Office Specialist to the City Clerk	Probationary		2/12/18
City Manager's Office				
Yamaguma, Jennifer	Assistant to the City Manager	Unclassified Promotion		1/28/18
Mohsen, Raania	Management Analyst		Separation	2/21/8
Community Development				
Moncur, Steve	Combination Inspector	Probationary		2/7/18
Hansen, Douglas	Senior Inspector	Probationary/Promotion		2/11/18
Moncur, Steve	Combination Inspector		Resignation	2/16/18
Watts, Dorothy	Plans Examiner		Separation	2/20/18
Tang, Cheng-Yiao	Senior Plans Examiner	Probationary		2/21/18
Electric				
Hughes, Kathleen	Electric Division Manger	Unclassified Promotion		1/28/18
Qiu, Yanmei	Electric Division Manger	Unclassified Promotion		1/28/18
Whitney, Jeffrey	Electric Maintenance Worker		Retirement	2/9/18
Pagullingan, Tiffany	Electrical Estimator	Probationary		2/13/18
Finance				
Reinecker, Allia	Management Analyst	Unclassified Promotion		1/28/18
Kumarlemos, Gaurav	Customer Service Representative	Probationary		1/29/18
Stibbard, Robert	Utility Field Services Supervisor	Probationary/Promotion		2/11/18
Goodson, Terani	Customer Service Representative	Probationary		2/12/18
Castillo, Victoria	Customer Service Representative	Probationary		2/20/18
Fire				
Gresham, Nicole	Staff Analyst I	Probationary/Promotion		2/11/18
Parks & Recreation				
Komenovitch, Robert	Parks Construction, Maintenance & Repair Manager	Probationary/Promotion		2/11/18
McDowell, Dennis	Park Maintenance Crafts Worker	Probationary/Promotion		2/11/18
Souza, Joseph	Grounds Maintenance Worker II	Probationary/Promotion		2/11/18
Police				
Carreira, Raymond	Police Lieutenant	Probationary/Promotion		1/28/18
Betauche, Derek	Police Officer		Retirement	2/7/18
Bronte, Nicholas	Police Officer		Resignation	2/10/18
Ahmed, Ahsalan	Police Officer	Probationary/Promotion		2/11/18

**CITY OF SANTA CLARA CHANGE OF STATUS
MONTH OF FEBRUARY 2018
JANUARY 28, 2018 - FEBRUARY 24, 2018**

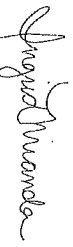
ITEM II - B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
Police Continued				
Busnrite, Keith	Police Officer	Probationary		2/12/18
Diller, Cody	Police Officer	Probationary		2/12/18
Gaeta, Michael	Community Service Officer I	Probationary		2/12/18
Rodriguez, Jerry	Police Sergeant		Retirement	2/21/18
Clouse, Patrick	Police Lieutenant		Resignation	2/23/18
Public Works				
Milazzo, Bryan	Street Maintenance Worker I	Probationary		1/29/18
Guajardo, Alfredo	Street Maintenance Worker II		Retirement	2/23/18
Water & Sewer				
Hernandez, Jesus	Water Service Technician I	Probationary/Promotion		1/28/18
Thach, Scott	Utility Operations Engineer	Unclassified Promotion		1/28/18
Pham, Lieng	Maintenance Systems Specialist	Probationary/Promotion		2/11/18
Werner, Tanisha	St. Water Utility Engineer		Resignation	2/20/18

Appointments	Separations
Probationary	Resignation
Probationary/Promotion	Separation
Unclassified Promotion	Retirement
MONTHLY TOTALS	

Distribution: Original -

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



Ingrid Miranda
Human Resources Management Analyst

RECRUITMENT ACTIVITY REPORT
February 1, 2017 to January 31, 2018

Item II-C

Req #	Title	Status	Department	Created
17015	Principal Engineering Aide - Civil	Open	Public Works/Engineering	3/20/2017
17032	Accounting Technician II	Open	Finance	3/8/2017
17063	Electric and Water System	Open	Electric Utility	6/1/2017
17064	Electric Utility Engineer	Open	Electric Utility	6/2/2017
17065	Assistant Electric Utility Engineer	Open	Electric Utility	6/19/2017
17066	Associate Engineer (Civil)	Open	Public Works/Engineering	6/8/2017
17074	Senior Materials Handler	Open	Public Works/Automotive Services	6/19/2017
17075	Deputy Fire Marshal II	Open	Fire	6/26/2017
17076	Deputy Fire Marshal I	Open	Fire	6/19/2017
17077	Fire Protection Engineer	Open	Fire	6/26/2017
17086	Associate Engineer (Civil)	Open	Public Works/Engineering	6/26/2017
17087	Electric Utility Electrician	Open	Electric Utility	6/29/2017
17096	Accounting Technician I	Open	Finance	7/19/2017
17102	Combination Inspector	Open	Community Development	7/27/2017
17103	Combination Inspector	Open	Community Development	7/27/2017
17104	Senior Plans Examiner	Open	Community Development	7/27/2017
17110	Electric Utility Programmer Analyst	Open	Electric Utility	8/2/2017
17111	Fire Application Data Analyst	Open	Fire	8/4/2017
17113	Recreation Coordinator	Open	Parks and Recreation	8/11/2017
17116	Firefighter I	Open	Parks and Recreation	8/14/2017
17117	Utility Crew Supervisor	Open	Water and Sewer Utilities	8/17/2017
17121	Police Officer	Open	Police	8/18/2017
17123	Water & Sewer Maintenance	Open	Water and Sewer Utilities	8/18/2017
17128	Assistant Engineer (Civil)	Open	Public Works/Engineering	9/11/2017
17129	Maintenance Systems Specialist	Open	Water and Sewer Utilities	9/21/2017
17133	Code Enforcement Officer	Open	Water and Sewer Utilities	9/22/2017
17138	Customer Service Representative- Permit Center	Open	Community Development	9/29/2017
17144	Principal Planner	Open	Community Development	10/3/2017
17145	Environmental Programs Manager	Open	Public Works/Streets Division	10/3/2017
17146	Electric Program Manager	Open	Electric Utility	10/6/2017
17151	Building/Housing Inspector	Open	Community Development	10/17/2017
17152	Code Enforcement Technician	Open	Water and Sewer Utilities	10/17/2017
17155	Electric Program Manager	Open	Electric Utility	10/24/2017
17157	Deputy Fire Marshal I	Open	Fire	11/9/2017
17158	Purchasing Division Manager	Open	Finance	11/30/2017
17161	Director of Water & Sewer Utilities	Open	Water and Sewer Utilities	12/1/2017
17162	Assistant Director of Public Works/City Engineer	Open	Public Works/Engineering	12/1/2017
17165	Associate Engineer (Civil)	Open	Public Works/Engineering	11/30/2017
17166	Police Sergeant	Open	Police	11/30/2017
17167	Police Sergeant	Open	Police	11/30/2017

RECRUITMENT ACTIVITY REPORT
February 1, 2017 to January 31, 2018

Item II-C

Req #	Title	Status	Department	Created
17171	Electric Maintenance Worker	Open	Electric Utility	12/11/2017
17174	Street Maintenance Worker I	Open	Public Works/Streets Division	12/18/2017
17177	Public Safety Dispatcher II	Open	Police/Communications Division	1/9/2018
17178	Automotive Technician I	Open	Public Works/Streets Division	1/9/2018
17179	Code Enforcement Technician	Open	Public Works/Engineering	1/9/2018
17180	Recreation Supervisor	Open	Parks and Recreation	1/9/2018
18004	Senior Civil Engineer	Open	Public Works/Engineering	1/12/2018
18005	Water & Sewer Maintenance Worker I	Open	Water and Sewer Utilities	1/12/2018
18007	Librarian I - Youth Services	Open	Library	1/16/2018
18008	Librarian I	Open	Library	1/16/2018
18009	Librarian I	Open	Library	1/16/2018
18010	Electric Division Manager	Open	Electric Utility	1/17/2018
18011	Account Clerk I	Open	Electric Utility	1/17/2018
18018	Assistant Director of Finance	Open	Finance	1/22/2018
18020	Office Specialist II	Open	Fire	1/25/2018
18022	Police Records Specialist II	Open	Police	1/26/2018
18024	Police Officer	Open	Police	1/26/2018
18025	Recruit Police Officer	Open	Police	1/26/2018
18026	Police Sergeant	Open	Police	1/26/2018
18027	Forensic Coordinator	Open	Police	1/26/2018
17088	Electric Utility Electrician	Open	Electric Utility	6/29/2017
18002	Police Officer	Open	Police	1/11/2018
18003	Police Officer	Open	Police	1/11/2018

