



# City of Santa Clara

## Meeting Agenda

### Civil Service Commission

Monday, May 13, 2019

7:00 PM

City Hall - Council Chambers  
1500 Warburton Avenue  
Santa Clara, CA 95050

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#### CALL TO ORDER AND ROLL CALL

*Pledge of Allegiance*

#### CONSENT CALENDAR

1.A 19-168 [Action to Approve the Meeting Minutes of March 11, 2019](#)

**Recommendation:** Approve the Meeting Minutes of March 11, 2019

1.B 19-591 [Open Recruitment Reports for November 2018 Through April 2019](#)

**Recommendation:** Approve the Open Recruitment Reports for November 2018 through April 2019

#### PUBLIC PRESENTATIONS

#### GENERAL BUSINESS

2 19-512 [Action to Modify Job Specifications for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III](#)

**Recommendation:** Approve the modified job specifications for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III.

3 19-506 [Action to Modify Job Specification for Tree Trimmer II](#)

**Recommendation:** Approve the modified job specification for Tree Trimmer II.

4 19-505 [Action to Modify Job Specification for Senior Permit Technician](#)

**Recommendation:** Approve the modified job specification for Senior Permit Technician.

- 5      19-507      [Action to Modify Assistant Planner and Associate Planner Job Specifications and to Approve New Job Specification of Senior Planner](#)

**Recommendation:** Approve the modified job specifications for Assistant Planner and Associate Planner and approve the adopted job specification for Senior Planner.

- 6      19-561      [Action to Modify Job Specification for Public Works Inspector](#)

**Recommendation:** Approve the modified job specification for Public Works Inspector.

**STAFF REPORT**

**COMMISSIONERS REPORT**

**ADJOURNMENT**

*The next regularly scheduled meeting is July 8, 2019.*



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
santaclaraca.gov  
@SantaClaraCity

## Agenda Report

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**19-168**

**Agenda Date: 5/13/2019**

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**SUBJECT**

Action to Approve the Meeting Minutes of March 11, 2019

**RECOMMENDATION**

Approve the Meeting Minutes of March 11, 2019

**ATTACHMENT**

1. Meeting Minutes of March 11, 2019



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

03/11/2019

7:00 PM

City Hall - Council Chambers  
1500 Warburton Avenue  
Santa Clara, CA 95050

#### CALL TO ORDER AND ROLL CALL

**Chairperson Bouza** called the meeting to order at 7:00 PM, and led the meeting in the Pledge of Allegiance.

**Present** 5 - Commissioner Mario Bouza, Commissioner Carolyn McAllister, Commissioner Willie D. Brown Jr., Commissioner Franklin Felizardo, and Commissioner John Casey

#### CONSENT CALENDAR

1 [19-263](#) Meeting Minutes of November 19, 2018

**Recommendation:** Approve the Meeting Minutes of November 19, 2018.

**A motion was made by Commissioner McAllister, seconded by Commissioner Brown, Jr., to approve staff recommendation.**

**Aye:** 4 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

**Abstained:** 1 - Commissioner Felizardo

#### PUBLIC PRESENTATIONS

None

#### GENERAL BUSINESS

2 [19-285](#) Election of Civil Service Commission Chair and Vice-Chair

**Recommendation:** Staff recommends that the Commission conduct an election for the period of March 11, 2019 through June 30, 2019, or as soon thereafter as is practicable for holding the next Commission election.

**A motion was made by Commissioner McAllister, seconded by Commissioner Brown, Jr., that this item be continued to the July 8, 2019 meeting.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

- 3      [19-243](#)      Action to Extend Probationary Period of Business Analyst

**Recommendation:** Approve the extension of the probationary period for a Business Analyst (Employee No. 7302).

**A motion was made by Commissioner McAllister, seconded by Commissioner Brown, Jr., to approve staff recommendation.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

- 4      [19-169](#)      Action to Modify Job Specification for Senior Electrical Estimator

**Recommendation:** Approve the modified job specification for Senior Electrical Estimator.

**A motion was made by Commissioner Felizardo, seconded by Commissioner Brown, Jr., to approve staff recommendation.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

- 5      [19-261](#)      Action to Adopt Job Specification and Examination Weighting for Code Enforcement Supervisor

**Recommendation:** Approve the proposed job specification for Code Enforcement Supervisor with an examination weighting of 100% Oral.

**A motion was made by Commissioner Brown, Jr., seconded by Commissioner McAllister, to approve staff recommendation.**

**Aye:** 5 - Commissioner Bouza, Commissioner McAllister, Commissioner Brown Jr., Commissioner Felizardo, and Commissioner Casey

**STAFF REPORT**

None

**COMMISSIONERS REPORT**

None

**ADJOURNMENT**

**Chairperson Bouza adjourned the meeting at 7:24 PM. The next regularly scheduled meeting is May 13, 2019.**



# City of Santa Clara

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Santa Clara, CA 95050  
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## Agenda Report

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**19-591**

**Agenda Date: 5/13/2019**

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**SUBJECT**

Open Recruitment Reports for November 2018 Through April 2019

**RECOMMENDATION**

Approve the Open Recruitment Reports for November 2018 through April 2019

**ATTACHMENT**

1. Item 1.B ORR November 2018 through April 2019

OPEN RECRUITMENT REPORT  
November 2018 to April 2019

Req #	Title	Status	Department	Created
17163	Assistant City Manager	Filled	City Manager's Office	12/1/2017
17162	Assistant Director of Public Works/City Engineer	Filled	Public Works/Engineering	12/1/2017
17159	Director of Finance	Filled	Finance	12/1/2017
17168	Director of Public Works	Filled	Public Works/Engineering	12/1/2017
17161	Director of Water & Sewer Utilities	Filled	Water and Sewer Utilities	12/1/2017
17169	Street Maintenance Worker I	Filled	Public Works/Streets Division	12/4/2017
17171	Electric Maintenance Worker	Filled	Electric Utility	12/11/2017
17172	Community Service Officer I	Filled	Police	12/13/2017
17175	Community Service Officer I	Filled	Police	12/18/2017
17174	Street Maintenance Worker I	Filled	Public Works/Streets Division	12/18/2017
17178	Automotive Technician I	Filled	Public Works/Streets Division	1/9/2018
17179	Code Enforcement Technician	Filled	Public Works/Engineering	1/9/2018
17181	Management Analyst	Filled	Human Resources	1/9/2018
17177	Public Safety Dispatcher II	Filled	Police/Communications Division	1/9/2018
17180	Recreation Supervisor	Filled	Parks and Recreation	1/9/2018
17176	Staff Analyst I	Filled	Fire	1/9/2018
18001	Management Analyst	Filled	Finance	1/11/2018
18002	Police Officer	Filled	Police	1/11/2018
18003	Police Officer	Filled	Police	1/11/2018
18004	Senior Civil Engineer	Filled	Public Works/Engineering	1/12/2018
18005	Water & Sewer Maintenance Worker I	Filled	Water and Sewer Utilities	1/12/2018
18006	Assistant City Clerk	Filled	City Clerk's Office	1/16/2018
18008	Librarian I	Filled	Library	1/16/2018
18009	Librarian I	Filled	Library	1/16/2018
18007	Librarian I - Youth Services	Filled	Library	1/16/2018
18011	Account Clerk I	Filled	Electric Utility	1/17/2018
18010	Electric Division Manager	Filled	Electric Utility	1/17/2018
18013	Assistant to the City Manager	Filled	City Manager's Office	1/18/2018
18014	Assistant to the City Manager	Filled	City Manager's Office	1/18/2018
18012	Director of Public Works	Filled	Electric Utility	1/18/2018
18015	Senior Inspector	Filled	Community Development	1/18/2018
18016	Associate Engineer (Civil)	Filled	Public Works/Engineering	1/19/2018
18017	Park Foreperson	Filled	Parks and Recreation	1/19/2018
18018	Assistant Director of Finance	Filled	Finance	1/22/2018

OPEN RECRUITMENT REPORT  
November 2018 to April 2019

Req #	Title	Status	Department	Created
18020	Office Specialist II	Filled	Fire	1/25/2018
18027	Forensic Coordinator	Filled	Police	1/26/2018
18024	Police Officer	Filled	Police	1/26/2018
18022	Police Records Specialist II	Filled	Police	1/26/2018
18023	Police Records Specialist II	Filled	Police	1/26/2018
18026	Police Sergeant	Filled	Police	1/26/2018
18025	Recruit Police Officer	Filled	Police	1/26/2018
18029	Office Specialist II	Filled	Community Development	2/2/2018
18030	Combination Inspector	Filled	Community Development	2/6/2018
18031	Combination Inspector	Filled	Community Development	2/6/2018
18033	Senior Inspector	Filled	Community Development	2/6/2018
18034	Community Service Officer I	Filled	Police	2/8/2018
18035	Community Service Officer I	Filled	Police	2/8/2018
18036	Community Service Officer I	Filled	Police	2/8/2018
18037	Electric Utility Programmer Analyst	Open	Electric Utility	2/8/2018
18038	Combination Inspector	Filled	Community Development	2/21/2018
18039	Street Maintenance Worker I	Filled	Public Works/Streets Division	2/21/2018
18041	Management Analyst	Filled	City Manager's Office	2/22/2018
18040	Staff Aide I	Filled	Fire	2/22/2018
18042	Firefighter II	Filled	Fire	2/26/2018
18043	Police Lieutenant	Filled	Police	3/1/2018
18045	Risk Control Analyst	Filled	Electric Utility	3/5/2018
18044	Senior Resource Analyst	Filled	Electric Utility	3/5/2018
18047	Public Safety Dispatcher II	Filled	Police/Communications Division	3/7/2018
18046	Water & Sewer Maintenance Worker II	Filled	Water and Sewer Utilities	3/7/2018
18050	Fiber Splicing Technician	Filled	Electric Utility	3/8/2018
18049	Senior Electric Division Manager	Filled	Electric Utility	3/8/2018
18048	Staff Aide I	Filled	Fire	3/8/2018
18051	Recreation Coordinator	Filled	Parks and Recreation	3/12/2018
18058	Grounds Maintenance Worker I	Filled	Parks and Recreation	3/13/2018
18057	Grounds Maintenance Worker III	Filled	Parks and Recreation	3/13/2018
18061	Library Assistant II	Filled	Library	3/13/2018
18062	Library Assistant II	Filled	Library	3/13/2018
18053	Office Specialist III	Filled	City Manager's Office	3/13/2018
18054	Office Specialist III	Filled	Human Resources	3/13/2018
18056	Park Foreperson	Filled	Parks and Recreation	3/13/2018
18052	Public Information Officer	Filled	City Manager's Office	3/13/2018



OPEN RECRUITMENT REPORT  
November 2018 to April 2019

Req #	Title	Status	Department	Created
18055	Recreation Coordinator	Filled	Parks and Recreation	3/13/2018
18060	Street Maintenance Worker I	Filled	Public Works/Streets Division	3/13/2018
18064	Library Assistant I	Filled	Library	3/20/2018
18063	Water and Sewer Operations Manager	Open	Water and Sewer Utilities	3/20/2018
18065	Office Specialist III	Filled	Parks and Recreation	3/22/2018
18067	Senior Materials Handler	Filled	Finance	3/23/2018
18066	Time & Material Clerk	Filled	Electric Utility	3/23/2018
18071	Library Assistant I	Filled	Library	3/27/2018
18068	Office Specialist II	Filled	Fire	3/27/2018
18070	Public Works Inspector	Filled	Public Works/Engineering	3/27/2018
18059	Street Maintenance Foreperson	Filled	Public Works/Engineering	3/27/2018
18078	Business Analyst- Fiber	Filled	Electric Utility	3/29/2018
18077	Compliance Manager	Filled	Electric Utility	3/29/2018
18072	Police Officer	Filled	Police	3/29/2018
18075	Police Officer	Filled	Police	3/29/2018
18076	Police Officer	Filled	Police	3/29/2018
18073	Recruit Police Officer	Filled	Police	3/29/2018
18074	Recruit Police Officer	Filled	Police	3/29/2018
18080	Utility Operations Engineer	Filled	Water and Sewer Utilities	4/10/2018
18082	Accounting Technician II	Filled	Finance	4/12/2018
18081	Utility Field Services Worker	Filled	Finance	4/12/2018
18079	Grounds Maintenance Worker II	Filled	Parks and Recreation	4/17/2018
18084	Assistant Engineer (Civil)	Filled	Water and Sewer Utilities	4/18/2018
18085	Associate Engineer (Civil)	Filled	Water and Sewer Utilities	4/18/2018
18083	Electric Maintenance Worker	Filled	Electric Utility	4/18/2018
18086	Office Specialist IV	Filled	Community Development	4/19/2018
18087	Police Captain	Filled	Police	4/20/2018
18089	Police Officer	Filled	Police	4/26/2018
18090	Police Officer	Filled	Police	4/26/2018
18091	Police Officer	Filled	Police	4/26/2018
18092	Police Officer	Filled	Police	4/26/2018
18093	Police Officer	Filled	Police	4/26/2018
18094	Police Officer	Filled	Police	4/26/2018
18095	Assistant Director of Finance	Filled	Finance	5/4/2018
18098	Senior Informaton Technology Services Manager	Filled	Information Technology	5/7/2018

OPEN RECRUITMENT REPORT  
November 2018 to April 2019

Req #	Title	Status	Department	Created
18099	Senior Informaton Technology Services Manager	Filled	Information Technology	5/7/2018
18097	Staff Analyst I	Filled	Public Works/Streets Division	5/7/2018
18100	Deputy City Attorney	Filled	City Attorney's Office	5/8/2018
18101	Firefighter I	Filled	Fire	5/11/2018
18104	Management Analyst	Filled	Finance	5/14/2018
18103	Utility Crew Supervisor	Filled	Water and Sewer Utilities	5/14/2018
18102	Water & Sewer Maintenance Worker I	Filled	Water and Sewer Utilities	5/14/2018
18105	Engineering Aide (Electric)	Filled	Electric Utility	5/15/2018
18106	Librarian II	Filled	Library	5/15/2018
18108	Electric Program Manager	Filled	Electric Utility	5/16/2018
18107	Library Program Coordinator - Youth Services	Filled	Library	5/16/2018
18109	Electric Utility Chief Operating Officer	Filled	Electric Utility	5/17/2018
18110	Journey Lineworker Apprentice	Filled	Electric Utility	5/22/2018
18112	Police Lieutenant	Filled	Police	5/24/2018
18111	Police Sergeant	Filled	Police	5/24/2018
18114	Principal Financial Analyst	Filled	Finance	5/25/2018
18115	Assistant to the City Manager	Filled	City Manager's Office	5/29/2018
18119	Community Service Officer II	Filled	Police	5/31/2018
18120	Police Records Specialist II	Open	Police	5/31/2018
18117	Purchasing Clerk	Filled	Finance	5/31/2018
18116	Street Maintenance Worker II	Filled	Public Works/Streets Division	5/31/2018
18121	Energy Conservation Specialist	Filled	Electric Utility	6/4/2018
18124	Grounds Maintenance Worker I	Filled	Parks and Recreation	6/12/2018
18126	Senior Electric Utility Generation Technician	Filled	Electric Utility	6/12/2018
18125	Senior Public Safety Dispatcher	Filled	Police/Communications Division	6/12/2018
18128	Equipment Operator	Filled	Public Works/Streets Division	6/13/2018
18130	Recruit Police Officer	Filled	Police	6/13/2018
18129	Senior Instrument and Control Technician	Filled	Electric Utility	6/13/2018
18134	Contracts Manager	Filled	Finance	6/18/2018