RECRUITMENT ACTIVITY REPORT
March 1, 2017 to February 28, 2018

Item II-C

Req #	Title	Status	Department	Created
17015	Principal Engineering Aide - Civil	Open	Public Works/Engineering	3/20/2017
17032	Accounting Technician II	Open	Finance	3/8/2017
17063	Electric and Water System Operator	Open	Electric Utility	6/1/2017
17064	Electric Utility Engineer	Open	Electric Utility	6/2/2017
17065	Assistant Electric Utility Engineer	Open	Electric Utility	6/19/2017
17066	Associate Engineer (Civil)	Open	Public Works/Engineering	6/8/2017
17074	Senior Materials Handler	Open	Public Works/Automotive Services	6/19/2017
17075	Deputy Fire Marshal II	Open	Fire	6/26/2017
17076	Deputy Fire Marshal I	Open	Fire	6/19/2017
17077	Fire Protection Engineer	Open	Fire	6/26/2017
17086	Associate Engineer (Civil)	Open	Public Works/Engineering	6/26/2017
17087	Electric Utility Electrician	Open	Electric Utility	6/29/2017
17096	Accounting Technician I	Open	Finance	7/19/2017
17102	Combination Inspector	Open	Community Development	7/27/2017
17103	Combination Inspector	Open	Community Development	7/27/2017
17104	Senior Plans Examiner	Open	Community Development	7/27/2017
17110	Electric Utility Programmer Analyst	Open	Electric Utility	8/2/2017
17111	Fire Application Data Analyst	Open	Fire	8/4/2017
17113	Recreation Coordinator	Open	Parks and Recreation	8/11/2017
17116	Firefighter I	Open	Parks and Recreation	8/14/2017
17117	Utility Crew Supervisor	Open	Water and Sewer Utilities	8/17/2017
17121	Police Officer	Open	Police	8/18/2017
17123	Water & Sewer Maintenance Worker I	Open	Water and Sewer Utilities	8/18/2017
17129	Maintenance Systems Specialist	Open	Water and Sewer Utilities	9/21/2017
17133	Code Enforcement Officer	Open	Water and Sewer Utilities	9/22/2017
17138	Customer Service Representative-Permit Center	Open	Community Development	9/29/2017
17144	Principal Planner	Open	Community Development	10/3/2017
17145	Environmental Programs Manager	Open	Public Works/Streets Division	10/3/2017
17146	Electric Program Manager	Open	Electric Utility	10/6/2017
17151	Building/Housing Inspector	Open	Community Development	10/17/2017
17152	Code Enforcement Technician	Open	Water and Sewer Utilities	10/17/2017
17155	Electric Program Manager	Open	Electric Utility	10/24/2017
17157	Deputy Fire Marshal I	Open	Fire	11/9/2017
17158	Purchasing Division Manager	Open	Finance	11/30/2017
17161	Director of Water & Sewer Utilities	Open	Water and Sewer Utilities	12/1/2017
17162	Assistant Director of Public Works/City Engineer	Open	Public Works/Engineering	12/1/2017
17165	Associate Engineer (Civil)	Open	Public Works/Engineering	11/30/2017
17166	Police Sergeant	Open	Police	11/30/2017
17167	Police Sergeant	Open	Police	11/30/2017
17171	Electric Maintenance Worker	Open	Electric Utility	12/11/2017

RECRUITMENT ACTIVITY REPORT
March 1, 2017 to February 28, 2018

Item II-C

Req #	Title	Status	Department	Created
17174	Street Maintenance Worker I	Open	Public Works/Streets Division	12/18/2017
17177	Public Safety Dispatcher II	Open	Police/Communications Division	1/9/2018
17178	Automotive Technician I	Open	Public Works/Streets Division	1/9/2018
17179	Code Enforcement Technician	Open	Public Works/Engineering	1/9/2018
17180	Recreation Supervisor	Open	Parks and Recreation	1/9/2018
18004	Senior Civil Engineer	Open	Public Works/Engineering	1/12/2018
18005	Water & Sewer Maintenance Worker I	Open	Water and Sewer Utilities	1/12/2018
18007	Librarian I - Youth Services	Open	Library	1/16/2018
18008	Librarian I	Open	Library	1/16/2018
18009	Librarian I	Open	Library	1/16/2018
18010	Electric Division Manager	Open	Electric Utility	1/17/2018
18011	Account Clerk I	Open	Electric Utility	1/17/2018
18018	Assistant Director of Finance	Open	Finance	1/22/2018
18020	Office Specialist II	Open	Fire	1/25/2018
18022	Police Records Specialist II	Open	Police	1/26/2018
18024	Police Officer	Open	Police	1/26/2018
18025	Recruit Police Officer	Open	Police	1/26/2018
18026	Police Sergeant	Open	Police	1/26/2018
18027	Forensic Coordinator	Open	Police	1/26/2018
18029	Office Specialist II	Open	Community Development	2/2/2018
18030	Combination Inspector	Open	Community Development	2/6/2018
18031	Combination Inspector	Open	Community Development	2/6/2018
18032	Combination Inspector	Open	Community Development	2/6/2018
18033	Senior Inspector	Open	Community Development	2/6/2018
18035	Community Service Officer I	Open	Police	2/8/2018
18036	Community Service Officer I	Open	Police	2/8/2018
18038	Combination Inspector	Open	Community Development	2/21/2018
18040	Staff Aide I	Open	Fire	2/22/2018
18041	Management Analyst	Open	City Manager's Office	2/22/2018
17088	Electric Utility Electrician	Open	Electric Utility	6/29/2017
18002	Police Officer	Open	Police	1/11/2018
18003	Police Officer	Open	Police	1/11/2018



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

Item II-D

Human Resources Department
Memorandum

Date: March 12, 2018

To: Civil Service Commission

From: Christine Heng, Human Resources Technician

Subject: Exam Review Report for January and February 2018

In the month of January 2018, Commissioner Mario Bouza reviewed the written and performance examinations for Police Sergeant and the oral examinations for Fire Protection Engineer, Building/Housing Inspector, and Police Sergeant.

In the month of February 2018, Commissioner Carolyn McAllister reviewed the written examination for Building/Housing Inspector; and the oral examinations for Recreation Coordinator and Senior Civil Engineer

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

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

Christine Heng
Human Resources Technician

AGENDA REPORT
CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: March 12, 2018
TO: Civil Service Commission
FROM: Director of Human Resources
SUBJECT: Request to Extend Eligible List for Purchasing Clerk

SUMMARY: The current eligible list for Purchasing Clerk was established on March 20, 2017 and is set to expire on March 20, 2018. Attached is a memorandum from the Finance Department requesting that the Purchasing Clerk eligible list be extended for another six months to September 20, 2018.


The Finance Department anticipates future openings and would like to be able to quickly fill their positions with candidates from the existing list. Extending the eligible list will allow the Finance Department to hire and avoid the expense and time needed to conduct another recruitment.

RECOMMENDATION: Staff recommends the Civil Service Commission approve the request to extend the eligible list for Purchasing Clerk by six months to September 20, 2018.

PREPARED BY:


Ada Chang
Management Analyst

APPROVED FOR CONTENT:


Julia Hill
Assistant Director of HR

APPROVED:


Elizabeth C. Brown
Director of Human Resources



Date: February 2, 2018

To: Liz Brown, Director of Human Resources

From: Angela Kraetsch, Director of Finance

Subject: Purchasing Clerk List Extension

The Finance Department is anticipating a future opening for the Purchasing Clerk position and we believe that we have qualified candidates on the list capable of filling this possible vacancy. We would like to request a six month extension of the current list that is set to expire on March 20, 2018.

AGENDA REPORT
CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: March 12, 2018
TO: Civil Service Commission
FROM: Director of Human Resources
SUBJECT: Request to Modify Job Specification for Senior Materials Handler

SUMMARY: The Public Works Department will soon conduct a recruitment for the position of Senior Materials Handler. The job specification for Senior Materials Handler was last approved in May 2009.

A job analysis was conducted to identify additions and changes to the job specification and add the Department of Public Works. Minimum qualifications were adjusted to two years of experience. Desirable Qualifications were added and include an Associate Degree or experience with an automotive parts system. The Licenses and Certifications section was updated to specify requirements for the Department of Public Works. The Typical Duties section now includes items such as ensures storage facilities remain locked throughout the day and upon leaving, moves material to and from storage, loading and salvage areas by hand truck or fork lift; for the Department of Public Works, purchases fuel to ensure availability at all fuel sites was added. The Knowledge, Skills, and Abilities have been updated to include items such as computer software programs and applications used in a business setting, automotive and heavy duty equipment parts, accessories and tools, and the ability to supervise, train, and educate staff, vendors, suppliers, and others in the maintenance and issuance of supplies.

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

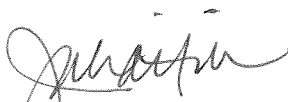
RECOMMENDATION: Staff recommends the Civil Service Commission approve the revised job specification for Senior Materials Handler.

PREPARED BY:



Corey Wilkins-Lee
HR Technician

APPROVED FOR CONTENT:



Julia Hill
Assistant Director of HR

APPROVED:



Elizabeth C. Brown
Director of Human Resources



Date: February 21, 2018
To: Human Resources
From: Fleet Manager
Subject: Senior Materials Handler Job Description

SUMMARY: Fleet Management has revised the Senior Materials Handler job description to better reflect the needs of the department for the current environment and into the future.

Department of Public Works specific requirements were added to the current job description. Monitoring fuel tank levels and ordering fuel was added to the typical duties. The position works with fuel vendors to ensure proper quantities of fuel are delivered to avoid overfilling tanks. General fuel island maintenance and repairs was also added as typical duties. The position works with City staff and contractors to ensure fuel islands are kept in proper working order for safe fueling.

Compliance with Occupational Safety and Health Administration (OSHA), Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS) was added to the typical duties section. The use of computer software applications such as Microsoft Office and PeopleSoft, training and multitasking were added to the abilities section.

Chris Fazzi

cc: Dave Staub



Date: February 21, 2018
To: Human Resources
From: Fleet Manager
Subject: Senior Materials Handler Job Description

SUMMARY: Fleet Management has revised the Senior Materials Handler job description to better reflect the needs of the department for the current environment and into the future.

Department of Public Works specific requirements were added to the current job description. Monitoring fuel tank levels and ordering fuel was added to the typical duties. The position works with fuel vendors to ensure proper quantities of fuel are delivered to avoid overfilling tanks. General fuel island maintenance and repairs was also added as typical duties. The position works with City staff and contractors to ensure fuel islands are kept in proper working order for safe fueling.

Compliance with Occupational Safety and Health Administration (OSHA), Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS) was added to the typical duties section. The use of computer software applications such as Microsoft Office and PeopleSoft, training and multitasking were added to the abilities section.

Chris Fazzi

cc: Dave Staub

CITY OF SANTA CLARA, CALIFORNIA
SENIOR MATERIALS HANDLER
(760)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

For the Finance and Electric Departments:

- Graduation from high school or possession of a GED; and
- Two (2) years of increasingly responsible warehousing experience, of which at least one year is of supervisory or lead experience.

For the Department of Public Works:

- Graduation from high school or possession of a GED; and
- Two (2) years of experience as an automotive parts counterperson in an automotive truck or equipment facility.

Desirable Qualifications:

For the Finance and Electric Departments:

- Associate Degree from an accredited college in Finance, Business Administration, Public Administration or related field is desirable.

For the Department of Public Works:

- Experience working with a computerized automotive parts system is desirable.

LICENSES AND CERTIFICATIONS

For all Departments:

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

For the Department of Public Works:

- Possession of a valid Automotive Service Excellence (A.S.E.) Parts Specialist certificate or Medium-Heavy Truck certificate is required prior to the completion of the probationary period and for the duration of employment.
- Maintenance of the required certificates is a condition of continued eligibility to hold status in this position.

DISTINGUISHING CHARACTERISTICS

Under general direction, the Senior Materials Handler supervises the shipment, receipt, issuance, storage and security of inventory in City warehouses. The staff member is responsible for performing challenging clerical and manual tasks in the receipt, storage, maintenance and issuance of supplies, materials and equipment in the Warehouse and will interpret and administer warehouse departmental procedure, direct others, and perform work relating to the

SENIOR MATERIALS HANDLER (continued)

operation of the warehouse. The Senior Materials Handler may assign work and provide guidance to employees in lower classifications, and review completed work for conformance with City standards.

TYPICAL DUTIES

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

Under general direction:

For all Departments:

- Processes receipt and issuance of product into computerized inventory system
- Ensures all materials are stored in compliance with Occupational Safety and Health Administration (OSHA) standards
- Maintains Material Safety Data Sheet (MSDS) files
- Receives and inspects deliveries for quantity, conformance to purchase order specifications, and coordinates vendor deliveries for freight damages or shortages
- Collaborates with supervisor to plan daily work activities
- Ensures storage facilities, remain locked throughout the day and upon leaving
- Maintains files and records of open purchase orders pending delivery; submits documentation to staff for stock issues/returns to post to inventory control records
- Assigns and marks identification numbers on tools and other stock material
- Supervises the handling, storage, and pick-up of scrap metal
- Conducts periodic cycle counts of inventory and establishes minimum supply levels on the basis of operational needs
- Completes annual physical inventory
- Moves material to and from storage, loading and salvage areas by hand truck or forklift
- Provides lead supervision, direction, and training to assigned staff
- Performs other related duties as assigned

For the Department of Public Works:

- Purchases fuel to ensure availability at all fuel sites; schedules maintenance and repairs of fuel station components

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

For all Departments:

- Storekeeping practices and procedures, including receipt, issuance, storage and distribution functions
- Standard warehouse operations and procedures, such as proper stock control and inventory methods
- Environmental and safety practices, procedures and standards
- Computer and software programs and applications used in business settings, facility management, and asset management
- Proper lifting techniques

SENIOR MATERIALS HANDLER (continued)

For the Department of Public Works:

- Automotive and heavy duty equipment parts, accessories, and tools
- Local sources of supply

Ability to:

For all Departments:

- Supervise, train, and educate staff, vendors, suppliers, and others in maintenance and issuance of supplies, materials and equipment
- Prepare reports using computer software, such as Microsoft Office and PeopleSoft
- Safely operate materials handling equipment, such as light duty vehicles, forklifts or related equipment
- Make minor repairs to equipment using common hand tools
- Perform basic mathematic
- Handle multiple priorities effectively and organize workload to complete work assignments
- Communicate clearly and effectively, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties
- Lift 50 pounds of static weight

SUPERVISION RECEIVED

For the Electric Department:

Works under the direction of the Division Manager or other supervisor as assigned.

For the Finance Department:

Works under the direction of the Chief Storekeeper, Buyer or other supervisor as assigned.

For the Department of Public Works:

Works under the direction of the Fleet Manager and Automotive Foreman.

SUPERVISION EXERCISED

For all Departments:

Supervises Materials Handlers, Utility Workers, and other personnel as assigned.

OTHER REQUIREMENTS

For all Departments:

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

For the Finance Department:

- May be required to work unusual hours in the performance of duties and emergency situations and be available on an "on-call" basis.

LEGEND:

Additions

~~Deletions~~

Approved May, 2009

Proposed March, 2018

CITY OF SANTA CLARA, CALIFORNIA
SENIOR MATERIALS HANDLER
(760)

EDUCATION AND EXPERIENCE

Minimum Requirements/Qualifications:

For the Finance and Electric Departments:

- ~~Two (2) years of academic level coursework from an accredited college or university in Business or related field~~*Graduation from high school or possession of a GED; and*
- ~~Three (3)~~*Two (2) years of increasingly responsible warehousing experience, including of which at least one year of is of supervisory or lead experience.*
- ~~Additional qualifying experience may be substituted on a year for year basis for the required education, up to a maximum of two (2) years.~~

For the Department of Public Works:

- *Graduation from high school or possession of a GED; and*
- *Two (2) years of experience as an automotive parts counterperson in an automotive truck or equipment facility.*

Desirable Qualifications:

For the Finance and Electric Departments:

- *Associate Degree from an accredited college in Finance, Business Administration, Public Administration or related field is desirable.*

For the Department of Public Works:

- *Experience working with a computerized automotive parts system is desirable.*

LICENSES AND CERTIFICATIONS

For all Departments:

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

For the Department of Public Works:

- *Possession of a valid Automotive Service Excellence (A.S.E.) Parts Specialist certificate or Medium-Heavy Truck certificate is required prior to the completion of the probationary period and for the duration of employment.*
- *Maintenance of the required certificates is a condition of continued eligibility to hold status in this position.*

SENIOR MATERIALS HANDLER (*Continuedcontinued*)

DISTINGUISHING CHARACTERISTICS

This is a single position classification, located at the Central Warehouse in the Purchasing Division of the Finance Department. Under general direction, *the Senior Materials Handler* the incumbent supervises the shipment, receipt, issuance, storage and security of all *inventory in City warehouses*. ~~warehouse material and equipment, and performs related work as required.~~ The ~~incumbent-staff member~~ is responsible for performing challenging clerical and manual tasks in the receipt, storage, maintenance and issuance of supplies, materials and equipment in the Warehouse. ~~The incumbent~~ *and* will interpret and administer warehouse departmental procedure, direct others, and perform work relating to the operation of the warehouse. -The Senior Materials Handler may assign work and provide guidance to employees in lower classifications, and review completed work for conformance with City standards.

TYPICAL DUTIES

This position may not include all the duties listed below, nor do the examples cover all duties that may be performed.

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

Under general direction:

For all Departments:

- Processes receipt and ~~issue~~-*issuance* of product into computerized inventory system;
- Ensures all materials are stored in a ~~safe and orderly manner in compliance with~~ Occupational Safety and Health Administration (OSHA) standards;
- Maintains Material Safety Data Sheet (MSDS) files ~~on products that are warehoused;~~
- Receives and inspects deliveries for quantity, conformance to purchase order specifications, ~~and freedom from damage~~*and coordinates vendor deliveries for freight damages or shortages;*
- ~~Confers~~-*Collaborates* with supervisor to plan daily work ~~activity~~*activities;*
- ~~Inspects and confirms~~-*Ensures storage facilities, the remain lock-ups* locked throughout the day and upon leaving ;
- Maintains files ~~and records~~ of open purchase orders pending delivery of ~~ordered supplies, materials and equipment;~~ *submits documentation to staff for stock issues/returns to post to inventory control records*
- Assigns and marks identification numbers on tools and other stock material;
- Supervises the handling, storage, and pick-up of scrap metal;
- ~~Coordinates carrier/vendor deliveries as required for freight damaged or shortages that occur with received material and equipment;~~
- Conducts periodic cycle counts of inventory *and establishes minimum supply levels on the basis of operational needs;*
- Serves as a co-lead for *Completes* annual physical inventory;
- ~~Provides training to warehouse staff in the areas of warehousing, materials handling, equipment safety and the processing and use of hazardous materials;~~
- *Moves material to and from storage, loading and salvage areas by hand truck or forklift*
- ~~Confers with supervisor and City departments to insure the mix, quality and stocking levels of inventory are correct, submits recommendations for required adjustments to inventory~~