OPEN RECRUITMENT REPORT  
November 2018 to April 2019

Req #	Title	Status	Department	Created
18131	Library Assistant I - Customer Services	Filled	Library	6/18/2018
18132	Public Records Manager	Filled	City Manager's Office	6/18/2018
18133	Risk Manager	Filled	City Manager's Office	6/18/2018
18135	Electric Helper/Driver	Filled	Electric Utility	6/19/2018
18136	Building Official	Filled	Community Development	6/21/2018
18139	Library Assistant I	Filled	Library	6/26/2018
18140	Accounting Technician I	Filled	Finance	6/27/2018
18141	Accounting Technician II	Filled	Finance	6/28/2018
18142	Recreation Coordinator	Open	Parks and Recreation	6/29/2018
18143	Senior Electric Utility Engineer-Generation	Filled	Electric Utility	7/3/2018
18144	Communications Coordinator	Filled	Electric Utility	7/6/2018
18146	Electric Utility Programmer Analyst	Open	Electric Utility	7/6/2018
18145	Meter Data Analyst	Open	Electric Utility	7/6/2018
18147	Staff Analyst I	Filled	Community Development	7/9/2018
18148	Street Maintenance Worker III	Filled	Public Works/Streets Division	7/9/2018
18149	Equipment Operator	Filled	Water and Sewer Utilities	7/10/2018
18152	Police Sergeant	Filled	Police	7/11/2018
18153	Police Sergeant	Filled	Police	7/11/2018
18150	Recruit Police Officer	Filled	Police	7/11/2018
18151	Recruit Police Officer	Filled	Police	7/11/2018
18154	Electric Utility Generation Technician	Filled	Electric Utility	7/12/2018
18155	Librarian I - Youth Services	Filled	Library	7/12/2018
18157	Office Specialist II	Filled	Community Development	7/17/2018
18158	Office Specialist III	Filled	Community Development	7/17/2018
18156	Staff Analyst - Library - Reclassification	Filled	Library	7/17/2018
18159	Management Analyst	Filled	Finance	7/18/2018
18162	Code Enforcement Officer	Open	Community Development	7/19/2018
18160	Meter Reader	Filled	Finance	7/19/2018
18161	Senior Electrical Estimator	Filled	Electric Utility	7/19/2018
18163	Grounds Maintenance Worker II	Filled	Parks and Recreation	7/20/2018
18164	Battalion Chief	Filled	Fire	7/25/2018
18166	Battalion Chief - 24 hrs	Filled	Fire	7/27/2018
18167	Office Specialist II	Filled	Electric Utility	7/30/2018
18168	Senior Plans Examiner	Filled	Community Development	7/30/2018

OPEN RECRUITMENT REPORT  
November 2018 to April 2019

Req #	Title	Status	Department	Created
18169	Staff Aide II - Environmental Programs	Filled	Public Works/Streets Division	7/30/2018
18170	Senior Civil Engineer	Open	Water and Sewer Utilities	7/31/2018
18171	Office Specialist II	Filled	Library	8/1/2018
18172	Library Program Coordinator - Branch Manager	Filled	Library	8/6/2018
18174	Principal Engineer	Filled	Electric Utility	8/15/2018
18177	Principal Engineer	Open	Electric Utility	8/15/2018
18178	Grounds Maintenance Worker III	Filled	Parks and Recreation	8/21/2018
18179	Assistant City Attorney	Filled	City Attorney's Office	8/23/2018
18180	Water & Sewer Maintenance Worker I	Open	Water and Sewer Utilities	8/28/2018
18181	Utility Crew Supervisor	Filled	Water and Sewer Utilities	9/4/2018
18184	Inspection Manager	Open	Community Development	9/5/2018
18182	Office Specialist II	Filled	Community Development	9/5/2018
18185	Police Lieutenant	Filled	Police	9/5/2018
18183	Senior Permit Technician	Open	Community Development	9/5/2018
18187	Electric Division Manager - JPA	Filled	Electric Utility	9/6/2018
18186	Senior Public Safety Dispatcher	Filled	Police/Communications Division	9/6/2018
18190	Office Specialist III	Filled	Water and Sewer Utilities	9/11/2018
18188	Police Officer	Filled	Police	9/11/2018
18189	Police Officer	Filled	Police	9/11/2018
18191	Police Officer	Filled	Police	9/13/2018
18192	Police Officer	Filled	Police	9/13/2018
18193	Police Records Specialist II	Open	Police	9/13/2018
18194	Grounds Maintenance Worker I	Filled	Parks and Recreation	9/14/2018
18195	Grounds Maintenance Worker III	Filled	Parks and Recreation	9/14/2018
18196	Office Specialist IV	Filled	Public Works/Engineering	9/17/2018
18198	Deputy Fire Chief	Filled	Fire	9/18/2018
18197	Public Safety Dispatcher II	Open	Police/Communications Division	9/18/2018
18199	Assistant Engineer (Civil)	Filled	Water and Sewer Utilities	9/20/2018
18200	Assistant Building Official	Open	Community Development	9/21/2018
18201	Assistant to the City Manager	Filled	City Manager's Office	9/25/2018
18202	Office Specialist III	Filled	City Manager's Office	9/25/2018
18205	Assistant Electric Utility Engineer	Filled	Electric Utility	9/27/2018

OPEN RECRUITMENT REPORT  
November 2018 to April 2019

Req #	Title	Status	Department	Created
18203	Electric Utility Equipment Operator	Filled	Electric Utility	9/27/2018
18204	Journey Lineworker Apprentice	Filled	Electric Utility	9/27/2018
18207	Electric Utility Engineer	Open	Electric Utility	9/28/2018
18206	Senior Engineering Aide	Filled	Electric Utility	9/28/2018
18208	Street Maintenance Worker I	Filled	Public Works/Streets Division	10/1/2018
18210	Senior Electrical Estimator	Open	Electric Utility	10/2/2018
18209	Street Maintenance Worker II	Filled	Public Works/Streets Division	10/2/2018
18211	Park Maintenance Crafts Worker	Filled	Parks and Recreation	10/4/2018
18212	Principal Financial Analyst	Filled	Finance	10/4/2018
18213	Assistant Director of Water & Sewer Utilities	Filled	Water and Sewer Utilities	10/9/2018
18214	Senior Electric Utility Engineer (Fiber)	Filled	Electric Utility	10/11/2018
18215	Water Service Technician I	Filled	Water and Sewer Utilities	10/17/2018
18216	Grounds Maintenance Worker II	Filled	Parks and Recreation	10/19/2018
18217	Superintendent of Streets	Open	Public Works/Streets Division	10/22/2018
18218	Police Officer	Filled	Police	10/24/2018
18220	Contracts Manager	Filled	Finance	11/7/2018
18221	Staff Analyst I	Filled	City Attorney's Office	11/13/2018
18223	Police Records Supervisor	Filled	Police	11/15/2018
18224	Public Safety Dispatcher I	Open	Police/Communications Division	11/15/2018
18227	Compliance Manager	Open	Public Works/Streets Division	11/20/2018
18231	Building Maintenance Worker	Filled	Public Works/Building Maintenance	12/3/2018
18233	Journey Lineworker Apprentice	Filled	Electric Utility	12/6/2018
18234	Community Service Officer II	Open	Police	12/19/2018
18236	Police Officer	Filled	Police	12/19/2018
18235	Recruit Police Officer	Filled	Police	12/19/2018
18237	Associate Engineer (Civil)	Filled	Water and Sewer Utilities	12/20/2018
19001	Police Sergeant	Filled	Police	1/3/2019
19002	Police Sergeant	Filled	Police	1/3/2019
19003	Staff Aide I	Filled	City Clerk's Office	1/11/2019
19004	Assistant Director of Human Resources	Filled	Human Resources	1/17/2019
19006	Office Specialist III	Open	Parks and Recreation	1/23/2019

OPEN RECRUITMENT REPORT  
November 2018 to April 2019

Req #	Title	Status	Department	Created
19007	Human Resources Division Manager	Open	Human Resources	1/24/2019
19009	Police Captain	Open	Police	1/25/2019
19008	Police Lieutenant	Filled	Police	1/25/2019
19010	Police Officer	Filled	Police	1/30/2019
19011	Police Officer	Filled	Police	1/30/2019
19012	Police Officer	Filled	Police	1/30/2019
19013	Police Officer	Filled	Police	1/30/2019
19014	Engineering Aide (Electric)	Open	Electric Utility	1/31/2019
19016	Grounds Maintenance Worker III	Filled	Parks and Recreation	1/31/2019
19017	Resource Analyst II	Open	Electric Utility	2/5/2019
19018	Police Officer	Filled	Police	2/6/2019
19019	Recruit Police Officer	Filled	Police	2/6/2019
19021	Police Sergeant	Filled	Police	2/14/2019
19022	Police Sergeant	Filled	Police	2/14/2019
19020	Tree Trimmer II	Open	Public Works/Streets Division	2/14/2019
19023	Senior Electric and Water System Operator	Filled	Electric Utility	2/21/2019
19024	Electric Program Manager	Open	Electric Utility	2/25/2019
19025	Information Technology Services Manager	Open	Information Technology	2/26/2019
19026	Information Technology Services Manager	Open	Information Technology	2/27/2019
19027	Police Officer	Filled	Police	2/28/2019
19028	Police Officer	Filled	Police	2/28/2019
19029	Police Officer	Filled	Police	2/28/2019
19030	Grounds Maintenance Worker I	Open	Parks and Recreation	3/5/2019
19031	Engineering Aide-Fiber	Open	Electric Utility	3/7/2019
19033	Office Specialist III	Filled	Public Works/Engineering	3/8/2019
19034	Office Specialist IV	Filled	Human Resources	3/11/2019
19036	Staff Aide I	Filled	Public Works/Streets Division	3/12/2019
19037	Office Specialist III	Open	Police	3/15/2019
19038	Police Officer	Filled	Police	3/15/2019
19040	Journey Lineworker	Open	Electric Utility	3/18/2019
19039	Office Specialist II	Open	Public Works/Streets Division	3/18/2019
19042	Utility Crew Supervisor	Filled	Water and Sewer Utilities	3/19/2019
19041	Water Service Technician I	Open	Water and Sewer Utilities	3/19/2019
19043	Facilities Technician	Open	Water and Sewer Utilities	3/21/2019
19044	Associate Engineer (Civil)	Open	Public Works/Engineering	3/27/2019
19045	Public Works Inspector	Open	Public Works/Engineering	3/28/2019
19046	Office Specialist III	Filled	Public Works/Streets Division	3/29/2019

OPEN RECRUITMENT REPORT  
November 2018 to April 2019

Req #	Title	Status	Department	Created
19047	Plans Examiner	Open	Community Development	4/4/2019
19049	Grounds Maintenance Worker II	Open	Parks and Recreation	4/8/2019
19050	Principal Engineer	Open	Water and Sewer Utilities	4/11/2019
19051	Automotive Technician I	Open	Public Works/Automotive Services	4/15/2019
19052	Office Specialist III	Open	Parks and Recreation	4/16/2019
19055	Executive Assistant	Open	City Manager's Office	4/30/2019
19056	Street Maintenance Worker III	Open	Public Works/Streets Division	4/30/2019



## Agenda Report

19-512

Agenda Date: 5/13/2019

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### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Modify Job Specifications for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III

#### BACKGROUND

The Fire Department is requesting to modify the job specifications for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III based on the authority of the Personnel & Salary Resolution, Sec. 6(d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

#### DISCUSSION

The Fire Department reviewed the job specifications for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III and determined that the certifications listed were outdated and no longer offered by the California State Fire Training. The certifications have been updated with new coursework provided by the California State Fire Training to fulfill the requirements. The job specifications have been updated to reflect the latest information provided by the California State Fire Training.

The timeframes to obtain certain certifications has also been revised in the job specifications. The Santa Clara Fire Department is one of twenty Certified Unified Program Agencies (CUPA) in California. CUPA is a consolidation of six environmental programs at the local level. Not all fire agencies in California participate in CUPA, so many candidates could be highly qualified for the position without having the certifications at the time of application. The certifications that are required for these positions could be achieved once employed with the Santa Clara Fire Department, since it is designated as a CUPA agency. No changes were made to the Typical Duties or the Knowledge, Skills, and Abilities.

There are no recommended changes to the examination weighting for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III.

#### ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### FISCAL IMPACT

There is no fiscal impact to revising the job specifications other than staff time.



**PUBLIC CONTACT**

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) [<mailto:clerk@santaclaraca.gov>](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the modified job specifications for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III.

Reviewed by: Aracely Azevedo, Assistant Director of Human Resources

Approved by: Teresia Zadroga-Haase, Director of Human Resources

**ATTACHMENTS**

1. Job Specifications, draft and clean, for Deputy Fire Marshal I, Deputy Fire Marshal II, Deputy Fire Marshal III
2. Fire Department Memo

LEGEND:

Additions

Deletions

Approved May, 2017

Proposed May, 2019

**CITY OF SANTA CLARA, CALIFORNIA**  
**DEPUTY FIRE MARSHAL I**  
**(372)**

**EDUCATION AND EXPERIENCE:**

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, Fire Science, Chemistry, Environmental Science, Geology, Biology, or approved related field.

Desirable Qualifications:

- Experience in enforcement of the Fire, Building, or Environmental Regulations is desirable.
- Experience as a Federal, State, or local agency fire or hazardous materials inspector is desirable.

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.
- Completion of California Penal Code Section 832 training course and be qualified as a Peace Officer within six (6) months of appointment.
- 40-Hour Hazardous Waste Operations Emergency Response (HAZWOPER) within six (6) months of appointment.
- International Code Council (ICC) Fire Inspector I within twelve (12) months of appointment.
- **Completion** of California State Fire Training Fire Inspector I ~~certification course~~ **work** within twelve (12) months of appointment.
- California Aboveground Petroleum Storage Tank (APSA) Certification within twelve (12) months of appointment.
- International Code Council (ICC) California Underground Storage Tank Inspector Certification within twelve (12) months of appointment.
- **Completion** of California State Fire Training Fire **Investigator** ~~Investigations I Certification~~ **coursework** within twenty-four **(24)** months ~~(24)~~ of appointment.
- Incumbents shall be required to obtain and maintain any other licenses(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level classification in the sworn Deputy Fire Marshal series. Under direct supervision, the Deputy Fire Marshal I performs field and office work in fire prevention and/or hazardous materials programs performing inspection and plan review services related to hazardous materials and fire and life safety.