SENIOR MATERIALS HANDLER (~~Continued~~*continued*)

- ~~Submits appropriate documentation to Warehouse office following deliveries and stock issues/returns for posting to inventory control records;~~
- ~~Provides~~*Provides* lead supervision, and direction, *and training* to *assigned staff*~~Materials Handlers and Purchasing Utility Workers at the Central Warehouse; and~~
- Performs *other* related duties and responsibilities as *assigned*~~required~~.~~Performs duties of the Materials Handler classification;~~
- ~~Prepares and maintains forms and records as necessary;~~

For the Department of Public Works:

- *Purchases fuel to ensure availability at all fuel sites; schedules maintenance and repairs of fuel station components*

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

For all Departments:

- Storekeeping practices and procedures, including receipt, issuance, storage and distribution functions;~~and~~
- ~~Proper stock control and inventory methods;~~
- Standard warehouse operations and procedures, *such as proper stock control and inventory methods;*
- Environmental and safety practices, procedures and standards.
- *Computer and software programs and applications used in business settings, facility management, and asset management*~~Computer inventory control procedures;~~
- *Proper lifting techniques*

For the Department of Public Works:

- *Automotive and heavy duty equipment parts, accessories, and tools*
- *Local sources of supply*

Ability to:

For all Departments:

- *Supervise, train, and educate staff, vendors, suppliers, and others in maintenance and issuance of supplies, materials and equipment*
- *Prepare reports using computer software, such as Microsoft Office and PeopleSoft*
- *Safely* ~~Operate~~*operate* materials handling equipment, such as *light duty vehicles, a forklifts* or related equipment;
- Make minor repairs to equipment using common hand tools;
- Perform basic mathematic calculations involving addition, subtraction; multiplication, division, decimals and fractions;
- ~~Direct the activities of Materials Handlers and other personnel;~~Handle multiple priorities effectively and organize workload to complete work assignments;
- ~~Follow and provide oral and written directions;~~

SENIOR MATERIALS HANDLER (~~Continued~~*continued*)

- ~~Train new personnel on work procedures~~ *Communicate clearly and effectively, both orally and in writing*
- Establish and maintain effective working relationships with peers and customers in the course of work; ~~those contacted in the course of work, including the general public~~
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties.
- *Lift 50 pounds of static weight*
- Safely drive light duty vehicles e.g. pick-up truck, forklift, etc;
- Write legibly in English;
- ~~Relate tactfully and professionally with others;~~
- ~~Work in a team environment and achieve common goals;~~
- ~~Maintain accurate and detailed inventory records;~~
- ~~Move moderately heavy (lifting up to 50 pounds) and/or bulky supplies and equipment;~~
- ~~Supervise, motivate, counsel, evaluate, and communicate effectively with subordinates; and~~

SUPERVISION RECEIVED

For the Electric Department:

Works under the direction of the Division Manager or other supervisor as assigned.

For the Finance Department:

Works under the direction of the Chief Storekeeper, Buyer or other supervisor as assigned.

For the Department of Public Works:

Works under the direction of the Fleet Manager and Automotive Foreman.

SUPERVISION EXERCISED

For all Departments:

Supervises Materials Handlers, Utility Workers, ~~or~~ and other staff personnel as assigned.

OTHER REQUIREMENTS

For all Departments:

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

For the Finance Department:

- May be required to work unusual hours in the performance of duties and emergency situations and be available on an "on-call" basis.

AGENDA REPORT
CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: March 12, 2018
TO: Civil Service Commission
FROM: Director of Human Resources
SUBJECT: Request to Modify Job Specification for Electric Maintenance Worker

SUMMARY: The Electric Utility Department will soon conduct a recruitment for the position of Electric Maintenance Worker. The job specification for Electric Maintenance Worker was last approved in September 1985.

A job analysis was recently done and the Electric Utility Department reviewed and identified changes needed to the job specification. A desirable section was added to include a desirable qualification of a Class A California driver's license. A Distinguishing Characteristics section was added to give a better overview of the position. The Typical Duties section was updated to clarify the voltage work needed for this position. The Electric Maintenance Worker may require heavy lifting so the ability to lift 50 lbs. of static weight was added. The job specification was also updated to a new standard format.

There are no recommended changes to the recruitment type (Open/Promotional) or examination weighting (100% Written Examination).

RECOMMENDATION: Staff recommends the Civil Service Commission approve the modified job specification for Electric Maintenance Worker.

PREPARED BY:



Vicki Sapp
Sr. HR Technician

APPROVED FOR CONTENT:



Julia Hill
Assistant Director of HR

APPROVED:



Elizabeth C. Brown
Director of Human Resources

CITY OF SANTA CLARA, CALIFORNIA
ELECTRIC MAINTENANCE WORKER
(415)

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED and
- Two (2) years of electrical or mechanical repair or maintenance experience or
- One (1) year of Electric Utility Helper experience or its equivalent in an electric utility is considered as qualifying.

LICENSE

Possession of an appropriate Class C California driver's license is required at time of appointment and for the duration of employment and ability to obtain a Class A California driver's license within a year of appointment and maintain a Class A license for the duration of employment.

DESIRABLE QUALIFICATION

Possession of a Class A California driver's license

DISTINGUISHING CHARACTERISTICS

The Electric Maintenance Worker assists in the installation, maintenance and repair of overhead, underground electrical systems and equipment.

TYPICAL TASKS

Under general supervision:

- Assists with the installation, maintenance and repair of communication and traffic signal systems, street lighting systems, fire alarm systems, water and electric automatic control systems, sub-station equipment, pump control systems, and related systems and equipment
- Participates in installation and repair of underground boxes, conduits and conductors, occasionally performs basic arc welding and acetylene welding and burning at a non-certified level
- Repairs tools and equipment
- Paints transformers, boilers and associated electrical equipment
- Works on top of sub-station transformers, circuit breakers, platforms, ladders and buildings
- Works on steam boilers, pumps, rotating equipment, valves, compressors, turbines, generators, transducers, indicators and recorders and filters
- Mixes mild chemicals in the maintenance of a power plant
- Assists in compiling and maintaining records and reports
- Performs other maintenance and housekeeping as related to the job
- Upon completion of required experience and training, the incumbent will be expected to splice and terminate energized conductors of 300 volts or less

ELECTRIC MAINTENANCE WORKER (continued)

- Performs related work as required

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Elementary principles of electricity
- Basic types and uses of tools, equipment and materials employed in routine electrical maintenance and repair work
- Mechanical and electrical equipment
- Environmental and safety practices, procedures and standards

Ability to:

- Recognize conditions which require repair and maintenance work
- Arc weld
- Understand operating manuals including plans and diagrams
- Learn and assist in taking routine generation plan readings
- Follow verbal and written instructions
- Communicate 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
- Work in a team-based environment and achieve common goals
- Handle multiple priorities, organize workload and meet strict deadlines
- Lift 90 lbs. of static weight
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties

;;.

SUPERVISION RECEIVED

Works under the supervision of an Electric Division Manager, Sr. Utility Electrician Technician, Utility Electrician Technician, Electric Utility Generation Technician or others as assigned.

SUPERVISION EXERCISED

May assist in the training of new personnel.

SPECIAL CONDITIONS

- Incumbents of this class may be required to work unusual hours, weekends, and holidays in inclement weather and in emergencies and to be available on an "on-call" basis
- Incumbents may be required to travel from site to site and work occasionally at a considerable height above the ground
- Incumbents must have normal color vision
- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations

CITY OF SANTA CLARA, CALIFORNIA
ELECTRIC MAINTENANCE WORKER
(415)

EDUCATION AND EXPERIENCE

- Graduation from high school or *possession of a GED*~~its equivalent~~ and
- ~~Two (2) years of electrical or mechanical repair or maintenance experience; or~~
- ~~One (1) year of Electric Utility Helper experience or its equivalent in an electric utility is considered as qualifying.~~

LICENSE

Possession of an appropriate *Class C* California driver's license is required *at time of appointment and for the duration of employment and; ability to obtain a Class A California driver's license within a year of appointment and maintain a Class A license for the duration of employment.*

DESIRABLE QUALIFICATION

Possession of a Class A California driver's license

DISTINGUISHING CHARACTERISTICS

The Electric Maintenance Worker assists in the installation, maintenance and repair of overhead, underground electrical systems and equipment.

SPECIAL CONDITIONS

- ~~Incumbents of this class may be required to work unusual hours in emergencies and to be available on an "on-call" basis. Incumbents will be required to work occasionally at a considerable height above the ground. Incumbents must have normal color vision.~~

TYPICAL TASKS

Under general supervision:

- ~~A~~-assists with the installation, maintenance and repair of communication and traffic signal systems, street lighting systems, fire alarm systems, water and electric automatic control systems, sub-station equipment, pump control systems, and related systems and equipment;
- ~~P~~-participates in installation and repair of underground boxes, conduits and conductors, occasionally performs basic arc welding and acetylene welding and burning at a non-certified level;
- ~~R~~-repairs tools and equipment;
- ~~P~~-paints transformers, boilers and associated electrical equipment;
- ~~W~~-works on top of sub-station transformers, circuit breakers, platforms, ladders and buildings; ~~and~~

ELECTRIC MAINTENANCE WORKER (continued)

- *Works on steam boilers, pumps, rotating equipment, valves, compressors, turbines, generators, transducers, indicators and recorders and filters*
- *Mixes mild chemicals in the maintenance of a power plant*
- *Assists in compiling and maintaining records and reports*
- *Performs other maintenance and housekeeping as related to the job*
- *Upon completion of required experience and training, the incumbent will be expected to splice and terminate energized conductors of 300 volts or less*
- *Performs does related work as required.*

~~Under general supervision, works on: steam boilers, pumps, rotating equipment, valves, compressors, turbines, generators, transducers, indicators and recorders; filters; and mixes mild chemicals. Assists in compiling and maintaining records and reports. Demonstrates ability to learn and assist in taking routine generation plant readings.~~

~~Performs other maintenance and housekeeping as related to this job; and performs other related work as required.~~

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- *Elementary principles of electricity*
- *Basic types and uses of tools, equipment and materials employed in routine electrical maintenance and repair work*
- *Mechanical and electrical equipment*
- *Environmental and safety practices, procedures and standards*

Ability to:

- *Recognize conditions which require repair and maintenance work*
- *Arc weld*
- *Understand operating manuals including plans and diagrams*
- *Learn and assist in taking routine generation plant readings*
- *Follow verbal and written instructions*
- *Communicate effectively, both orally in in writing*
- *Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public*
- *Work in a team-based environment and achieve common goals*
- *Handle multiple priorities, organize workload and meet strict deadlines*
- *Lift 90 lbs. of static weight*
- *Walk or stand for extended periods of time*
- *Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties*

~~Working knowledge of elementary principles of electricity, and the basic types and uses of the tools, equipment and materials employed in routine electrical maintenance or repair work; working knowledge of mechanical and electrical equipment; good ability to recognize conditions which require repair and maintenance work; satisfactory ability to arc weld; good ability to understand operating manuals including plans and diagrams; good ability to follow verbal and~~

ELECTRIC MAINTENANCE WORKER (continued)

written instructions; good ability to work with others.

SUPERVISION RECEIVED

~~Works under the supervision of an Electric General Foreman/Forewoman, Field Foreman/Forewoman, Utility Electrician Technician, Electric Utility Generation Technician or others as assigned.~~

Works under the supervision of an Electric Division Manager, Sr. Utility Electrician Technician, Utility Electrician Technician, Electric Utility Generation Technician or others as assigned.

SUPERVISION EXERCISED

May assist in the training of new personnel.

SPECIAL CONDITIONS

- *Incumbents of this class may be required to work unusual hours, weekends, and holidays in inclement weather and in emergencies and to be available on an "on-call" basis*
- *Incumbents may be required to travel from site to site and work occasionally at a considerable height above the ground*
- *Incumbents must have normal color vision*
- *Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations*

AGENDA REPORT
CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: March 12, 2018

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Modify Job Specification for Pump Maintenance Technician - Water

SUMMARY: The Water & Sewer Utilities Department will soon conduct a recruitment for the position of Pump Maintenance Technician - Water. The job specification for Pump Maintenance Technician - Water was last approved in January 2008.

A job analysis was conducted to identify additions and changes to the job specification. The Typical Duties section was updated to include the usage of current technology and software, and reorganized to reflect the most important duties performed by this position.

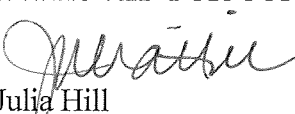
There are no recommended changes to the recruitment type (Closed/Promotional) or examination weighting (50% Written Examination, 50% Oral Examination).

RECOMMENDATION: Staff recommends the Civil Service Commission approve the modified job specification for Pump Maintenance Technician - Water.

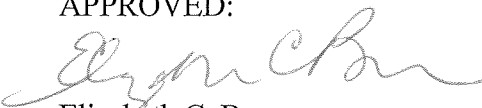
PREPARED BY:


Ada Chang
Management Analyst

APPROVED FOR CONTENT:


Julia Hill
Assistant Director of HR

APPROVED:


Elizabeth C. Brown
Director of Human Resources

LEGEND:

Additions

Deletions

Approved January, 2008

Proposed March, 2018

CITY OF SANTA CLARA, CALIFORNIA
PUMP MAINTENANCE TECHNICIAN - WATER
(677C)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or GED ~~and~~
- Two (2) years of construction, operations or maintenance experience in a water or wastewater agency, at least one (1) year of which shall have included maintenance experience for motor driven pumps, controls, and their appurtenances as are used for water, sewage, or storm water pumping.

LICENSE

- A valid California class C driver's license is required at time of appointment *and for the duration of employment.*
- Within twelve months of appointment *and for the duration of employment*, a valid Commercial Class B California driver's license with endorsements for air brakes and tank vehicle is required.:-

CERTIFICATION

- Possession of a valid Water Distribution System Operator Certificate (Grade D-1 or above) issued by the California Department of Public Health is required at time of application *and for the duration of employment.*
- The following certificates are required within twelve months of appointment *and for the duration of employment:*
 - A valid Water Treatment Operator Certificate (T-1) issued by the State of California Department of Public Health
 - A valid Water Distribution System Operator (Grade D-2 or above) issued by the California Department of Public Health
 - A valid Mechanical Technology Certificate (Grade 1) issued by the California Water Environment Federation

DISTINGUISHING CHARACTERISTICS

The incumbent in this position will possess a thorough understanding of installation, operation, and routine maintenance procedures required for pumps and pump stations and their appurtenances as are used for the pumping of potable and non-potable waters in the City of Santa Clara Water & Sewer Utility. The incumbent will be capable of exercising independent judgement in performing routine tasks, as well as making recommendations regarding major maintenance requirements or operational changes as might be indicated to assure the best use of pumping plants and related equipment. The incumbent may also act as Utility Crew Supervisor

PUMP MAINTENANCE TECHNICIAN — *WATER* (continued)

over a small utility crew in the absence of higher authority.

TYPICAL DUTIES

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

Independently, under general supervision, or as a member of a crew:

- Operates, adjusts, and programs S.C.A.D.A. system
- Utilizes technology such as computers, mobile devices, and Computerized Maintenance Management Systems (CMMS)
- Install, troubleshoots and repairs radio telemetry equipment
- Adjusts and repairs pressure control valves
- Performs related maintenance and repair work as required, including changing and interpreting flow recorder charts, taking water levels, recording water and electric meter readings, painting control panels and pumps, lubricating water meters, and making minor repairs
- Performs fire flow tests
- Performs skilled work in the installation, repair and maintenance of water pump systems
- Removes, overhauls, repairs and replaces motors, pumps, pressure control and check valves
- Tests for efficiency and function of deep well and water system booster pumps
- Operates disinfection treatment equipment and facilities
- ~~Performs related maintenance and repair work as required, including changing and interpreting flow recorder charts, taking water levels, recording water and electric meter readings, painting control panels and pumps, lubricating water meters, and making minor repairs~~
- ~~Drives trucks~~
- May perform minor electrical work in connection with pump controls
- ~~Perform fire flow tests~~
- ~~Adjusts and repairs pressure control valves~~
- ~~Operates, adjusts, and programs S.C.A.D.A. system~~
- ~~Install, troubleshoots and repairs radio telemetry equipment~~
- Assists Fire Department with distribution knowledge on working fires
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- The operation and maintenance of a wide variety of pumps and pumping facilities including top drive (line-shaft) and submersible pumps used in deep wells, centrifugal and turbine booster pumps for water systems
- Clutches, gear drives, pump motor controls, level, flow and pressure measuring devices, auxiliary power supply, and standby engine-driven pumps
- Water treatment and hydraulics
- Use of power and manual hand tools
- Plumbing installation and repairs

PUMP MAINTENANCE TECHNICIAN — *WATER* (continued)

- Electrical theory and safety

Ability to:

- Perform heavy manual labor
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties
- *Utilize and stay abreast with technology and programs such as computers, mobile devices, and Computerized Maintenance Management Systems (CMMS)*
- Communicate effectively orally and in writing
- Deal tactfully and courteously with others
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Follow oral and written instructions

SUPERVISION RECEIVED

Works under the general supervision of a Superintendent, Assistant Superintendent or Utility Crew Supervisor level in the Water & Sewer Utilities, or other supervision as assigned.

SUPERVISION EXERCISED

May act as Utility Crew Supervisor over a small utility crew in the absence of higher authority.

SPECIAL CONDITIONS

Incumbents of this classification may be required to work shift work, weekends, unusual hours in emergency situations and to be available on an "on call" basis.

OTHER REQUIREMENTS

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

CITY OF SANTA CLARA, CALIFORNIA
PUMP MAINTENANCE TECHNICIAN - WATER
(677C)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or GED
- Two (2) years of construction, operations or maintenance experience in a water or wastewater agency, at least one (1) year of which shall have included maintenance experience for motor driven pumps, controls, and their appurtenances as are used for water, sewage, or storm water pumping

LICENSE

- A valid California class C driver's license is required at time of appointment and for the duration of employment.
- Within twelve months of appointment and for the duration of employment, a valid Commercial Class B California driver's license with endorsements for air brakes and tank vehicle is required.