## **DEPUTY FIRE MARSHAL I (continued)**

### **TYPICAL DUTIES:**

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

Under supervision:

- Conducts inspections, interprets regulations and ordinances, and conducts enforcement for all occupancies for compliance related code and standards
- Conducts inspections and witness acceptance tests for fire protection systems including fire sprinklers, fire alarms, extinguishing systems, and hydrants
- Assists with the review of construction documents to ensure compliance with applicable regulations, code, and standards
- Prepares reports based on field notes; issues field orders, citations, and violation notices; conducts informal hearings; prepares reports for prosecution; provides testimony in prosecutorial proceedings; gathers evidence of violations and non-compliance
- May conduct comprehensive investigations during various hours of the day into the cause, origin and circumstances surrounding fires, fires of suspicious circumstances, fires involving fatalities, and those resulting in a large dollar loss
- May be required to give expert testimony in court cases involving inspection, enforcement, or investigation proceedings
- Makes presentations to the public, business groups, students/administrators/ educational institutions, and non-profit professional organizations
- Identifies locations of hazardous materials, hazardous waste generators, and onsite hazardous waste treatment units; inspects facilities for underground storage tank systems, hazardous materials/waste storage, use, and handling
- Enforces filing of hazardous materials inventory and emergency response plan, permit applications, financial responsibility and financial assurance notifications, forms and required documents
- Conducts environmental surveys, field investigations, monitoring programs, data collections, and chemical testing
- Collects samples and specimens for laboratory analysis and interprets laboratory findings
- Inspects users or generators of hazardous materials and wastes to ensure compliance with federal, state and local regulations
- Provides information to the public and employees regarding the storage, use and disposal of hazardous materials, and fire and building code requirements
- Conducts investigations into illegal dumping and unauthorized releases of hazardous materials/waste
- May be assigned to assist with emergency operations
- Performs other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Chemicals and their potential hazard individually and in combination with other chemicals
- Transportation, processing, storage and handling methods of hazardous materials and waste
- Principles and practices of fire prevention and hazardous materials management

## **DEPUTY FIRE MARSHAL I (continued)**

- Principles of chemistry, analytical testing techniques and sampling techniques
- Building construction, including hazardous materials, alarm systems, sprinkler systems, standpipe systems and related systems
- Local, State, and Federal laws, codes, regulations, and ordinances involving environmental protection
- Computerized systems for maintaining data and preparing reports and correspondence
- Environmental and safety practices, procedures and standards
- Research techniques, methods, procedures, and reporting

### Ability to:

- Understand laws, rules, and regulations pertaining to hazardous materials and waste
- Gather, analyze, and present data clearly
- Interpret and present findings in a clear, concise written form, including the creation and use of tables, charts, and graphics to summarize results
- Exercise independent judgment and initiative; analyze situations and make appropriate recommendations
- Work independently with minimal supervision
- Speak effectively before large groups of people
- Develop and conduct an effective public relations program on hazardous materials and waste
- Communicate requirements, policies, and decisions to the public and co-workers in an effective manner
- Communicate effectively, both orally and in writing, using correct English grammar, spelling and punctuation
- Follow and provide written and oral directions
- Carry out complex written instructions and prepare comprehensive and precise written reports
- Research, interpret, apply and explain laws, regulations, policies, and procedures
- 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
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Read and interpret blueprints or construction drawings
- Perform heavy and hazardous physical labor, and wear protective clothing and breathing apparatus as required to perform inspections and investigations
- Bend, stoop, reach, carry, crawl, climb and lift up to 50 pounds as necessary to perform assigned duties

### SUPERVISION RECEIVED

Works under technical supervision of the Deputy Fire Marshal III, Assistant Fire Marshal or Fire Marshal.

### SUPERVISION EXERCISED

None.

### OTHER REQUIREMENTS

## **DEPUTY FIRE MARSHAL I (continued)**

- Incumbents of this classification may be required to work shifts, weekends, unusual hours in emergency situations and to be available on an "on call" basis.
- Candidates will be required to pass a City background investigation which will include fingerprinting and may include psychological and polygraph screening.
- Must be able to perform all the essential functions of the job assignment.

### **CONFLICT OF INTEREST**

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

**CITY OF SANTA CLARA, CALIFORNIA**  
**DEPUTY FIRE MARSHAL I**  
(372)

**EDUCATION AND EXPERIENCE:**

**Minimum Qualifications:**

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, Fire Science, Chemistry, Environmental Science, Geology, Biology, or approved related field.

**Desirable Qualifications:**

- Experience in enforcement of the Fire, Building, or Environmental Regulations is desirable.
- Experience as a Federal, State, or local agency fire or hazardous materials inspector is desirable.

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.
- Completion of California Penal Code Section 832 training course and be qualified as a Peace Officer within six (6) months of appointment.
- 40-Hour Hazardous Waste Operations Emergency Response (HAZWOPER) within six (6) months of appointment.
- International Code Council (ICC) Fire Inspector I within twelve (12) months of appointment.
- Completion of California State Fire Training Fire Inspector I coursework within twelve (12) months of appointment.
- California Aboveground Petroleum Storage Tank (APSA) Certification within twelve (12) months of appointment.
- International Code Council (ICC) California Underground Storage Tank Inspector Certification within twelve (12) months of appointment.
- Completion of California State Fire Training Fire Investigator coursework within twenty-four (24) months of appointment.
- Incumbents shall be required to obtain and maintain any other licenses(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level classification in the sworn Deputy Fire Marshal series. Under direct supervision, the Deputy Fire Marshal I performs field and office work in fire prevention and/or hazardous materials programs performing inspection and plan review services related to hazardous materials and fire and life safety.

**TYPICAL DUTIES:**

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

## **DEPUTY FIRE MARSHAL I (continued)**

Under supervision:

- Conducts inspections, interprets regulations and ordinances, and conducts enforcement for all occupancies for compliance related code and standards
- Conducts inspections and witness acceptance tests for fire protection systems including fire sprinklers, fire alarms, extinguishing systems, and hydrants
- Assists with the review of construction documents to ensure compliance with applicable regulations, code, and standards
- Prepares reports based on field notes; issues field orders, citations, and violation notices; conducts informal hearings; prepares reports for prosecution; provides testimony in prosecutorial proceedings; gathers evidence of violations and non-compliance
- May conduct comprehensive investigations during various hours of the day into the cause, origin and circumstances surrounding fires, fires of suspicious circumstances, fires involving fatalities, and those resulting in a large dollar loss
- May be required to give expert testimony in court cases involving inspection, enforcement, or investigation proceedings
- Makes presentations to the public, business groups, students/administrators/ educational institutions, and non-profit professional organizations
- Identifies locations of hazardous materials, hazardous waste generators, and onsite hazardous waste treatment units; inspects facilities for underground storage tank systems, hazardous materials/waste storage, use, and handling
- Enforces filing of hazardous materials inventory and emergency response plan, permit applications, financial responsibility and financial assurance notifications, forms and required documents
- Conducts environmental surveys, field investigations, monitoring programs, data collections, and chemical testing
- Collects samples and specimens for laboratory analysis and interprets laboratory findings
- Inspects users or generators of hazardous materials and wastes to ensure compliance with federal, state and local regulations
- Provides information to the public and employees regarding the storage, use and disposal of hazardous materials, and fire and building code requirements
- Conducts investigations into illegal dumping and unauthorized releases of hazardous materials/waste
- May be assigned to assist with emergency operations
- Performs other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Chemicals and their potential hazard individually and in combination with other chemicals
- Transportation, processing, storage and handling methods of hazardous materials and waste
- Principles and practices of fire prevention and hazardous materials management
- Principles of chemistry, analytical testing techniques and sampling techniques
- Building construction, including hazardous materials, alarm systems, sprinkler systems, standpipe systems and related systems

## **DEPUTY FIRE MARSHAL I (continued)**

- Local, State, and Federal laws, codes, regulations, and ordinances involving environmental protection
- Computerized systems for maintaining data and preparing reports and correspondence
- Environmental and safety practices, procedures and standards
- Research techniques, methods, procedures, and reporting

### Ability to:

- Understand laws, rules, and regulations pertaining to hazardous materials and waste
- Gather, analyze, and present data clearly
- Interpret and present findings in a clear, concise written form, including the creation and use of tables, charts, and graphics to summarize results
- Exercise independent judgment and initiative; analyze situations and make appropriate recommendations
- Work independently with minimal supervision
- Speak effectively before large groups of people
- Develop and conduct an effective public relations program on hazardous materials and waste
- Communicate requirements, policies, and decisions to the public and co-workers in an effective manner
- Communicate effectively, both orally and in writing, using correct English grammar, spelling and punctuation
- Follow and provide written and oral directions
- Carry out complex written instructions and prepare comprehensive and precise written reports
- Research, interpret, apply and explain laws, regulations, policies, and procedures
- 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
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Read and interpret blueprints or construction drawings
- Perform heavy and hazardous physical labor, and wear protective clothing and breathing apparatus as required to perform inspections and investigations
- Bend, stoop, reach, carry, crawl, climb and lift up to 50 pounds as necessary to perform assigned duties

### SUPERVISION RECEIVED

Works under technical supervision of the Deputy Fire Marshal III, Assistant Fire Marshal or Fire Marshal.

### SUPERVISION EXERCISED

None.

### OTHER REQUIREMENTS

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



**DEPUTY FIRE MARSHAL I (continued)**

- Candidates will be required to pass a City background investigation which will include fingerprinting and may include psychological and polygraph screening.
- Must be able to perform all the essential functions of the job assignment.

**CONFLICT OF INTEREST**

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

LEGEND:

Additions

Deletions

Approved May, 2017

Proposed May, 2019

**CITY OF SANTA CLARA, CALIFORNIA**  
**DEPUTY FIRE MARSHAL II**  
(373)

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, Fire Science, Chemistry, Environmental Science, Biology, Geology, or approved related field; and
- Three (3) years recent experience in enforcement of the Fire, Building, or Environmental Regulations.

Desirable Qualifications:

- Experience as a Federal, State, or local agency fire or hazardous materials inspector is desirable.

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.
- **Completion** of California State Fire Training Fire ~~Investigations-Inspector I Certification~~ **coursework, or equivalent**, at the time of application.
- Possession of the International Code Council (ICC) Fire Inspector I at the time of application.
- Completion of California Penal Code Section 832 training course and be qualified as a Peace Officer within six (6) month of appointment.
- 40-Hour Hazardous Waste Operations Emergency Response (HAZWOPER) within six (6) months of appointment.
- International Code Council (ICC) California Underground Storage Tank Inspector Certification within six (6) months of appointment.
- California Aboveground Petroleum Storage Tank (APSA) Certification within six (6) months of appointment.
- International Code Council Fire Inspector II within twelve ~~within~~ (12) months of appointment.
- **Completion** of California State Fire Training Fire ~~Investigation 2A, 2B classes within twelve (12)~~ **Investigator coursework completed within eighteen (18)** months of appointment.
- Incumbents shall be required to obtain and maintain any other licenses(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements.

## **DEPUTY FIRE MARSHAL II (continued)**

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level classification in the sworn Deputy Fire Marshal series. Under limited supervision, the Deputy Fire Marshal II performs field and office work in fire prevention and/or hazardous materials programs performing inspection and plan review services related to hazardous materials and fire and life safety. The incumbent will perform enforcement activities, including inspection and plan review services related to hazardous materials and fire and life safety.

### **TYPICAL DUTIES:**

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

- Conducts inspections, interprets regulations and ordinances, and conducts enforcement for all occupancies for compliance related code and standards
- Conducts inspections and witness acceptance tests for fire protection systems including fire sprinklers, fire alarms, extinguishing systems, and hydrants
- Assists with the review of construction documents to ensure compliance with applicable regulations, code, and standards
- Prepares reports based on field notes; issues field orders, citations, and violation notices; conducts informal hearings; prepares reports for prosecution; provides testimony in prosecutorial proceedings; gathers evidence of violations and non-compliance
- Conducts comprehensive investigations during various hours of the day into the cause, origin and circumstances surrounding fires, fires of suspicious circumstances, fires involving fatalities, and those resulting in a large dollar loss
- Gives expert testimony in court cases involving inspection, enforcement, or investigation proceedings
- Makes presentations to the public, business groups, students/administrators/ educational institutions, and non-profit professional organizations
- Identifies locations of hazardous materials, hazardous waste generators, and onsite hazardous waste treatment units; inspect facilities for underground storage tank systems, hazardous materials/waste storage, use, and handling
- Enforces filing of hazardous materials inventory and emergency response plan, permit applications, financial responsibility and financial assurance notifications, forms and required documents
- Conducts environmental surveys, field investigations, monitoring programs, data collections, and chemical testing
- Collects samples and specimens for laboratory analysis and interpret laboratory findings
- Inspects users or generators of hazardous materials and wastes to ensure compliance with federal, state and local regulations
- Provides information to the public and employees regarding the storage, use and disposal of hazardous materials, and fire and building code requirements
- Conducts investigations into illegal dumping and unauthorized releases of hazardous materials/waste
- May be assigned to assist with emergency operations
- Performs other duties as assigned

## **DEPUTY FIRE MARSHAL II (continued)**

### KNOWLEDGE, SKILLS, AND ABILITIES:

#### Knowledge of:

- Chemicals and their potential hazard individually, and in combination with other chemicals
- Transportation, processing, storage, and handling methods of hazardous materials and waste
- Principles and practices of fire prevention and hazardous materials management
- Principles of chemistry, analytical testing techniques and sampling techniques
- Building construction, including hazardous materials, alarm systems, sprinkler systems, standpipe systems and related systems
- Local, State, and Federal laws, codes, regulations, and ordinances involving environmental protection
- Computerized systems for maintaining data and preparing reports and correspondence
- Environmental and safety practices, procedures and standards
- Supervisory techniques and methods of motivating staff to perform efficiently
- Research techniques, methods, procedures, and reporting

#### Ability to:

- Understand laws, rules, and regulations pertaining to hazardous materials and waste
- Gather, analyze, and present data clearly
- Interpret and present findings in a clear, concise written form, including the creation and use of tables, charts, and graphics to summarize results
- Exercise independent judgment and initiative; analyze situations and make appropriate recommendations
- Work independently with minimal supervision
- Speak effectively before large groups of people
- Develop and conduct an effective public relations program on hazardous materials and waste
- Communicate requirements, policies, and decisions to the public, co-workers, and subordinates in an effective manner
- Communicate effectively, both orally and in writing, using correct English grammar, spelling and punctuation
- Follow and provide written and oral directions
- Carry out complex written instructions and prepare comprehensive and precise written reports
- Plan, assign, supervise and review the work of fire department staff, as assigned
- Research, interpret, apply and explain laws, regulations, policies, and procedures
- 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
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Read and interpret blueprints or construction drawings
- Perform heavy and hazardous physical labor, and wear protective clothing and breathing apparatus as required to perform inspections and investigations
- Bend, stoop, reach, carry, crawl, climb and lift up to 50 pounds as necessary to perform assigned duties

## **DEPUTY FIRE MARSHAL II (continued)**

### **SUPERVISION RECEIVED**

Works under technical supervision of the Deputy Fire Marshal III, Assistant Fire Marshal or Fire Marshal.