CERTIFICATION

- Possession of a valid Water Distribution System Operator Certificate (Grade D-1 or above) issued by the California Department of Public Health is required at time of application and for the duration of employment.
- The following certificates are required within twelve months of appointment and for the duration of employment:
 - A valid Water Treatment Operator Certificate (T-1) issued by the State of California Department of Public Health
 - A valid Water Distribution System Operator (Grade D-2 or above) issued by the California Department of Public Health
 - A valid Mechanical Technology Certificate (Grade 1) issued by the California Water Environment Federation

DISTINGUISHING CHARACTERISTICS

The incumbent in this position will possess a thorough understanding of installation, operation, and routine maintenance procedures required for pumps and pump stations and their appurtenances as are used for the pumping of potable and non-potable waters in the City of Santa Clara Water & Sewer Utility. The incumbent will be capable of exercising independent judgement in performing routine tasks, as well as making recommendations regarding major maintenance requirements or operational changes as might be indicated to assure the best use of pumping plants and related equipment. The incumbent may also act as Utility Crew Supervisor over a small utility crew in the absence of higher authority.

TYPICAL DUTIES

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

PUMP MAINTENANCE TECHNICIAN – WATER (continued)

Independently, under general supervision, or as a member of a crew:

- Operates, adjusts, and programs S.C.A.D.A. system
- Utilizes technology such as computers, mobile devices, and Computerized Maintenance Management Systems (CMMS)
- Install, troubleshoots and repairs radio telemetry equipment
- Adjusts and repairs pressure control valves
- Performs related maintenance and repair work as required, including changing and interpreting flow recorder charts, taking water levels, recording water and electric meter readings, painting control panels and pumps, lubricating water meters, and making minor repairs
- Performs fire flow tests
- Performs skilled work in the installation, repair and maintenance of water pump systems
- Removes, overhauls, repairs and replaces motors, pumps, pressure control and check valves
- Tests for efficiency and function of deep well and water system booster pumps
- Operates disinfection treatment equipment and facilities
- May perform minor electrical work in connection with pump controls
- Assists Fire Department with distribution knowledge on working fires
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- The operation and maintenance of a wide variety of pumps and pumping facilities including top drive (line-shaft) and submersible pumps used in deep wells, centrifugal and turbine booster pumps for water systems
- Clutches, gear drives, pump motor controls, level, flow and pressure measuring devices, auxiliary power supply, and standby engine-driven pumps
- Water treatment and hydraulics
- Use of power and manual hand tools
- Plumbing installation and repairs
- Electrical theory and safety

Ability to:

- Perform heavy manual labor
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties
- Utilize and stay abreast with technology and programs such as computers, mobile devices, and Computerized Maintenance Management Systems (CMMS)
- Communicate effectively orally and in writing
- Deal tactfully and courteously with others
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Follow oral and written instructions

PUMP MAINTENANCE TECHNICIAN – WATER (continued)

SUPERVISION RECEIVED

Works under the general supervision of a Superintendent, Assistant Superintendent or Utility Crew Supervisor level in the Water & Sewer Utilities, or other supervision as assigned.

SUPERVISION EXERCISED

May act as Utility Crew Supervisor over a small utility crew in the absence of higher authority.

SPECIAL CONDITIONS

Incumbents of this classification may be required to work shift work, weekends, unusual hours in emergency situations and to be available on an "on call" basis.

OTHER REQUIREMENTS

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

AGENDA REPORT CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: March 12, 2018

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Modify Job Specification for Utility Crew Supervisor

SUMMARY: The Water & Sewer Utilities Department will soon conduct a recruitment for the position of Utility Crew Supervisor. The job specification for Utility Crew Supervisor was last approved in January 2005.

A job analysis was conducted to identify additions and changes to the job specification. The Typical Duties and Knowledge, Skills, and Abilities sections were updated to include the usage of current technology and software.

There are no recommended changes to the recruitment type (Closed/Promotional) or examination weighting (50% Written Examination, 50% Oral Examination).

RECOMMENDATION: Staff recommends the Civil Service Commission approve the modified job specification for Utility Crew Supervisor.


PREPARED BY:


Ada Chang
Management Analyst

APPROVED FOR CONTENT:


Julia Hill
Assistant Director of HR

APPROVED:


Elizabeth C. Brown
Director of Human Resources

CITY OF SANTA CLARA, CALIFORNIA
UTILITY CREW SUPERVISOR
(881)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED
- Three (3) years of increasingly responsible experience in construction, maintenance, or operations with a public or private water or sewer utility organization

Desirable Qualifications:

- Depending on position assignment, qualifying experience may be required in one of the following specialty areas: water construction and maintenance, water meter testing and maintenance, or sewer system maintenance

LICENSES AND/OR CERTIFICATES

- A valid Water Distribution System Operator Certificate (Grade D-2 or above) issued by the California Department of Health Services is required at time of application and for the duration of employment.
- A valid California Class C driver's license is required at time of appointment and for the duration of employment.

The following are required when assigned to the water construction and maintenance or sewer system maintenance specialties:

- A valid California Class A or B Commercial driver's license is required at time of application and for the duration of employment
- A valid Collection System Maintenance Certificate (Grade 2 or above) issued by the California Water Environment Association is required within twelve (12) months of appointment and for the duration of employment

The following is required when assigned to the water meter testing and maintenance specialty:

- A valid Backflow Prevention Tester Certificate issued by the California-Nevada Section of the American Water Works Association or the Foundation for Cross Connection Control and Hydraulic Research is required within twelve (12) months of appointment and for the duration of employment

DISTINGUISHING CHARACTERISTICS

The Utility Crew Supervisor is a lead supervisory classification in the Water and Sewer Utility Department. An incumbent in this classification is responsible for performing the most difficult and responsible technical duties and supervising the work of an assigned crew in a specialty area such as water construction and maintenance, water meter testing and maintenance, and sewer system maintenance. The Utility Crew Supervisor is distinguished from the Assistant Water Superintendent in that the latter is responsible for overseeing a Program in the Water Construction, Maintenance, and Operations Division.

UTILITY CREW SUPERVISOR (continued)

TYPICAL DUTIES

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

- Works with assigned crew, operates a variety of manual and power tools and equipment to perform skilled work in water construction and maintenance, water meter testing and maintenance, or sewer system maintenance to perform duties involving some or all of the following: water mains, sewer mains, electric conduit, service lines, wells, pump stations and their appurtenances, digging trenches, pushing pipe, tapping into water and sewer mains, backfilling trenches, temporary pavement replacement, concrete construction, computer access of SCADA, water meters, backflow prevention devices, and fire services
- Provides technical and functional supervision to assigned water and sewer utility personnel; trains subordinates and reviews work; provides input into employee matters such as performance evaluations and discipline
- Ensures the work crew's compliance with state and federal safety regulations and the proper care and use of tools and equipment
- Monitors supplies and equipment, ordering new materials as necessary
- Maintains accurate records and documentation related to construction, repairs and to assigned equipment and staff
- Utilizes technology such as computers, mobile devices, and Computerized Maintenance Management Systems (CMMS)
- May supervise and participate in the installation, repair, and maintenance of solar heating systems owned by the City, including electrical work in connection with solar installations and telemetry systems
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Methods, materials, and equipment used in assigned water or sewer specialty area
- Principles and practices of effective supervision
- Principles and practices of safety pertaining to assigned area of responsibility
- Pertinent Federal, State, and local laws, codes, and ordinances

Ability to:

- Perform heavy physical labor
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties
- Effectively operate equipment and tools used in assigned specialty area
- Train, motivate, counsel, and evaluate subordinate staff
- Follow written and oral instructions
- Interpret and explain blueprints, plans, and specifications
- Utilize and stay abreast with technology and programs such as computers, mobile devices, and Computerized Maintenance Management Systems (CMMS)
- Communicate clearly, concisely, and effectively, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of

work

- Work in a team-based environment and achieve common goals
- Prepare and maintain accurate and precise written documents including records, forms, and correspondence
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines

SUPERVISION RECEIVED

Receives general supervision from an Assistant Water or Sewer Superintendent or other supervisor as assigned.

SUPERVISION EXERCISED

Exercises technical and functional supervision over assigned personnel including Water and Sewer Maintenance Workers, Water Service Technicians, and Equipment Operators.

OTHER REQUIREMENTS

- May be required to work unusual hours in emergency situations and to be available on an "on-call" basis as assigned
- 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 January, 2005

Proposed March, 2018

CITY OF SANTA CLARA, CALIFORNIA

UTILITY CREW SUPERVISOR

(881)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED; ~~and~~
- Three (3) years of increasingly responsible experience in construction, maintenance, or operations with a public or private water or sewer utility organization

Desirable Qualifications:

- Depending on position assignment, qualifying experience may be required in one of the following specialty areas: water construction and maintenance, water meter testing and maintenance, or sewer system maintenance

LICENSES AND/OR CERTIFICATES

- A valid Water Distribution System Operator Certificate (Grade D-2 or above) issued by the California Department of Health Services is required at time of application and for the duration of employment.
- A valid California Class C driver's license is required at time of appointment and for the duration of employment.

The following are required when assigned to the water construction and maintenance or sewer system maintenance specialties:

- A valid California Class A or B Commercial driver's license is required at time of application and for the duration of employment
- A valid Collection System Maintenance Certificate (Grade 2 or above) issued by the California Water Environment Association is required within twelve (12) months of appointment and for the duration of employment

The following is required when assigned to the water meter testing and maintenance specialty:

- A valid Backflow Prevention Tester Certificate issued by the California-Nevada Section of the American Water Works Association or the Foundation for Cross Connection Control and Hydraulic Research is required within twelve (12) months of appointment and for the duration of employment

DISTINGUISHING CHARACTERISTICS

The Utility Crew Supervisor is a lead supervisory classification in the Water and Sewer Utility Department. An incumbent in this classification is responsible for performing the most difficult and responsible technical duties and supervising the work of an assigned crew in a specialty area

UTILITY CREW SUPERVISOR (continued)

such as water construction and maintenance, water meter testing and maintenance, and sewer system maintenance. The Utility Crew Supervisor is distinguished from the Assistant Water Superintendent in that the latter is responsible for overseeing a Program in the Water Construction, Maintenance, and Operations Division.

TYPICAL DUTIES

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

- Working with assigned crew, operates a variety of manual and power tools and equipment to perform skilled work in water construction and maintenance, water meter testing and maintenance, or sewer system maintenance to perform duties involving some or all of the following: water mains, sewer mains, electric conduit, service lines, wells, pump stations and their appurtenances, digging trenches, pushing pipe, tapping into water and sewer mains, backfilling trenches, temporary pavement replacement, concrete construction, computer access of SCADA, water meters, backflow prevention devices, and fire services
- Provides technical and functional supervision to assigned water and sewer utility personnel; trains subordinates and reviews work; provides input into employee matters such as performance evaluations and discipline
- Ensures the work crew's compliance with state and federal safety regulations and the proper care and use of tools and equipment
- Monitors supplies and equipment, ordering new materials as necessary
- Maintains accurate records and documentation related to construction, repairs and to assigned equipment and staff
- *Utilizes technology such as computers, mobile devices, and Computerized Maintenance Management Systems (CMMS)*
- May supervise and participate in the installation, repair, and maintenance of solar heating systems owned by the City, including electrical work in connection with solar installations and telemetry systems
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Methods, materials, and equipment used in assigned water or sewer specialty area
- Principles and practices of effective supervision
- Principles and practices of safety pertaining to assigned area of responsibility
- Pertinent Federal, State, and local laws, codes, and ordinances

Ability to:

- Perform heavy physical labor
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties
- Effectively operate equipment and tools used in assigned specialty area
- Train, motivate, counsel, and evaluate subordinate staff

- Follow written and oral instructions
- Interpret and explain blueprints, plans, and specifications
- *Utilize and stay abreast with technology and programs such as computers, mobile devices, and Computerized Maintenance Management Systems (CMMS)*
- Communicate clearly, concisely, and effectively, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Work in a team-based environment and achieve common goals
- Prepare and maintain accurate and precise written documents including records, forms, and correspondence
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines

SUPERVISION RECEIVED

Receives general supervision from an Assistant Water or Sewer Superintendent or other supervisor as assigned.

SUPERVISION EXERCISED

Exercises technical and functional supervision over assigned personnel including Water and Sewer Maintenance Workers, Water Service Technicians, and Equipment Operators.

OTHER REQUIREMENTS

- May be required to work unusual hours in emergency situations and to be available on an "on-call" basis as assigned
- 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

AGENDA REPORT
CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: March 12, 2018

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Modify the Job Specification and Exam Weighting for Account Clerk I

SUMMARY: The Electric Utility Department will soon conduct a recruitment for the position of Account Clerk I. The job specification for Account Clerk I was last approved in May 2008. The job specification is used in both the Finance Department and Electric Utility Departments. A job analysis was conducted to identify additions and changes to the job specification.

A desirable qualification was added to include an Associates' Degree in Accounting, Business Administration or a related field. The classes needed for this degree are very beneficial to the position. The Distinguishing Characteristics section was updated to include the Electric Utility Department since this position is used in the Electric Utility Department. The typing requirement was deleted because both departments confirmed it was not necessary and can easily screen from previous experience if applicant has required computer experience. The job description was also updated to a new standard format.

There are no recommended changes to the recruitment type (Open/Competitive), however the exam weighting will change from 100% Written/Qualifying Performance to 100% Written with no qualifying performance since the typing certification is not needed.

RECOMMENDATION: Staff recommends the Civil Service Commission approve the modified job specification for Account Clerk I and approve the modified exam weighting to 100% Written.

PREPARED BY:

APPROVED FOR CONTENT:

APPROVED:



Vicki Sapp
Sr. HR Technician



Julia Hill
Human Resources Assistant Director



Elizabeth C. Brown
Director of Human Resources

CITY OF SANTA CLARA, CALIFORNIA
ACCOUNT CLERK I
(210)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or possession of a G.E.D.; and
- One year (1) of experience in financial record keeping including electronic spreadsheet and ten-key by touch experience

Desirable Qualifications:

- Associates Degree in Accounting, Business Administration or a related field

LICENSE/CERTIFICATION

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

DISTINGUISHING CHARACTERISTICS

Under supervision, performs a variety of technical and clerical accounting duties involving financial record keeping and/or transactions including accounts payable and accounts receivable and provides technical and clerical staff assistance to the Electric Utility and Finance Departments.

TYPICAL DUTIES

- Duties may include, but are not limited to the following: Under supervision: Obtains information from department-controlled budget accounts
- Inputs Annual Operating Budget Data into on-line financial system
- May research, retrieve, and compile statistical data for requested budget projections using on-line financial system
- Prepares progress payments (to contractors)
- Processes Accounts Receivable and Accounts Payable including purchase orders, cash advances, and/or reimbursements for expenses
- Inputs timekeeping into on-line financial system
- Posts, checks, assembles, tabulates, and compares statistical or financial data using an on-line financial system
- Prepares or checks invoices, requisitions, purchase orders, and similar documents using an on-line financial system
- Makes arithmetical calculations using electronic spreadsheets and/or ten-key calculators
- Enters and retrieves data and prepares or updates a variety of accounting, financial, statistical records and reports from an automated financial system or personal computer spreadsheet software
- Organizes and maintains hard copy files of Departmental accounts payable documentation/records

ACCOUNT CLERK I (continued)

- Prepares memos or spreadsheets in prescribed format using desktop applications
- Coordinates authorization of memos or other documents with staff within the department and in other departments
- Performs other related work as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Financial record keeping methods and procedures
- Office methods and practices, including familiarity with office equipment
- Office safety practices, procedures and standards
- Standard basic arithmetic
- Ten-key calculator and spreadsheet formulas and their use
- Report preparation
- Standard English usage, including spelling, grammar, and punctuation

Ability to:

- Perform accurate arithmetic calculations, reconciling and analyzing results
- Prepare and maintain financial (payroll, accounts payable, accounts receivable) records
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Use initiative and sound independent judgment within established guidelines
- Use standard word processing, spreadsheet and database software programs
- Establish and maintain effective working relationships with those contacted in the course of work
- Deal tactfully and courteously with the public
- Maintain professionalism, courtesy, and composure at all times, including stressful situations
- Work in a team-based environment and achieve common goal;
- Communicate clearly and effectively both orally and in writing
- Compose correspondence independently or from brief instructions
- Walk or stand for extended periods of time and
- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties

OTHER REQUIREMENTS

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

SUPERVISION RECEIVED

Works under the general supervision of a division head or higher level City position or other supervisory position as assigned.

SUPERVISION EXERCISED

None

CITY OF SANTA CLARA, CALIFORNIA
ACCOUNT CLERK I
(210)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or possession of a G.E.D.; *and*
- One year (1) of experience in financial record keeping *including electronic spreadsheet and ten-key by touch experience*
- ~~Electronic spreadsheet experience~~
- ~~Ten-key by touch~~

Desirable Qualifications:

- ~~On-line financial systems~~
- *Associates Degree in Accounting, Business Administration or a related field*

LICENSE/CERTIFICATION

The following are required at time of appointment:

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

- ~~Certification of the ability to type at a net rate of 25 wpm on a computer.~~

DISTINGUISHING CHARACTERISTICS

Under supervision, performs a variety of technical and clerical accounting duties involving financial record keeping and/or transactions including accounts payable and accounts receivable; and ~~to~~ provides technical and clerical staff assistance to the *Electric Utility and Finance Departments and City staff.*

TYPICAL DUTIES

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

- ~~With assistance, O~~ obtains information from department-controlled budget accounts;
- Inputs Annual Operating Budget Data into on-line financial system;
- May research, retrieve, and compile statistical data for requested budget projections using on-line financial system;
- Prepares progress payments (to contractors)

ACCOUNT CLERK I (continued)

- Processes Accounts Receivable and Accounts Payable including purchase orders, cash advances, and/or reimbursements for expenses;
- Inputs timekeeping into on-line financial system;
- Posts, checks, assembles, tabulates, and compares statistical or financial data using an on-line financial system;
- Prepares or checks invoices, requisitions, purchase orders, and similar documents using an on-line financial system
- Makes arithmetical calculations using electronic spreadsheets and/or ten-key calculators
- Enters and retrieves data and prepares or updates a variety of accounting, financial, statistical records and reports from an automated financial system or personal computer spreadsheet software;
- Organizes and maintains hard copy files of Departmental accounts payable documentation/records;
- Prepares memos or spreadsheets in prescribed format using desktop applications;
- Coordinates authorization of memos or other documents with staff within the department and in other departments;
- *Performs other related work as assigned*

~~Performs other related work as assigned.~~

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Financial record keeping methods and procedures;
- Office methods and practices, including familiarity with office equipment;
- Office safety practices, procedures and standards;
- Standard basic arithmetic;
- Ten-key calculator and spreadsheet formulas and their use
- Report preparation
- Standard English usage, including spelling, grammar, and punctuation.