### **SUPERVISION EXERCISED**

May supervise staff assigned to work in the Fire Prevention and Hazardous Materials Divisions or under any of his/her areas of responsibility.

### **OTHER REQUIREMENTS**

- Incumbents of this classification may be required to work shifts, weekends, unusual hours in emergency situations and to be available on an "on call" basis.
- Candidates will be required to pass a City background investigation which will include fingerprinting and may include psychological and polygraph screening.
- Must be able to perform all the essential functions of the job assignment.

### **CONFLICT OF INTEREST**

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

**CITY OF SANTA CLARA, CALIFORNIA**  
**DEPUTY FIRE MARSHAL II**  
(373)

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, Fire Science, Chemistry, Environmental Science, Biology, Geology, or approved related field; and
- Three (3) years recent experience in enforcement of the Fire, Building, or Environmental Regulations.

Desirable Qualifications:

- Experience as a Federal, State, or local agency fire or hazardous materials inspector is desirable.

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.
- Completion of California State Fire Training Fire Inspector I coursework, or equivalent, at the time of application.
- Possession of the International Code Council (ICC) Fire Inspector I at the time of application.
- Completion of California Penal Code Section 832 training course and be qualified as a Peace Officer within six (6) month of appointment.
- 40-Hour Hazardous Waste Operations Emergency Response (HAZWOPER) within six (6) months of appointment.
- International Code Council (ICC) California Underground Storage Tank Inspector Certification within six (6) months of appointment.
- California Aboveground Petroleum Storage Tank (APSA) Certification within six (6) months of appointment.
- International Code Council Fire Inspector II within twelve (12) months of appointment.
- Completion of California State Fire Training Fire Investigator coursework completed within eighteen (18) months of appointment.
- Incumbents shall be required to obtain and maintain any other licenses(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements.

**DISTINGUISHING CHARACTERISTICS**

This is the journey level classification in the sworn Deputy Fire Marshal series. Under limited supervision, the Deputy Fire Marshal II performs field and office work in fire prevention and/or hazardous materials programs performing inspection and plan review services related to hazardous materials and fire and life safety. The incumbent will perform enforcement activities,

## **DEPUTY FIRE MARSHAL II (continued)**

including inspection and plan review services related to hazardous materials and fire and life safety.

### **TYPICAL DUTIES:**

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

- Conducts inspections, interprets regulations and ordinances, and conducts enforcement for all occupancies for compliance related code and standards
- Conducts inspections and witness acceptance tests for fire protection systems including fire sprinklers, fire alarms, extinguishing systems, and hydrants
- Assists with the review of construction documents to ensure compliance with applicable regulations, code, and standards
- Prepares reports based on field notes; issues field orders, citations, and violation notices; conducts informal hearings; prepares reports for prosecution; provides testimony in prosecutorial proceedings; gathers evidence of violations and non-compliance
- Conducts comprehensive investigations during various hours of the day into the cause, origin and circumstances surrounding fires, fires of suspicious circumstances, fires involving fatalities, and those resulting in a large dollar loss
- Gives expert testimony in court cases involving inspection, enforcement, or investigation proceedings
- Makes presentations to the public, business groups, students/administrators/ educational institutions, and non-profit professional organizations
- Identifies locations of hazardous materials, hazardous waste generators, and onsite hazardous waste treatment units; inspect facilities for underground storage tank systems, hazardous materials/waste storage, use, and handling
- Enforces filing of hazardous materials inventory and emergency response plan, permit applications, financial responsibility and financial assurance notifications, forms and required documents
- Conducts environmental surveys, field investigations, monitoring programs, data collections, and chemical testing
- Collects samples and specimens for laboratory analysis and interpret laboratory findings
- Inspects users or generators of hazardous materials and wastes to ensure compliance with federal, state and local regulations
- Provides information to the public and employees regarding the storage, use and disposal of hazardous materials, and fire and building code requirements
- Conducts investigations into illegal dumping and unauthorized releases of hazardous materials/waste
- May be assigned to assist with emergency operations
- Performs other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Chemicals and their potential hazard individually, and in combination with other chemicals
- Transportation, processing, storage, and handling methods of hazardous materials and waste
- Principles and practices of fire prevention and hazardous materials management

## **DEPUTY FIRE MARSHAL II (continued)**

- Principles of chemistry, analytical testing techniques and sampling techniques
- Building construction, including hazardous materials, alarm systems, sprinkler systems, standpipe systems and related systems
- Local, State, and Federal laws, codes, regulations, and ordinances involving environmental protection
- Computerized systems for maintaining data and preparing reports and correspondence
- Environmental and safety practices, procedures and standards
- Supervisory techniques and methods of motivating staff to perform efficiently
- Research techniques, methods, procedures, and reporting

### Ability to:

- Understand laws, rules, and regulations pertaining to hazardous materials and waste
- Gather, analyze, and present data clearly
- Interpret and present findings in a clear, concise written form, including the creation and use of tables, charts, and graphics to summarize results
- Exercise independent judgment and initiative; analyze situations and make appropriate recommendations
- Work independently with minimal supervision
- Speak effectively before large groups of people
- Develop and conduct an effective public relations program on hazardous materials and waste
- Communicate requirements, policies, and decisions to the public, co-workers, and subordinates in an effective manner
- Communicate effectively, both orally and in writing, using correct English grammar, spelling and punctuation
- Follow and provide written and oral directions
- Carry out complex written instructions and prepare comprehensive and precise written reports
- Plan, assign, supervise and review the work of fire department staff, as assigned
- Research, interpret, apply and explain laws, regulations, policies, and procedures
- 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
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Read and interpret blueprints or construction drawings
- Perform heavy and hazardous physical labor, and wear protective clothing and breathing apparatus as required to perform inspections and investigations
- Bend, stoop, reach, carry, crawl, climb and lift up to 50 pounds as necessary to perform assigned duties

### SUPERVISION RECEIVED

Works under technical supervision of the Deputy Fire Marshal III, Assistant Fire Marshal or Fire Marshal.



## **DEPUTY FIRE MARSHAL II (continued)**

### **SUPERVISION EXERCISED**

May supervise staff assigned to work in the Fire Prevention and Hazardous Materials Divisions or under any of his/her areas of responsibility.

### **OTHER REQUIREMENTS**

- Incumbents of this classification may be required to work shifts, weekends, unusual hours in emergency situations and to be available on an "on call" basis.
- Candidates will be required to pass a City background investigation which will include fingerprinting and may include psychological and polygraph screening.
- Must be able to perform all the essential functions of the job assignment.

### **CONFLICT OF INTEREST**

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

LEGEND:

Additions

Deletions

Approved May, 2017

Proposed May, 2019

**CITY OF SANTA CLARA, CALIFORNIA**  
**DEPUTY FIRE MARSHAL III**  
(374)

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, Fire Science, Chemistry, Environmental Health, Biology, or approved related field; and
- Six (6) years recent experience in enforcement of the Fire, Building, or Environmental Regulations.

Desirable Qualifications:

- Experience as a Federal, State, or local agency fire or hazardous materials inspector is desirable.
- Supervisory or management experience is desirable.

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.
- Completion of California Penal Code Section 832 training course and be qualified as a Peace Officer at the time of application.
- **Completion** of California State Fire Training Fire ~~Investigations I Certification~~ **Investigator coursework, or equivalent**, at the time of application.
- **Completion** of California State Fire Training Fire Inspector I and II ~~certification~~ **coursework, or equivalent**, at the time of application.
- **International Code Council (ICC) Fire Inspector II within six (6) months of appointment.**
- California Aboveground Petroleum Storage Tank (APSA) Certification ~~at the time of application~~ **within six (6) months of appointment.**
- International Code Council (ICC) California Underground Storage Tank Inspector Certification ~~at the time of application~~ **within six (6) months of appointment.**
- 40-Hour Hazardous Waste Operations Emergency Response (HAZWOPER) within six (6) months of appointment.
- International Association of Arson Investigators Fire Investigator Technician Certification within twelve (12) months of appointment.
- International Code Council (ICC) Plan Examiner Certification ~~at the time of application~~ **within twelve (12) months of appointment.**
- Incumbents shall be required to obtain and maintain any other licenses(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements.

## **DEPUTY FIRE MARSHAL III (continued)**

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced-level classification in the sworn Deputy Fire Marshal series providing general supervision of staff. An incumbent in this classification at times exercises independent judgment and discretion; manages and directs employees at emergency and non-emergency operations; helps in formulating administrative policies for the effective use of assigned personnel; and actively supports the direction established by the Assistant Fire Marshal and Fire Marshal.

### **TYPICAL DUTIES:**

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

- Assists the Fire Marshal and Assistant Fire Marshal in the management of the Fire Prevention and Hazardous Materials Division
- Provides oversight and conducts inspections, interprets regulations and ordinances, and conducts enforcement for all occupancies for compliance related code and standards
- Provides oversight and conducts inspections and witness acceptance tests for fire protection systems including fire sprinklers, fire alarms, extinguishing systems, and hydrants
- Provides oversight and assists with the review of construction documents to ensure compliance with applicable regulations, code, and standards
- Reviews and prepares reports based on field notes; issues field orders, citations, and violation notices; conducts informal hearings; prepare reports for prosecution; provides testimony in prosecutorial proceedings; gathers evidence of violations and non-compliance
- Identifies locations of hazardous materials, hazardous waste generators, and onsite hazardous waste treatment units; inspects facilities for underground storage tank systems, hazardous materials/waste storage, use, and handling
- Enforces filing of hazardous materials inventory and emergency response plans, permit applications, financial responsibility and financial assurance notifications, forms and required documents
- Reviews and conducts environmental surveys, field investigations, monitoring programs, data collections, and chemical testing
- Collects samples and specimens for laboratory analysis and interprets laboratory findings
- Inspects users or generators of hazardous materials and wastes to ensure compliance with federal, state and local regulations
- Provides information to the public and employees regarding the storage, use and disposal of hazardous materials, and fire and building code requirements
- Conducts investigation into illegal dumping and unauthorized release of hazardous materials/waste
- Gives expert testimony in court cases involving inspection, enforcement, or investigation proceedings
- Supervises, and conducts comprehensive investigations during various hours of the day into the cause, origin and circumstances surrounding fires, fires of suspicious circumstances, fires involving fatalities, and those resulting in a large dollar loss
- Makes presentations to the public, business groups, students/administrators/ educational institutions, and non-profit professional organizations
- Manages Weed Abatement program

## **DEPUTY FIRE MARSHAL III (continued)**

- May be assigned to assist with emergency operations
- Performs other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### Knowledge of:

- Chemicals and their potential hazard individually, and in combination with other chemicals
- Transportation, processing, storage, and handling methods of hazardous materials and waste
- Principles and practices of fire prevention and hazardous materials management
- Principles of chemistry, analytical testing techniques and sampling techniques
- Building construction, including hazardous materials, alarm systems, sprinkler systems, standpipe systems and related systems
- Local, state, and federal laws, codes, regulations, and ordinances involving environmental protection
- Computerized systems for maintaining data and preparing reports and correspondence
- Environmental and safety practices, procedures and standards
- Supervisory techniques and methods of motivating staff to perform efficiently
- Research techniques, methods, procedures, and reporting

#### Ability to:

- Understand laws, rules, and regulations pertaining to hazardous materials and waste
- Gather, analyze, and present data clearly
- Interpret and present findings in a clear, concise written form, including the creation and use of tables, charts, and graphics to summarize results
- Exercise independent judgment and initiative; analyze situations and make appropriate recommendations
- Work independently with minimal supervision
- Speak effectively before large groups of people
- Develop and conduct an effective public relations program on hazardous materials and waste
- Communicate requirements, policies, and decisions to the public and co-workers in an effective manner
- Communicate effectively, both orally and in writing, using correct English grammar, spelling and punctuation
- Follow and provide written and oral directions
- Carry out complex written instructions and prepare comprehensive and precise written reports
- Plan, assign, supervise and review the work of fire department staff
- Research, interpret, apply and explain laws, regulations, policies, and procedures
- 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
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Read and interpret blueprints or construction drawings
- Perform heavy and hazardous physical labor, and wear protective clothing and breathing apparatus as required to perform inspections and investigations

### **DEPUTY FIRE MARSHAL III (continued)**

- Bend, stoop, reach, carry, crawl, climb and lift up to 50 pounds as necessary to perform assigned duties

#### **SUPERVISION RECEIVED**

Works under technical supervision of the Fire Marshal or Assistant Fire Marshal.

#### **SUPERVISION EXERCISED**

Supervises staff assigned to work in the Fire Prevention and Hazardous Materials Divisions or under any of his/her areas of responsibility.

#### **OTHER REQUIREMENTS**

- Incumbents of this classification may be required to work shifts, weekends, unusual hours in emergency situations and to be available on an "on call" basis.
- Candidates will be required to pass a City background investigation which will include fingerprinting and may include psychological and polygraph screening.
- Must be able to perform all the essential functions of the job assignment.

#### **CONFLICT OF INTEREST**

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

**CITY OF SANTA CLARA, CALIFORNIA**  
**DEPUTY FIRE MARSHAL III**  
(374)

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, Fire Science, Chemistry, Environmental Health, Biology, or approved related field; and
- Six (6) years recent experience in enforcement of the Fire, Building, or Environmental Regulations.

Desirable Qualifications:

- Experience as a Federal, State, or local agency fire or hazardous materials inspector is desirable.
- Supervisory or management experience is desirable.