Ability to:

- Perform accurate arithmetic calculations, reconciling and analyzing results;
- Prepare and maintain financial (payroll, accounts payable, accounts receivable) records;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- Use initiative and sound independent judgment within established guidelines;
- Use standard word processing, spreadsheet and database software programs;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Deal tactfully and courteously with the public;
- Maintain professionalism, courtesy, and composure at all times, including stressful situations;
- Work in a team-based environment and achieve common goals;
- Communicate clearly and effectively *both* orally and in writing;
- ~~Type at a net rate of not less than 25 words per minute on a computer keyboard~~
- Compose correspondence independently or from brief instructions and;

ACCOUNT CLERK I (continued)

- Walk or stand for extended periods of time and
- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties;

OTHER REQUIREMENTS

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

SUPERVISION RECEIVED

Works under the general supervision of a division head or higher level City position; or other supervisory position as assigned.

SUPERVISION EXERCISED

None.

AGENDA REPORT CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: March 12, 2018

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Adopt Job Specification, Recruitment Type and Examination Weighting for Permit Center Supervisor

SUMMARY: The Community Development Department has a new budgeted position for Permit Center Supervisor. This new classification was created as part of the fiscal year 2017-2018 Budget and will be included in Unit 578.

Attached is a memorandum from the Building Official requesting that the Commission approve the new job description for Permit Center Supervisor. A job analysis was conducted to determine the job duties and knowledge, skills and abilities needed for the Permit Center Supervisor classification. The new job description is reflective of the duties the incumbent will be expected to perform to oversee the Permit Center for the Building Division, supervise Permit Center staff and ensure good customer service.

It is recommended that the recruitment type for Permit Center Supervisor be Open/Promotional. It is also recommended that the exam weighting for this classification be 100% Oral Examination. This will allow the department the opportunity to evaluate the candidates' skills through a comprehensive interview.

RECOMMENDATION: Staff recommends the Civil Service Commission approve the proposed job specification for Permit Center Supervisor, and establish the recruitment type as Open/Promotional, with an examination weighting of 100% oral examination.

PREPARED BY:



Christine Doan
HR Technician

APPROVED FOR CONTENT:



Julia Hill
Assistant Director of HR

APPROVED:



Elizabeth C. Brown
Director of Human Resources



Date: February 27, 2018

To: Elizabeth Brown, Director of Human Resources

From: Andrew Crabtree, Director of Community Development
Sharon Goei, Building Official

Subject: Request to Civil Service Commission to Approve the New Job Specification for Permit Center Supervisor

The Building Division has been undergoing realignment to strengthen collaboration and teamwork, and to increase efficiency and flexibility of operations. Part of the reorganization effort is the addition of a new position and job specification for a Permit Center Supervisor.

The Permit Center Supervisor will oversee the operation and daily activities of the permit counter, ensuring timely permit services and coordination. This position will work closely with the Plan Review Manager and Assistant Building Official, both of which are recent new job specifications, to provide efficient services.

Staff requests that the Civil Service Commission approve the new job specification for Permit Center Supervisor to provide the essential functions for this new position.

CITY OF SANTA CLARA, CALIFORNIA
PERMIT CENTER SUPERVISOR
(New)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from high school or possession of a GED; and
- Four (4) years of increasingly responsible experience in permit administration and permit counter operation involving extensive public contact in building construction, engineering, or architecture, one (1) year of which is in a lead or supervisory capacity in a municipal building department/division involving public contact in building construction, engineering or architecture trades.

Desirable Qualifications:

- One (1) year of experience supervising permit technicians is desirable.

LICENSES

- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.
- Possession of a Permit Technician, Plans Examiner or Inspector Certificate issued by the International Code Council (ICC) or other recognized agency is required at time of appointment and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

The Permit Center Supervisor is a classified supervisory position in the Building Division of the Community Development Department. This position is distinguished from other staff positions by its focus on first line supervisory responsibility for the operation of the daily activities, scheduling and workflow of assigned permit technician employees of the division. This position oversees the Permit Center for the Building Division by planning, scheduling and assigning work to staff and ensuring good customer service through efficient permit services and coordination with multiple departments and agencies.

TYPICAL DUTIES

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

Under general supervision:

- Plans, organizes, directs and participates in permit administration and Permit Center operations
- Coordinates permit application issues and resolves conflicts with multiple departments/divisions or agencies including preparing correspondence, memos and reports to customers, contractors and vendors
- Provides, distributes, and updates information to the public regarding permit processes, regulations, policies and procedures, and develops and helps revise information bulletins

PERMIT CENTER SUPERVISOR (continued)

- Participates in the administration of building permit system, records management and technology improvements to enhance operations and customer service
- Evaluates and ensures work products are in accordance with established policies, procedures, adopted schedules, ordinances, codes, standards, laws and regulations
- Supervises, trains, and evaluates Permit Center staff and develops processes to foster a continuous learning environment
- Analyzes and makes recommendations to policies, methods, and procedures to improve efficiency and effectiveness of permit operations
- Ensures proper input and maintenance of all statistical permit processing data; prepares reports
- Performs simple plan reviews and works in coordination with plan review and inspection staff
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Building permit administration processes, permit enterprise systems and procedures
- California building codes, construction plans, specifications, maps, related standards, applicable laws and regulations affecting municipal building departments/divisions
- Customer service techniques and practices
- Principles and practices of supervision, training and performance evaluation
- Problem solving and conflict resolution techniques and practices
- Research methods, statistical analysis, records management principles and practices
- Office safety practices, procedures and standards

Ability to:

- Use and stay current with technology and applications including building permit system database, spreadsheets and related databases pertaining to permit and inspection activities
- Stay current with new development or changes in codes, standards, materials, and technology
- Ensure work products are processed and administered in a methodical, consistent, accurate and efficient manner
- Work in a team-based environment and achieve common goals
- Resolve issues and conflicts with customers, staff, multiple departments and agencies
- Establish and maintain a cooperative working relationship with those contacted in the course of work including the general public
- Compose correspondence, memos and reports to customers, contractors and vendors
- Communicate effectively and clearly, both orally and in writing
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Ability to bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the immediate supervision of the Plan Review Manager, Assistant Building Official, or other supervisor as assigned.

SUPERVISION EXERCISED

PERMIT CENTER SUPERVISOR (continued)

Supervises Customer Service Representatives-Permit Center, Permit Technicians, Senior Permit Technicians, or other staff as assigned.

OTHER REQUIREMENTS

- Must be able to perform all the essential functions of the job assignment.
- May be required to work odd and unusual hours in the performance of duties and during emergency situations.

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 Directive 100.

AGENDA REPORT
CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: March 12, 2018
TO: Civil Service Commission
FROM: Director of Human Resources
SUBJECT: Request to Change Exam Weighting for Associate Engineer (Civil)

SUMMARY: The Department of Public Works will soon conduct a recruitment for Associate Engineer (Civil) and requests to change the exam weighting from Qualifying Written/100% Oral to 100% Oral.

A requirement needed to qualify for the Associate Engineer (Civil) is the possession of a State of California Engineer-In-Training (E.I.T.) certification or registration as a Civil Engineer in the State of California. A passing score on a State written exam is needed to obtain either of these certifications so a written exam is not needed for this recruitment. The oral examination will be enough to evaluate the candidates' specific knowledge, skills and abilities needed for the position.

RECOMMENDATION: Staff recommends the Civil Service Commission approve to change the exam weighting for Associate Engineer (Civil) to 100% Oral Examination.

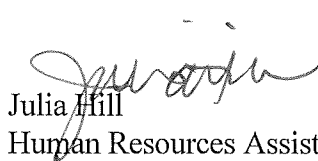
PREPARED BY:

APPROVED FOR CONTENT:

APPROVED:



Vicki Sapp
Sr. HR Technician



Julia Hill
Human Resources Assistant Director



Elizabeth C. Brown
Director of Human Resources

AGENDA REPORT
CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: March 12, 2018

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Abolish the Eligible List for Associate Engineer (Civil)

SUMMARY: The Department of Public Works recently conducted a recruitment in October 2017 for Associate Engineer (Civil). An eligible list was created and department interviews were conducted. The department chose the two best qualified candidates off of the list and offers were made to both of them. One candidate accepted the offer and will start on March 12, 2018. However, the other candidate accepted another job and declined our offer.

The Public Works Department would like a new recruitment to begin to fill this position quickly. The department felt that the nine remaining candidates on the list were not a good fit for the department and the needs for the position. Abolishing the eligible list would allow Human Resources to conduct another recruitment and create a new eligible list.

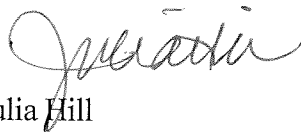
RECOMMENDATION: Staff recommends the Civil Service Commission approve to abolish the eligible list for Associate Engineer (Civil).

PREPARED BY:



Vicki Sapp
Sr. HR Technician

APPROVED FOR CONTENT:



Julia Hill
Human Resources Assistant Director

APPROVED:



Elizabeth C. Brown
Director of Human Resources