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.
- Completion of California Penal Code Section 832 training course and be qualified as a Peace Officer at the time of application.
- Completion of California State Fire Training Fire Investigator coursework, or equivalent, at the time of application.
- Completion of California State Fire Training Fire Inspector I and II coursework, or equivalent, at the time of application.
- International Code Council (ICC) Fire Inspector II within six (6) months of appointment.
- California Aboveground Petroleum Storage Tank (APSA) Certification within six (6) months of appointment.
- International Code Council (ICC) California Underground Storage Tank Inspector Certification within six (6) months of appointment.
- 40-Hour Hazardous Waste Operations Emergency Response (HAZWOPER) within six (6) months of appointment.
- International Association of Arson Investigators Fire Investigator Technician Certification within twelve (12) months of appointment.
- International Code Council (ICC) Plan Examiner Certification within twelve (12) months of appointment.
- Incumbents shall be required to obtain and maintain any other licenses(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced-level classification in the sworn Deputy Fire Marshal series providing general supervision of staff. An incumbent in this classification at times exercises independent judgment and discretion; manages and directs employees at emergency and non-emergency

## **DEPUTY FIRE MARSHAL III (continued)**

operations; helps in formulating administrative policies for the effective use of assigned personnel; and actively supports the direction established by the Assistant Fire Marshal and Fire Marshal.

### **TYPICAL DUTIES:**

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

- Assists the Fire Marshal and Assistant Fire Marshal in the management of the Fire Prevention and Hazardous Materials Division
- Provides oversight and conducts inspections, interprets regulations and ordinances, and conducts enforcement for all occupancies for compliance related code and standards
- Provides oversight and conducts inspections and witness acceptance tests for fire protection systems including fire sprinklers, fire alarms, extinguishing systems, and hydrants
- Provides oversight and assists with the review of construction documents to ensure compliance with applicable regulations, code, and standards
- Reviews and prepares reports based on field notes; issues field orders, citations, and violation notices; conducts informal hearings; prepare reports for prosecution; provides testimony in prosecutorial proceedings; gathers evidence of violations and non-compliance
- Identifies locations of hazardous materials, hazardous waste generators, and onsite hazardous waste treatment units; inspects facilities for underground storage tank systems, hazardous materials/waste storage, use, and handling
- Enforces filing of hazardous materials inventory and emergency response plans, permit applications, financial responsibility and financial assurance notifications, forms and required documents
- Reviews and conducts environmental surveys, field investigations, monitoring programs, data collections, and chemical testing
- Collects samples and specimens for laboratory analysis and interprets laboratory findings
- Inspects users or generators of hazardous materials and wastes to ensure compliance with federal, state and local regulations
- Provides information to the public and employees regarding the storage, use and disposal of hazardous materials, and fire and building code requirements
- Conducts investigation into illegal dumping and unauthorized release of hazardous materials/waste
- Gives expert testimony in court cases involving inspection, enforcement, or investigation proceedings
- Supervises, and conducts comprehensive investigations during various hours of the day into the cause, origin and circumstances surrounding fires, fires of suspicious circumstances, fires involving fatalities, and those resulting in a large dollar loss
- Makes presentations to the public, business groups, students/administrators/ educational institutions, and non-profit professional organizations
- Manages Weed Abatement program
- May be assigned to assist with emergency operations
- Performs other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

## **DEPUTY FIRE MARSHAL III (continued)**

Knowledge of:

- Chemicals and their potential hazard individually, and in combination with other chemicals
- Transportation, processing, storage, and handling methods of hazardous materials and waste
- Principles and practices of fire prevention and hazardous materials management
- Principles of chemistry, analytical testing techniques and sampling techniques
- Building construction, including hazardous materials, alarm systems, sprinkler systems, standpipe systems and related systems
- Local, state, and federal laws, codes, regulations, and ordinances involving environmental protection
- Computerized systems for maintaining data and preparing reports and correspondence
- Environmental and safety practices, procedures and standards
- Supervisory techniques and methods of motivating staff to perform efficiently
- Research techniques, methods, procedures, and reporting

Ability to:

- Understand laws, rules, and regulations pertaining to hazardous materials and waste
- Gather, analyze, and present data clearly
- Interpret and present findings in a clear, concise written form, including the creation and use of tables, charts, and graphics to summarize results
- Exercise independent judgment and initiative; analyze situations and make appropriate recommendations
- Work independently with minimal supervision
- Speak effectively before large groups of people
- Develop and conduct an effective public relations program on hazardous materials and waste
- Communicate requirements, policies, and decisions to the public and co-workers in an effective manner
- Communicate effectively, both orally and in writing, using correct English grammar, spelling and punctuation
- Follow and provide written and oral directions
- Carry out complex written instructions and prepare comprehensive and precise written reports
- Plan, assign, supervise and review the work of fire department staff
- Research, interpret, apply and explain laws, regulations, policies, and procedures
- 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
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Read and interpret blueprints or construction drawings
- Perform heavy and hazardous physical labor, and wear protective clothing and breathing apparatus as required to perform inspections and investigations
- Bend, stoop, reach, carry, crawl, climb and lift up to 50 pounds as necessary to perform assigned duties

### **SUPERVISION RECEIVED**

Works under technical supervision of the Fire Marshal or Assistant Fire Marshal.



## **DEPUTY FIRE MARSHAL III (continued)**

### **SUPERVISION EXERCISED**

Supervises staff assigned to work in the Fire Prevention and Hazardous Materials Divisions or under any of his/her areas of responsibility.

### **OTHER REQUIREMENTS**

- Incumbents of this classification may be required to work shifts, weekends, unusual hours in emergency situations and to be available on an "on call" basis.
- Candidates will be required to pass a City background investigation which will include fingerprinting and may include psychological and polygraph screening.
- Must be able to perform all the essential functions of the job assignment.

### **CONFLICT OF INTEREST**

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



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

RECEIVED

APR 18 2019

OFFICE OF THE CITY CLERK  
CITY OF SANTA CLARA

Fire Department  
**Memorandum**

**Date:** May 13, 2019

**To:** Director of Human Resources

**From:** Fire Chief

**Subject:** Approve Modified Job Descriptions for Deputy Fire Marshal I, Deputy Fire Marshal II, and Deputy Fire Marshal III

The Fire Department is requesting approval to modify the job descriptions for the Deputy Fire Marshal I, II, and III positions.

The Fire Department has collaborated with the Human Resources Department in the job analysis process to address the curriculum and certification changes recently implemented by the California Office of the State Marshal, Fire Training Division. Based on the analysis, it was determined that modifications to the Deputy Fire Marshal I, II and III job descriptions will be needed to accurately reflect the new State Fire Training curriculum and certifications.

In addition, we have made minor modifications to the International Code Council certifications to expand our potential candidate pool.

Please contact me at (408) 615-4951 if you have any questions regarding this request. Thank you in advance for your consideration.

  
for William G. Kelly  
Fire Chief



## Agenda Report

19-506

Agenda Date: 5/13/2019

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Modify Job Specification for Tree Trimmer II

#### ACTION AND AUTHORITY

The Public Works Department is requesting to modify the job specification for Tree Trimmer II based on the authority of Personnel & Salary Resolution, Sec. 6(d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

#### DISCUSSION

The job specification for Tree Trimmer II was last revised July 2017. A job analysis was last conducted in May 2017 to identify additions and changes to the job specification. The Licenses and/or Certificates section has been updated to require certification as an Arborist from the International Society of Arboriculture (ISA) and Qualified Applicator Certificate (QAC) by the California Department of Pesticide Regulations (DPR) within twelve (12) months of appointment, in an effort to increase the applicant pool of candidates.

There is no recommended change to the examination weighting (50% Written, 50% Performance) for Tree Trimmer II.

#### ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### FISCAL IMPACT

There is no additional cost to the City other than administrative staff time and expense.

#### PUBLIC CONTACT

Public contact was made by posting the Civil Service Commission agenda on the City's official notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

#### RECOMMENDATION

Approve the modified job specification for Tree Trimmer II.

Reviewed by: Teresia Zadroga-Haase, Director of Human Resources

Approved by: Nadine Nader, Assistant City Manager

**ATTACHMENTS**

1. Job Specification, clean and draft, for Tree Trimmer II
2. Memo to Modify Job Specification for Tree Trimmer II

LEGEND:

*Additions*

*Deletions*

Approved July, 2017

Proposed May, 2019

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

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

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

Desirable Qualifications:

- Experience as a Lead

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class A or B Commercial driver's license is required at the time of application and for the duration of employment.
- Possession of the following certificates are required within 12 months of appointment and for the duration of employment:
  - Certification as an Arborist from the International Society of Arboriculture (ISA).
  - A Qualified Applicator Certificate (QAC) by the California Department of Pesticide Regulations (DPR) in categories B, C or F.
  - A certification of completion of Competent Person Fall Protection Training.
  - A Traffic Flagging and Safety Certificate.

**DISTINGUISHING CHARACTERISTICS**

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

**TYPICAL DUTIES**

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

Under supervision:

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

## **TREE TRIMMER II (continued)**

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

### **KNOWLEDGE, SKILLS, & ABILITIES**

#### Knowledge of:

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

#### Ability to:

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

## **TREE TRIMMER II (continued)**

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

### SUPERVISION RECEIVED

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

### SUPERVISION EXERCISED

Supervises one or more Tree Trimmers and other assigned staff.

### OTHER REQUIREMENTS

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

LEGEND:

*Additions*

*Deletions*

Approved July, 2017

Proposed May, 2019

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

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

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

Desirable Qualifications:

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

**LICENSES *AND/OR CERTIFICATES***

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

**DISTINGUISHING CHARACTERISTICS**

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

**TYPICAL DUTIES**

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



## **TREE TRIMMER II (continued)**

Under supervision:

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

### **KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of:

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

## **TREE TRIMMER II (continued)**

Ability to:

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

### SUPERVISION RECEIVED

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

### SUPERVISION EXERCISED

Supervises one or more Tree Trimmers and other assigned staff.

### OTHER REQUIREMENTS

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



**Date:** April 23, 2019  
**To:** Director of Human Resources  
**From:** Deputy Director of Public Works  
**Subject:** Request to Approve Job Specifications for Tree Trimmer II

The Public Works Department has reviewed its staffing needs and is requesting the approval of the revised job specifications for Tree trimmer II. The revisions are being requested to update the current job requirements as a journey level position needing more experience and knowledge in the field of Arboriculture during the course of work duties.

Thank you for your assistance. If you have any questions regarding this request, please contact Ron Janzing, Landscape Foreman, at 615-3083

*Dave Staub*  
*Deputy Director of Public Works*



## Agenda Report

19-505

Agenda Date: 5/13/2019

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### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Modify Job Specification for Senior Permit Technician

#### EXECUTIVE SUMMARY

The Community Development Department is requesting to revise the job specification for Senior Permit Technician based on the authority of Personnel & Salary Resolution, Sec. 6(d) "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

#### DISCUSSION

The job specification for Senior Permit Technician was last revised in November 2018. The Community Development Department identified changes needed to the job specification to more accurately reflect the needs of the department and the duties required for this position.

Revisions were made to the Typical Duties, Knowledge, Skills, and Abilities, and Supervision Received sections of the job specification. The Typical Duties section was modified to include processing and issuing permits, as well as establishing, assigning, verifying, and correcting building addresses within the City for large scale multi-family, tract home and commercial projects; and coordinating workflows within the City departments and outside agencies for Capital Improvement Projects. The Knowledge, Skills, and Abilities section was updated to include, but not limited to, knowledge of permit process and computer application such as Tidemark and Accela; The updated job specification has been provided to the affected bargaining unit.

#### ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### FISCAL IMPACT

There is no additional cost to the City to revising the job specification other than administrative staff time and expense.

#### PUBLIC CONTACT

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting

the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the modified job specification for Senior Permit Technician.

Reviewed by: Teresia Zadroga-Haase; Director, Human Resources

Approved by: Nadine Nader; Assistant City Manager

**ATTACHMENTS**

1. Job Specification, clean and draft, for Senior Permit Technician
2. Memorandum from Community Development Department to modify Job Specification for Senior Permit Technician

LEGEND:

*Additions*

*Deletions*

Approved November, 2018

Proposed May, 2019

**CITY OF SANTA CLARA, CALIFORNIA**  
**SENIOR PERMIT TECHNICIAN**  
**(766)**

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from high school or possession of a GED.
- Two (2) years of increasingly responsible permit technician experience that involves extensive public contact in planning, zoning, engineering, architecture, or building construction trades.

**LICENSE**

- Possession of an International Code Council (ICC) Permit Technician Certificate or ability to obtain certification within one year of appointment.
- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level technical classification in the City's classified service. *The Senior Permit Technician is distinguished from the Permit Technician by the knowledge and experience required to perform more complex work. The incumbent is primarily responsible for having working knowledge of permit tracking software and City procedures related to permit tracking and routing, calculating fees, and providing development, code enforcement, and building information to contractors, design professionals, and the public. The incumbent is expected to work with minimal supervision and exercises independent judgement.* ~~The incumbent is primarily responsible for managing workflow at the Permit Center and coordinating work such as staff coverage, plans routing, plans ready for permit issuance, plans micro-filing, etc., as well as leading and training Permit Center staff.~~

**TYPICAL DUTIES**

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

Under general direction:

- Reviews applications, documents, and plan submittals for permits to ~~assure~~*ensure* accuracy, completeness, and compliance with pertinent laws
- ~~verify~~*Verifies* zoning, geologic hazard, flood zone, historic, and other status of permit sites  
Calculates *review, inspection, and other related fees*; ~~and~~*collects funds and issues receipts*~~permit fees; issue permits~~
- *Researches files regarding prior actions, decisions, and development activities and prepares special reports as required* ~~Conducts research on past and current file activity;~~

## SENIOR PERMIT TECHNICIAN (continued)

- *Acts as single-point-of-contact for developers with City building services*
- *Identifies and resolves customer inquiries and complaints*
- *Performs complex data entry, data organization, and records access*
- *Processes and issues permits for large scale multi-family, tract home, and commercial projects*
- *Establishes, assigns, verifies, and corrects building addresses within the City for large scale multi-family, tract home, and mixed-use commercial projects*
- *Approves Master Plan applications and performs plan checks on qualified minor projects*
- *Participates in Project Clearance Committee and Subdivision Committee meetings*
- *Coordinates workflow within City departments and outside agencies for Capital Improvement Projects*
- *Participates in the administration of assigned activities*
- *Recommends and participates in the implementation of policies and procedures*
- May train or *assign activities to assist in the training of* Permit Center staff
- Performs other related duties as assigned
- ~~Performs public counter work related to the City's development process~~
- ~~Provides written and verbal information to the public regarding the permit process, City regulations, procedures, and policies~~
- ~~Plans, organizes, coordinates, and participates in the activities of Permit Center staff~~
- ~~Performs computer data input and retrieval; maintain logs and records of permits issued~~
- ~~Performs simple plan checks; distributes, coordinates, tracks, and files plans for plan checking~~

## KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Building Codes, maps, construction plans, and specifications
- *Permit processes including public rights-of-way, private and public easements, set-backs, zoning and engineering requirements, and the need for variances*
- Pertinent City functions, policies, rules and regulations
- Research methods and techniques
- Computer applications, such as Microsoft Word, Excel, Outlook, *Tidemark, and Accela* and ~~the Internet~~, databases, and spreadsheets including data management
- Office safety practices, procedures and standards

Ability to:

- Read and interpret building plans, related constructions documents, and various maps
- *Maintain professionalism, courtesy, and composure, including stressful situations*
- Evaluate situations, identify problems, make logical decisions, and follow through with resolutions
- *Deal with sensitive and confidential information*
- Provide lead direction and review work of assigned staff
- Control workflow at the Permit Center
- *Perform* accurate data entry ~~quickly under deadline pressure~~
- Make accurate mathematical calculations
- Track statistics, permits, and other data Establish and maintain effective working relationships with those contacted in the course of work, including the general public

## SENIOR PERMIT TECHNICIAN (continued)

- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Communicate clearly and effectively, both orally and in writing
- *Operate a variety of standard office equipment, including a computer, fax machine, telephone, and copier*
- Bend, stoop, reach, carry, crawl, climb and lift up to 25 pounds as necessary to perform assigned duties
- ~~Follow written and verbal instructions~~
- ~~Comprehend and implement office automation concepts and perform~~

### SUPERVISION RECEIVED

Works under the supervision of the ~~Plan Review Manager~~, Permit Center Supervisor, ~~Senior Plans Examiner~~, or other supervisors as assigned.

### SUPERVISION EXERCISED

Assist in the training of new and as-needed personnel as assigned. Act as leadsperson over Customer Service Representative-Permit Center, Permit Technicians, or as-needed personnel as assigned.

### OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment.
- May be required to work unusual hours and weekends in the performance of their duties.

### CONFLICT OF INTEREST

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



**CITY OF SANTA CLARA, CALIFORNIA**  
**SENIOR PERMIT TECHNICIAN**  
**(766)**

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from high school or possession of a GED.
- Two (2) years of increasingly responsible permit technician experience that involves extensive public contact in planning, zoning, engineering, architecture, or building construction trades.

**LICENSE**

- Possession of an International Code Council (ICC) Permit Technician Certificate or ability to obtain certification within one year of appointment.
- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level technical classification in the City's classified service. The Senior Permit Technician is distinguished from the Permit Technician by the knowledge and experience required to perform more complex work. The incumbent is primarily responsible for having working knowledge of permit tracking software and City procedures related to permit tracking and routing, calculating fees, and providing development, code enforcement, and building information to contractors, design professionals, and the public. The incumbent is expected to work with minimal supervision and exercises independent judgement.

**TYPICAL DUTIES**

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

Under general direction:

- Reviews applications, documents, and plan submittals for permits to ensure accuracy, completeness, and compliance with pertinent laws
- Verifies zoning, geologic hazard, flood zone, historic, and other status of permit sites  
Calculates review, inspection, and other related fees; collects funds and issues receipts
- Researches files regarding prior actions, decisions, and development activities and prepares special reports as required
- Acts as single-point-of-contact for developers with City building services
- Identifies and resolves customer inquiries and complaints
- Performs complex data entry, data organization, and records access
- Processes and issues permits for large scale multi-family, tract home, and commercial projects
- Establishes, assigns, verifies, and corrects building addresses within the City for large scale multi-family, tract home, and mixed-use commercial projects

## SENIOR PERMIT TECHNICIAN (continued)

- Approves Master Plan applications and performs plan checks on qualified minor projects
- Participates in Project Clearance Committee and Subdivision Committee meetings
- Coordinates workflow within City departments and outside agencies for Capital Improvement Projects
- Participates in the administration of assigned activities
- Recommends and participates in the implementation of policies and procedures
- May train or assign activities to Permit Center staff
- Performs other related duties as assigned

### KNOWLEDGE, SKILLS, AND ABILITIES

#### Knowledge of:

- Building Codes, maps, construction plans, and specifications
- Permit processes including public rights-of-way, private and public easements, set-backs, zoning and engineering requirements, and the need for variances
- Pertinent City functions, policies, rules and regulations
- Research methods and techniques
- Computer applications, such as Microsoft Word, Excel, Outlook, Tidemark, and Accela , databases, and spreadsheets including data management
- Office safety practices, procedures and standards

#### Ability to:

- Read and interpret building plans, related constructions documents, and various maps
- Maintain professionalism, courtesy, and composure, including stressful situations
- Evaluate situations, identify problems, make logical decisions, and follow through with resolutions
- Deal with sensitive and confidential information
- Provide lead direction and review work of assigned staff
- Control workflow at the Permit Center
- Perform accurate data entry
- Make accurate mathematical calculations
- Track statistics, permits, and other data 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
- Communicate clearly and effectively, both orally and in writing
- Operate a variety of standard office equipment, including a computer, fax machine, telephone, and copier
- Bend, stoop, reach, carry, crawl, climb and lift up to 25 pounds as necessary to perform assigned duties

### SUPERVISION RECEIVED

Works under the supervision of the Permit Center Supervisor or other supervisors as assigned.

### SUPERVISION EXERCISED

Assist in the training of new and as-needed personnel as assigned. Act as leadsperson over Customer Service Representative-Permit Center, Permit Technicians, or as-needed personnel as

## **SENIOR PERMIT TECHNICIAN (continued)**

assigned.

### OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment.
- May be required to work unusual hours and weekends in the performance of their duties.

### CONFLICT OF INTEREST

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



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

Community Development  
**Memorandum**

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**Date:** April 18, 2019

**To:** Human Resources

**From:** Permit Center Supervisor

**Subject:** Modified Job Specifications for Senior Permit Technician – Building Division

The Community Development Department's Building Division currently has a vacancy for the Senior Permit Technician position. The Building Division is requesting approval for the updated job specifications for this position. The changes, upon approval, will more clearly and accurately identify the knowledge, skills and abilities required to perform the job successfully.

  
\_\_\_\_\_  
David Tran, Plan Review Manager for  
Craig Johnson, Building Official

**cc:** Craig Johnson



## Agenda Report

19-507

Agenda Date: 5/13/2019

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### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Modify Assistant Planner and Associate Planner Job Specifications and to Approve New Job Specification of Senior Planner

#### **BACKGROUND**

The Community Development Department is requesting to revise the classified job specifications for Assistant Planner and Associate Planner and to adopt the classified job specification of Senior Planner based on the authority from the Personnel & Salary Resolution, Sec. 6(d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City Council."

#### **DISCUSSION**

After reviewing the Planner job series, the Community Development Department proposes to modify the Assistant Planner which was last modified in September 2015 and Associate Planner which was last revised in July 2008 and adopt Senior Planner.

#### **Assistant Planner**

Changes were made to the Minimum Qualifications, including a Bachelor's Degree in Urban and Regional Planning, Environmental Studies, Architecture, or closely related field. The Typical Duties were updated to align more specifically with the classification, including, reviews and prepares environmental documents to meet California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA) and assists with researching, analyzing, and interpreting social, economic, population, and land use data and trends.

#### **Associate Planner**

Changes were made to allow this position to be flexibly staffed from the lower level planner classification. In addition, changes were made to Minimum Qualifications including a Bachelor's Degree in Urban and Regional Planning, Environmental Studies, Architecture, or closely related field and adding a Possible Substitution of a Master's Degree. The Typical Duties were updated to align more specifically with the classification, including evaluates the design of assigned projects submitted for Architectural Review Board (ARB) approval; conducts and negotiates real estate or development agreements.

#### **Senior Planner**

This is a new classification in the classified service responsible for performing complex planning duties in the administration of land use regulations, the City's General Plan, environmental review, and design review. This position will be distinguished from the Associate Planner as they perform lead, supervisory responsibilities. The incumbent in this role will evaluate the design of large, complex projects; administer request for proposals (RFPs) or Request for Qualifications (RFQs); and

assist in the development and implementation of department and division goals, objectives, policies, and priorities.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

### **FISCAL IMPACT**

There is no fiscal impact to revising the job description other than staff time.

### **PUBLIC CONTACT**

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) [<mailto:clerk@santaclaraca.gov>](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Approve the modified job specifications for Assistant Planner and Associate Planner and approve the adopted job specification for Senior Planner.

Reviewed by: Teresia Zadroga-Haase; Director, Human Resources

Approved by: Nadine Nader; Assistant City Manager

### **ATTACHMENTS**

1. Rough and Clean Job Specifications for Assistant Planner
2. Rough and Clean Job Specifications for Associate Planner
3. Job Specification for Senior Planner
4. Community Development Department Memorandum

**CITY OF SANTA CLARA, CALIFORNIA**  
**ASSISTANT PLANNER-I**  
(232)

**EDUCATION AND EXPERIENCE**

Minimum Requirements:

- *Bachelor's Degree from an accredited college or university in Urban and Regional Planning, Environmental Studies, Architecture, or closely related field;*
- Six (6) months of *experience in a position with public contact, including customer service, complaint resolution, public education, or policy analysis*~~public or private sector planning~~ experience. ~~Education equivalent to graduation from an accredited college or university with an Associate's Degree in city planning, environmental studies, geography, architecture, public administration, or a closely related field; and~~

Possible Substitutions:

- ~~One (1) year of additional planning experience may be substituted for up to one year of the required education.~~

Desirable Qualifications:

- *Paraprofessional or internship experience in public or private sector.*  
Computer proficiency in ~~data tracking~~/mapping programs, such as *Geographic Information Systems (GIS) or permitting software, such as* ~~Accela~~ *is desirable.*

**LICENSE**

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

**DISTINGUISHING CHARACTERISTICS**

This is an entry-level classification in the professional Planner series. Responsibilities include making decisions and acting, within general guidelines, in the role of a project planner, as well as demonstrating good diplomatic skills in dealing with the general public and staff. This classification is distinguished from the ~~Assistant Planner II~~*Associate Planner* by the performance of the less complex, more routine professional tasks and duties assigned to positions within this series.

**TYPICAL DUTIES**

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

Under general supervision:

- Assists ~~the City Planner~~ in the administration of subdivision and land use regulations
- Assists developers in filing applications for land use review, including mapping and compiling data, General Plan, zoning, subdivision, variances, use permits, and environmental

## ASSISTANT PLANNER I (continued)

review

- Prepares *and delivers written and oral presentations*, graphics, public notices and distribution lists *to staff, project developers, and the general public*~~for public hearings and/or meetings~~
- Reviews and compares plan sets for consistency
- Provides support to the Permit Center, ~~cooperates with~~ *assists* property owners, project developers, public officials, and consultants in review of plans for development
- Maintains planning data using various computer software programs, such as ~~computer~~ mapping and database systems
- *Reviews and prepares environmental documents to meet California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA)*
- Distributes applications to agencies and individuals concerned with proposed developments
- *Presents projects at public meetings*
- May represent the *Community Development Department at meetings and conferences as needed*~~City at Planning advisory committees, other committees and agencies as directed~~
- ~~Makes field inspections~~ *Conducts field inspections, surveys, or impact studies*
- *Assists with researching, analyzing, and interpreting social, economic, population, and land use data and trends*
- ~~Develops special studies and general reports~~
- ~~Responds to public inquiries~~
- ~~Conducts architectural review~~
- ~~Conducts related work as required such as developing reports, making presentations and utilizing computer mapping and database systems; and~~
- Performs other related duties as assigned.

## KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of urban and regional planning
- Pertinent Federal, State and local laws and regulations, including those relating to planning, zoning, land use and the environment
- ~~Environmental and safety practices, procedures and standards~~ *California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA)*
- Computer applications (such as Microsoft Word, Access, Excel and PowerPoint)
- ~~Research methods and techniques, including statistics~~
- ~~Correct English usage, including spelling, grammar, and punctuation.~~

Ability to:

- *Read and interpret architectural and engineering plans and specifications*
- Research, interpret, apply and explain established laws, rules, policies and procedures related to planning
- Prepare *comprehensive* written and oral presentation materials, *graphics, maps, and charts*~~for committees and/or commissions~~
- *Present projects at public meetings*
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- 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
- Communicate clearly and effectively, both orally and in writing



## ASSISTANT PLANNER I (continued)

- Implement and improve methods and procedures
- Bend, stoop, reach, carry, climb, and lift *up to 25 pounds as necessary* to perform assigned duties
- ~~Understand and follow oral and written instructions~~
- ~~Spell correctly and use proper English grammar~~
- ~~Use initiative and sound independent judgment within established guidelines~~
- ~~Deal tactfully and courteously with others~~
- ~~Respond appropriately to conflicts and/or complaints~~
- ~~Communicate and work effectively with irate or difficult members of the general public~~
- ~~Conduct field studies; evaluate site in context of project~~
- ~~Understand the relationship of General Plan to other regulations~~
- ~~Administer architectural review process~~
- ~~Prepare graphics, such as those necessary for public review of land use proposals~~
- ~~Review and analyze proposals submitted as to technical compliance and workability~~

### SUPERVISION RECEIVED

Works under the supervision of the ~~City~~ *Principal Planner, Development Review Officer, Planning Manager, Senior Planner*, or other supervisor, as assigned.

### SUPERVISION EXERCISED

May assist in training of administrative support staff, technical assistants, and as-needed staff.

### OTHER REQUIREMENTS

- *Must be able to work evenings and weekends as required.*
- Must be able to perform all of the essential functions of the job assignment.

### CONFLICT OF INTEREST

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

**CITY OF SANTA CLARA, CALIFORNIA**  
**ASSISTANT PLANNER**  
(232)

**EDUCATION AND EXPERIENCE**

Minimum Requirements:

- Bachelor's Degree from an accredited college or university in Urban and Regional Planning, Environmental Studies, Architecture, or closely related field;
- Six (6) months of experience in a position with public contact, including customer service, complaint resolution, public education, or policy analysis

Desirable Qualifications:

- Paraprofessional or internship experience in public or private sector.  
Computer proficiency in mapping programs, such as Geographic Information Systems (GIS) or permitting software, such as Accela.

**DISTINGUISHING CHARACTERISTICS**

This is an entry-level classification in the professional Planner series. Responsibilities include making decisions and acting, within general guidelines, in the role of a project planner, as well as demonstrating good diplomatic skills in dealing with the general public and staff. This classification is distinguished from the Associate Planner by the performance of the less complex, more routine professional tasks and duties assigned to positions within this series.

**TYPICAL DUTIES**

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

Under general supervision:

- Assists in the administration of subdivision and land use regulations
- Assists developers in filing applications for land use review, including mapping and compiling data, General Plan, zoning, subdivision, variances, use permits, and environmental review
- Prepares and delivers written and oral presentations, graphics, public notices and distribution lists to staff, project developers, and the general public
- Reviews and compares plan sets for consistency
- Provides support to the Permit Center, assists property owners, project developers, public officials, and consultants in review of plans for development
- Maintains planning data using various computer software programs, such as mapping and database systems
- Reviews and prepares environmental documents to meet California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA)
- Distributes applications to agencies and individuals concerned with proposed developments
- Presents projects at public meetings
- May represent the Community Development Department at meetings and conferences as

## **ASSISTANT PLANNER (continued)**

needed

- Conducts field inspections, surveys, or impact studies
- Assists with researching, analyzing, and interpreting social, economic, population, and land use data and trends
- Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of:

- Principles and practices of urban and regional planning
- Pertinent Federal, State and local laws and regulations, including those relating to planning, zoning, land use and the environment
- California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA)
- Computer applications (such as Microsoft Word, Access, Excel and PowerPoint)

Ability to:

- Read and interpret architectural and engineering plans and specifications
- Research, interpret, apply and explain established laws, rules, policies and procedures related to planning
- Prepare comprehensive written and oral presentation materials, graphics, maps, and charts
- Present projects at public meetings
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- 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
- Communicate clearly and effectively, both orally and in writing
- Implement and improve methods and procedures
- Bend, stoop, reach, carry, climb, and lift up to 25 pounds to perform assigned duties

### **SUPERVISION RECEIVED**

Works under the supervision of the Principal Planner, Development Review Officer, Planning Manager, Senior Planner, or other supervisor, as assigned.

### **SUPERVISION EXERCISED**

May assist in training of administrative support staff, technical assistants, and as-needed staff.

### **OTHER REQUIREMENTS**

- Must be able to work evenings and weekends as required.
- Must be able to perform all of the essential functions of the job assignment.

### **CONFLICT OF INTEREST**

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

LEGEND:

*Additions*

*Deletions*

Approved July 2008

*Proposed May, 2019*

**CITY OF SANTA CLARA, CALIFORNIA**  
**ASSOCIATE PLANNER**  
(240)

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- ~~Education and experience equivalent to graduation~~*Bachelor's Degree* from an accredited college or university ~~with a masters degree in~~ *Urban and Regional Planning, Environmental Studies, Architecture, or closely related field;* and ~~urban or regional planning, and;~~
- Two (2) years of *increasingly responsible* professional municipal *or regional* planning experience *performing duties similar to an Assistant Planner for the City of Santa Clara.*

Possible Substitutions:

- *A Master's Degree from an accredited college or university in Urban and Regional Planning or closely related field may be substituted for one year of the required experience.*
- ~~Successful completion of the probationary period as an Assistant Planner II with the City of Santa Clara may be substituted for the required two years experience.~~

Desirable Qualifications:

- Computer proficiency in Microsoft Word, Excel, Geographic Information Systems (GIS), permit tracking and data tracking ~~mapping~~ programs, such as *Accela. Tidemark is highly desirable.*
- ~~Depending on position assignment, experience in a particular specialty such as current planning, advanced or long-range planning, CEQA, and/or GIS mapping, or database development is desirable.~~
- Planning experience in a lead or supervisory capacity. ~~is desirable.~~

**LICENSE**

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

**DISTINGUISHING CHARACTERISTICS**

The Associate Planner is the journey level classification in the professional Planner series. *This classification is flexibly staffed with the lower classification of Assistant Planner. Appointment or promotion is based on the employee's demonstrated ability to perform the full range of duties and meet the qualification standards for the class, including those that require knowledge of* ~~An incumbent in this classification is responsible for~~ performing routine to complex planning duties in the administration of land use regulations, the City's General Plan, environmental review, and design review. Depending on area of expertise, an Associate Planner may be primarily assigned to one or more of the following specialties: current planning, advanced or long-range planning,

## ASSOCIATE PLANNER (continued)

architectural review, transportation planning, Geographic Information Systems (GIS) mapping, or database development. ~~The Associate Planner is distinguished from the Assistant Planner classifications by the performance of the full range of professional planning duties with greater complexity of assignments and a greater degree of independence with which the incumbent operates.~~

### TYPICAL DUTIES

~~This position may not include all the duties listed below, nor do the examples cover all duties which may be performed.~~ *Duties may include, but are not limited to, the following:*

Under *general* direction:

- Reviews *development proposals*, building plans, parcel maps, and subdivision proposals for conformance with appropriate regulations;
- Provides support at the Permit Center, ~~;~~ *reviewing reviews* proposed land use permit applications to ensure issuance of zone clearance;
- ~~Confers with, advises, and s~~Serves as liaison to project applicants, City staff, and the general public regarding Planning Division projects, policies, and goals and policies;
- Prepares technical planning reports, presentations, recommendations, and graphic displays involving research, ~~-~~field inspections, and analysis;
- May represent the *Community Development Department Planning Division* and ~~make presentations at various planning committees and regional meetings~~ *meetings and conferences*
- *May act as a liaison to appointed hearing bodies;*
- ~~Conducts routine and/or complex architectural review;~~ *Evaluates the design of assigned projects submitted for Architectural Review Committee (ARC) or Architectural Review Board (ARB) approval*
- Acts as a project manager for selected ~~ed~~ planning applications, including those pertaining to Geographic Information Systems (GIS) and permit tracking;
- Assists in the ~~training and~~ technical and functional *training and* -supervision *of* planning staff;
- *Conducts and negotiates real estate or development agreements*
- Maintains planning data using various software programs, *such as mapping and database systems;*
- May perform zoning enforcement duties;
- Researches, analyzes, and interprets social, economic, population, and land use data and trends;
- Performs other related duties as assigned-
- ~~Reviews development proposals and works with developers to reach agreement on acceptable site plans;~~
- ~~Perform field inspections and related field work;~~
- ~~Provides support to the Permit Center, cooperates with property owners, project developers, public officials, and consultants in review of plans for development;~~
- ~~Performs professional level work in the field of current or advanced planning, redevelopment, zoning and design review;~~
- ~~Gathers or maintains demographic data or other related statistics;~~
- ~~Compiles information and makes recommendations on special studies;~~

## ASSOCIATE PLANNER (continued)

### KNOWLEDGE, SKILLS, AND ABILITIES

#### Knowledge of:

- Principles and practices of urban and regional planning;
- Pertinent Federal, State and local laws and regulations, including those relating to planning, zoning, land use, safety and the environment;
- The relationship of land use planning to transportation, housing and other aspects of community development;
- ~~Environmental and safety practices, procedures and standards~~ *California Environmental Quality Act (CEQA) regulations and/or National Environmental Policy Act (NEPA)*;
- *Elements of project review, including architectural and site planning considerations*
- Methods of ~~citizen community~~ participation ~~in planning~~;
- Research methods and techniques, including statistics;
- ~~Correct English usage, including spelling, grammar, punctuation and vocabulary;~~
- Basic supervisory principles and practices; ~~and~~
- ~~Computer hardware and software, including word processing, spreadsheet, and database programs and planning industry software pertaining to assigned area of responsibility such as Geographic Information System (GIS) and permit tracking;~~

#### Ability to:

- Research, interpret, apply, and explain established laws, rules, policies, and procedures related to planning;
- Research, analyze, and investigate work related issues and ~~make appropriate~~ *conduct field studies to make* recommendations;
- ~~Prepare complex and comprehensive written and oral presentations, and reports, graphics, maps, and charts for committees and/or commissions;~~
- *Manage complex planning projects, such as mixed use, multi-jurisdictional, and/or large projects*
- Use ~~standard word processing, spreadsheet and database software programs, such as Word, Excel, Microsoft Office Suite and planning industry software, such as Geographical Information Systems (GIS) and permitting software, such as Accela and Tidemark;~~
- Work independently, quickly and efficiently *and make sound recommendations*;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- 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;
- Interpret economic, sociological and statistical data applied to land use, transportation, communications, and public utility systems;
- Communicate clearly and effectively, both orally and in writing;
- Implement and improve methods and procedures;
- Bend, stoop, reach, carry, climb, and lift *up to 25 pounds* as necessary to perform assigned duties;
- ~~Conduct and negotiate real estate or development agreements;~~
- ~~Respond verbally and in writing to applicants and the general public;~~
- ~~Understand and follow complex oral and written instructions;~~
- ~~Spell correctly and use proper English grammar;~~

## ASSOCIATE PLANNER (continued)

- Evaluate situations, identify problems, make logical decisions and follow through on resolution;
- Use initiative and sound independent judgment and make recommendations within established guidelines;
- Deal tactfully and courteously with others;
- Respond appropriately to conflicts/complaints/management escalations from other City departments and the general public;
- Communicate and work effectively with irate or difficult members of the general public;
- Listen to general public's problems and make appropriate recommendations to help resolve planning issues;
- Supervise and assist in training of office support staff, technical assistants and other employees;
- Conduct field studies; evaluate site in context of project;
- Understand the relationship of General Plan to other regulations;
- Administer architectural review process;
- Review, analyze and evaluate proposals submitted as to technical compliance and workability;
- Lead or influence others positively to achieve desired results;
- Organize materials and data;
- Prepare graphics, maps, and charts necessary for public review of land use proposals;

### SUPERVISION RECEIVED

Works under the direction of the ~~City Planner~~ *Principal Planner, Development Review Officer, Planning Manager, Senior Planner*, or other supervisor, as assigned.

### SUPERVISION EXERCISED

Supervises and assists in the training of Assistant Planner ~~I & II~~, administrative support staff, and as-needed staff. ~~as assigned~~

### OTHER REQUIREMENTS

- *Must be able to work evening and weekends as required.*
- Must be able to perform all of the essential functions of the job assignment.

### CONFLICT OF INTEREST

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

**CITY OF SANTA CLARA, CALIFORNIA**  
**ASSOCIATE PLANNER**  
**(240)**

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university in Urban and Regional Planning, Environmental Studies, Architecture, or closely related field; and;
- Two (2) years of increasingly responsible professional municipal or regional planning experience performing duties similar to an Assistant Planner for the City of Santa Clara.

Possible Substitutions:

- A Master's Degree from an accredited college or university in Urban and Regional Planning or closely related field may be substituted for one year of the required experience.

Desirable Qualifications:

- Computer proficiency in Microsoft Word, Excel, Geographic Information Systems (GIS), permit tracking and data tracking programs, such as Accela.
- Planning experience in a lead or supervisory capacity.

**DISTINGUISHING CHARACTERISTICS**

The Associate Planner is the journey level classification in the professional Planner series. This classification is flexibly staffed with the lower classification of Assistant Planner. Appointment or promotion is based on the employee's demonstrated ability to perform the full range of duties and meet the qualification standards for the class, including those that require knowledge of performing routine to complex planning duties in the administration of land use regulations, the City's General Plan, environmental review, and design review. Depending on area of expertise, an Associate Planner may be primarily assigned to one or more of the following specialties: current planning, advanced or long-range planning, architectural review, transportation planning, Geographic Information Systems (GIS) mapping, or database development.

**TYPICAL DUTIES**

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

Under general direction:

- Reviews development proposals, building plans, parcel maps, and subdivision proposals for conformance with appropriate regulations
- Provides support at the Permit Center; reviews proposed land use permit applications to ensure issuance of zone clearance
- Serves as liaison to project applicants, City staff, and the general public regarding Planning Division projects, policies, and goals and policies
- Prepares technical planning reports, presentations, recommendations, and graphic displays involving research, field inspections, and analysis



## **ASSOCIATE PLANNER (continued)**

- May represent the Community Development Department at meetings and conferences
- May act as a liaison to appointed hearing bodies
- Evaluates the design of assigned projects submitted for Architectural Review Committee (ARC) or Architectural Review Board (ARB) approval
- Acts as a project manager for select planning applications, including those pertaining to Geographic Information Systems (GIS) and permit tracking
- Assists in the technical and functional training and supervision of planning staff
- Conducts and negotiates real estate or development agreements
- Maintains planning data using various software programs, such as mapping and database systems
- May perform zoning enforcement duties
- Researches, analyzes, and interprets social, economic, population, and land use data and trends
- Performs other related duties as assigned

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### Knowledge of:

- Principles and practices of urban and regional planning
- Pertinent Federal, State and local laws and regulations, including those relating to planning, zoning, land use, safety and the environment
- The relationship of land use planning to transportation, housing and other aspects of community development
- California Environmental Quality Act (CEQA) regulations and/or National Environmental Policy Act (NEPA)
- Elements of project review, including architectural and site planning considerations
- Methods of community participation
- Research methods and techniques, including statistics
- Basic supervisory principles and practices

### Ability to:

- Research, interpret, apply, and explain established laws, rules, policies, and procedures related to planning
- Research, analyze, and investigate work related issues and conduct field studies to make recommendations
- Prepare complex and comprehensive written and oral presentations, reports, graphics, maps, and charts
- Manage complex planning projects, such as mixed use, multi-jurisdictional, and/or large projects
- Use Microsoft Office Suite and planning industry software, such as Geographical Information Systems (GIS) and permitting software, such as Accela
- Work independently, quickly and efficiently and make sound recommendations
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- 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
- Interpret economic, sociological and statistical data applied to land use, transportation,

## **ASSOCIATE PLANNER (continued)**

- communications, and public utility systems
- Communicate clearly and effectively, both orally and in writing
- Implement and improve methods and procedures
- Bend, stoop, reach, carry, climb, and lift up to 25 pounds as necessary to perform assigned duties

### SUPERVISION RECEIVED

Works under the direction of the Principal Planner, Development Review Officer, Planning Manager, Senior Planner, or other supervisor as assigned.

### SUPERVISION EXERCISED

Supervises and assists in the training of Assistant Planner, administrative support staff, and as-needed staff.

### OTHER REQUIREMENTS

- Must be able to work evening and weekends as required.
- Must be able to perform all of the essential functions of the job assignment.

### CONFLICT OF INTEREST

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

**CITY OF SANTA CLARA**  
**SENIOR PLANNER**

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**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- A Bachelor's Degree from an accredited college or university in Urban and Regional Planning, Environmental Studies, Architecture, or closely related field; and
- Four (4) years of professional municipal or regional planning experience.

Possible Substitutions

- Two (2) years professional planning experience as an Associate Planner with the City of Santa Clara may be substituted for the required experience.
- A Master's Degree from an accredited college or university in City Planning or closely related field may be substituted for one year of the required experience.

Desirable Qualifications:

- Computer proficiency in Microsoft Word, Excel, Geographic Information Systems (GIS), permit tracking software, such as Accela.
- Depending on position assignment, experience in a particular specialty such as current planning, advanced or long-range planning, California Environmental Quality Act (CEQA), and/or Geographic Information Systems (GIS) mapping, or database development.
- Experience developing and delivering public presentations.
- Planning experience in a lead or supervisory capacity.
- Possession of a certification from the American Institute of Certified Planners (AICP).

**DISTINGUISHING CHARACTERISTICS**

The Senior Planner is the advanced journey level classification in the professional Planner series. An incumbent in this classification is responsible for performing complex planning duties in the administration of land use regulations, the City's General Plan, environmental review, and design review. Depending on area of expertise, a Senior Planner may be primarily assigned to one or more of the following specialties: current planning, advanced or long-range planning, architectural review, transportation planning, Geographic Information Systems (GIS) mapping, or database development. The Senior Planner is distinguished from the Associate Planner classification as they perform lead supervisory responsibilities.

**TYPICAL DUTIES**

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

Under general direction:

- Provides support to the Permit Center; assists property owners, project developers, public officials, and consultants in review of plans for development
- Evaluates the design of large, complex projects submitted for Architectural Review Committee (ARC) or Architectural Review Board (ARB) approval

## **SENIOR PLANNER (continued)**

- Use Microsoft Office Suite and planning industry software such as Geographical Information Systems (GIS) and permitting software, such as Accela
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- 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
- Interpret economic, sociological and statistical data applied to land use, transportation, communications and public utility systems
- Communicate clearly and effectively, both orally and in writing
- Implement and improve methods and procedures
- Bend, stoop, reach, carry, climb, and lift up to 25 pounds to perform assigned duties

### SUPERVISION RECEIVED

Works under general direction of the Principal Planner, Development Review Officer, Planning Manager, or other supervisor as assigned.

### SUPERVISION EXERCISED

Supervises and trains professional planners, technical assistants, administrative support staff and other staff as assigned.

### OTHER REQUIREMENTS

- Will be expected to work evenings and weekends as required.
- Must be able to perform all of the essential functions of the job assignment.

### CONFLICT OF INTEREST

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



**Date:** April 24, 2019

**To:** Human Resources Department for Civil Service Commission

**From:** Community Development Department, Planning Division

**Subject:** Reorganization of the Planner Job Series

Current Status:

Within the Employee's Association Unit 5, 7, and 8 there are three Planner job descriptions: Assistant Planner I, Assistant Planner II, and Associate Planner. Within the Unclassified Unit 9 (management) group there are two additional Planner positions: Principal Planner and Planning Manager. Currently there is not a clear path to allow promotional opportunities to cultivate professional development and employee retention. To this end the Planning Division is proposing the following:

Proposal:

1. Addition of a Unit 578 supervisory position, "Senior Planner".
2. Combine the Job Descriptions of "Assistant Planner I" and "Assistant Planner II" and simplify the job title to "Assistant Planner".
3. Flexibly staff the revised "Assistant Planner" position with the existing "Associate Planner" position.

Justification Detail:

The City has lost several high-quality employees in recent years with an inability to retain talent in an environment where promotion simply was not possible. One of the key areas of development missing is the supervisory component needed to move from a line-staff level to a management level. Addition of the Senior Planner position allows an employee to gain the professional experience and supervisory skills necessary to compete for management level Planner positions such as Principal Planner or beyond. Additionally, the current structure of the Planning Division has management level planners overseeing planning programs and employees at a level that is unrealistic to obtain the best quality and quantity of work from the Planning team. Addition of a non-management, supervisory planning position allows direct oversight to day-to-day operations to increase productivity, efficiency, continuity, and accuracy.

In reviewing the needs for the new Senior Planner position, it became apparent the entire Planner job series could be simplified. Merging the two Assistant Planner positions together into a single job description allows the City to recruit entry level candidates, provide growth and enrichment opportunities, and eventual promotional opportunity to Associate Planner through a Flexible Staffing program. Through successful completion of this job series, an employee could then apply for promotion to a Senior Planner to gain the skills needed to continue in a career path to Planning management.

The combination of the proposed changes will benefit both the City as an organization and the employees themselves by having positions available that deliver quality services to the community while encouraging the growth and retention of quality personnel.



## Agenda Report

19-561

Agenda Date: 5/13/2019

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### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Modify Job Specification for Public Works Inspector

#### ACTION AND AUTHORITY

The Public Works Department is requesting to modify the job specification for Public Works Inspector based on the authority of Personnel & Salary Resolution, Sec. 6(d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

#### DISCUSSION

The job specification for Public Works Inspector was last revised November 2008. A job analysis was conducted in April 2019 to identify additions and changes to the job specification. The Education and Experience section was revised to include a substitution of sixty (60) semester units or ninety (90) quarter units for up to one year of the required experience. The Desirable Qualifications section was updated to specify a Special Inspection Certification obtained through a recognized certification organization. The Typical Duties section was updated to align more specifically with the classification such as reviewing payroll and labor reports for accuracy and compliance and assisting in the analyses of contractor claims. The Knowledge, Skills, and Abilities section was updated to include the ability to learn applicable laws, regulations, codes, and departmental policies governing construction work.

There is no recommended change to the examination weighting (100% Written) for Public Works Inspector.

#### ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### FISCAL IMPACT

There is no additional cost to the City other than administrative staff time and expense.

#### PUBLIC CONTACT

Public contact was made by posting the Civil Service Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov)

<mailto:clerk@santaclaraca.gov> or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the modified job specification for Public Works Inspector.

Reviewed by: Teresia Zadroga-Haase, Director of Human Resources

Approved by: Nadine Nader, Assistant City Manager

**ATTACHMENTS**

1. Job Specification, clean and draft, for Public Works Inspector
2. Memo to Modify Job Specification for Public Works Inspector

LEGEND:

*Additions*

*Deletions*

Approved November, 2008

Proposed May, 2019

**CITY OF SANTA CLARA, CALIFORNIA**  
**PUBLIC WORKS INSPECTOR**  
(680)

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from high school or possession of a GED
- Two (2) years of experience in construction and inspection activities

*Possible Substitution:*

- Sixty (60) semester units or ninety (90) quarter units of academic level course work at an accredited college or university in construction techniques and methodologies, building inspection, engineering, architecture or related field may be substituted for up to one year of the experience; or
- A California General Engineering Contractor License (A) may be substituted for one year of the experience.

Desirable Qualifications:

A Special Inspection Certification obtained through the International Code Council (ICC), American Welding Society (AWS), American Concrete Institute (ACI) or other recognized certification organization.

**LICENSES AND/OR CERTIFICATES**

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

**DISTINGUISHING CHARACTERISTICS**

The Public Works Inspector is a technical class in the classified service. An incumbent in this classification performs inspection of work quality and materials used in public works construction projects to ensure compliance with City standards. The incumbent is responsible for contracts administration, maintenance of records, and preparation of reports pertaining to projects inspected.

**TYPICAL DUTIES**

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

Under general direction:

- Inspects work quality and materials used in a variety of public works construction projects to ensure compliance with approved plans, specifications, codes and ordinances
- Administers and inspects the work of private entities within City right-of-way under



## **PUBLIC WORKS INSPECTOR (continued)**

- encroachment permits
- Maintains daily records of work performed
- Prepares cost estimates and approves progress payments to contractors for work completed
- Monitors project safety of construction projects
- Communicates with the general public including adjacent property owners to understand and resolve project impacts
- Responds to inquiries and complaints from the public
- Researches information pertaining to construction projects and prepares reports and correspondence to communicate findings and recommendations to management
- Reviews payroll and labor reports for accuracy and compliance with State and Federal regulations
- Performs field contract administration activities for projects including monitoring, coordinating, evaluating and reporting of contractor activities
- Assists in analyses of contractor claims
- Reviews contract documents for constructability
- Performs other related duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Methods, materials and equipment used in public works construction
- CAL OSHA Construction Safety Orders and traffic safety procedures in construction areas
- Common materials testing techniques
- Mathematics as applied to engineering construction
- Environmental and safety practices, procedures and standards
- Contract administration practices, such as construction scheduling, processing of contract change orders, and progress payments
- Engineering testing practices

Ability to:

- Use computer and business software including Microsoft Office Suite
- Learn applicable laws, regulations, codes, and departmental policies governing the construction work
- Work effectively with contractors in enforcing contract provisions
- Analyze and interpret complex construction plans, specifications, and blueprints
- Make non-professional engineering inspections including appropriate materials tests
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Communicate effectively, both orally and in writing
- Work in a team based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, climb, and lift up to 25 pounds as necessary to perform assigned duties

### **SUPERVISION EXERCISED**

Assists in the training of new personnel or other inspectors, as assigned. May supervise other sub

## **PUBLIC WORKS INSPECTOR (continued)**

professional personnel on large projects.

### SUPERVISION RECEIVED

Works under the Principal Engineer, Senior Engineer or others as assigned.

### OTHER REQUIREMENTS

- The incumbent may be required to work odd and unusual hours on occasion.
- Must be able to perform all of the essential functions of the job assignment.

### CONFLICT OF INTEREST

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

LEGEND:

*Additions*

*Deletions*

Approved November, 2008

Proposed May, 2019

**CITY OF SANTA CLARA, CALIFORNIA**  
**PUBLIC WORKS INSPECTOR**  
(680)

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- *Graduation from high school or possession of a GED*
- Two (2) years of *responsible experience in engineering construction and field construction inspection work on public works projects activities.*

*Possible Substitution:*

- ~~Sixty (60) College credit hours semester units or ninety (90) quarter units of academic level course work at an accredited college or university in construction techniques and methodologies, building inspection, engineering, architecture or related college credits field~~ may be substituted for up to one year of the ~~experience~~; *or*
- ~~Or~~
- A *California General Engineering Contractor Class A License (A) in general engineering construction* may be substituted for one year of the experience.

*Desirable Qualifications:*

*A Special Inspection Certification as required by the Building Official obtained through the International Code Council (ICC), American Welding Society (AWS), American Concrete Institute (ACI) or other recognized certification organization.*

**LICENSES AND/OR CERTIFICATES**

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

**DISTINGUISHING CHARACTERISTICS**

*The Public Works Inspector is a technical class in the classified service. An incumbent in this classification The incumbent performs highly responsible work in the inspection of work quality and materials used in public works construction projects for to ensure compliance with City standards.*

*The incumbent is responsible for contracts administration, maintenance of records, and preparation of reports pertaining to projects inspected.*

**LICENSE**

- ~~Possession of a valid California Class C driver's license is required at the time of application~~

## PUBLIC WORKS INSPECTOR -(continued)

and for the duration of employment.

### CERTIFICATIONS:

Special Inspection Certifications as required by the Building Official are desirable.

### TYPICAL DUTIES

*Duties may include, but are not limited to, the following:* This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- ~~Performs inspections for compliance with plan and specification requirements;~~
- *Inspects work quality and materials used in a variety of public works construction projects to ensure compliance with approved plans, specifications, codes and ordinances*
- *Administers and inspects the work of private entities within City right-of-way under encroachment permits*
- ~~Keeps~~ *Maintains* daily records of work performed;
- ~~Performs quantity calculations and accounting;~~
- *Prepares cost estimates and approves progress payments to contractors for work completed*  
~~Initiates progress and final payments;~~
- ~~Monitors project safety of construction projects within street rights of way and on City property;~~
- ~~Inspects improvements including: bridges, streets, sidewalks, curbs, underground utilities, traffic signals, pump stations, landscaping, parking lots and buildings on City property. Building inspection is exclusive of Building Code inspections made by City Building Department, but may include special inspections as required by the Building Code;~~
- ~~Is the primary contact for interpretation of plans and specifications;~~
- ~~Makes contact with~~ *Communicates with the* general public insofar as projects on projects affect adjacent *including adjacent* property owners ~~and public use of area within project limits;~~ *to understand and resolve project impacts*
- Responds to inquiries and complaints from the public ~~by researching information, inspecting area of concern, advising contractors of problems, and recommending corrective actions;~~
- ~~Researches information pertaining to construction projects, documents, findings, and related subjects,~~ and prepares reports and correspondence to communicate findings and recommendations to management;
- ~~Performs material sampling and testing on a limited basis;~~ *to assure material quality*
- ~~Monitors~~ *Reviews manpower payroll and labor* reports for *accuracy and* compliance with State and Federal regulations;
- *Performs field contract administration activities for projects including monitoring, coordinating, evaluating and reporting of contractor activities*
- ~~Assists in analyses of contractor claims~~
- ~~Reviews contract documents for constructability;~~ *and*
- ~~Supervises the administration and inspection of utility permits and permit ordinances, quality control and sidewalk permits~~

## PUBLIC WORKS INSPECTOR -(continued)

~~Performs material sampling and testing to assure material quality~~

- Performs other related duties as assigned.

### KNOWLEDGE, *SKILLS*, -AND ABILITIES

Knowledge of:

- ~~The m~~Methods, materials and equipment used in public works construction;
- ~~The~~CAL OSHA Construction Safety Orders and traffic safety procedures in construction areas;
- Common materials testing techniques;
- ~~The principles of~~*Mathematics* algebra, geometry and trigonometry and their application *as applied* to engineering construction; ~~and~~
- Environmental and safety practices, procedures and standards ~~e.g. confined space and trench safety.~~
- *Contract administration practices, such as construction scheduling, processing of contract change orders, and progress payments*
- *Engineering testing practices*

Ability to:

- *Use computer and business software including Microsoft Office Suite*
- *Learn applicable laws, regulations, codes, and departmental policies governing the construction projects work*
- Work effectively with contractors in enforcing contract provisions;
- *Analyze and interpret complex construction plans, specifications, and blueprints* ~~Read,~~ interpret and work from engineering plans and specifications;
- Make non-professional engineering inspections including appropriate materials tests;
- ~~Make engineering computations;~~
- ~~Maintain records;~~
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including ~~contractors and~~ the general public;
- Communicate effectively, both orally and in writing;
- Work in a team based environment and achieve common goals;
- Effectively handle multiple priorities, organize workload and meet strict deadlines;
- Walk or stand for extended periods of time; ~~and~~
- Bend, stoop, reach, carry, climb, and lift *up to 25 pounds* as necessary to perform assigned duties.

### SUPERVISION EXERCISED

Assists in the training of new personnel or other inspectors, as assigned. -May supervise other sub professional personnel on large projects.

### SUPERVISION RECEIVED

Works under the Principal Engineer, *Senior Engineer* or others as assigned.

### ~~SPECIAL CONDITIONS~~ *OTHER REQUIREMENTS*

- The incumbent may be required to work odd and unusual hours on occasion.

**PUBLIC WORKS INSPECTOR** -(continued)

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

CONFLICT OF INTEREST

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



# City of Santa Clara

The Center of What's Possible

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**Date:** May 3, 2019

**To:** Teresia Zadroga-Haase  
Director of Human Resources

**From:** Craig Mobeck  
Director of Public Works

**Subject:** Request to Approve Job Specification for Public Works Inspector

The Public Works Department has reviewed its inspection staffing needs and is requesting approval of a revised job specification for Public Works Inspector. The revisions are requested to update the current job requirements and to clarify the education, experience and substitution requirements.

If you have any questions regarding this request, please contact Craig Temple, Principal Engineer, at extension 3061.

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Craig Mobeck, P.E.  
Director of Public Works