



# City of Santa Clara

## Meeting Agenda

### Civil Service Commission

Monday, February 10, 2020

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 20-29** [Action to Approve the Civil Service Commission Meeting Minutes of November 18, 2019](#)

**Recommendation:** Approve the Meeting Minutes of November 18, 2019

**1.B 20-30** [Action to Approve the Open Recruitment Report for February 1, 2019 Through January 31, 2020](#)

**Recommendation:** Approve the Open Recruitment Report for February 1, 2019 through January 31, 2020

#### PUBLIC PRESENTATIONS

#### GENERAL BUSINESS

**2 20-1442** [Action to Modify the Class Specification for Trouble Shooter](#)

**Recommendation:** Approve the modified class specification for Trouble Shooter

**3 20-193** [Action to Modify the Class Specification for Electric Crew Foreperson](#)

**Recommendation:** Approve the modified class specification for Electric Crew Foreperson

**4 20-194** [Action to Modify the Class Specification for Service Coordinator Inspector](#)

**Recommendation:** Approve the modified class specification for Service Coordinator Inspector

5      20-196      [Action to Modify the Class Specification for Senior Plans Examiner](#)

**Recommendation:** Approve the modified class specification for Senior Plans Examiner

**STAFF REPORT**

*Brown Act Presentation*

**COMMISSIONERS REPORT**

**ADJOURNMENT**

*The next tentatively scheduled meeting is March 9, 2020*



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
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## Agenda Report

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20-29

Agenda Date: 2/10/2020

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### **REPORT TO CIVIL SERVICE COMMISSION**

#### **SUBJECT**

Action to Approve the Civil Service Commission Meeting Minutes of November 18, 2019

#### **RECOMMENDATION**

Approve the Meeting Minutes of November 18, 2019

#### **ATTACHMENT**

1. Meeting Minutes of November 18, 2019



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

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11/18/2019

7:00 PM

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

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#### CALL TO ORDER AND ROLL CALL

Chairperson Brown called the meeting to order at 7:00 PM, and lead the meeting in the Pledge of Allegiance.

**Present** 3 - Commissioner Mario Bouza, Vice Chair Carolyn McAllister, and Chair Willie D. Brown Jr.

**Absent** 2 - Commissioner Franklin Felizardo and Commissioner John Casey

#### **Pledge of Allegiance**

#### CONSENT CALENDAR

1.A [19-651](#) Action to Approve the Civil Service Commission Meeting Minutes of July 8, 2019

**Recommendation:** Approve the Meeting Minutes of July 8, 2019

**A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the meeting minutes of July 8, 2019.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey

1.B [19-1319](#) Open Recruitment Report for November 1, 2018 through October 31, 2019

**Recommendation:** Approve the Open Recruitment Report for November 1, 2018 through October 31, 2019

**A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the Open Recruitment Report for November 1, 2018 through October 31, 2019.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey

**PUBLIC PRESENTATIONS**

None

**GENERAL BUSINESS**

- 2      [19-738](#)      Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2020
- Recommendation:** Approve Civil Service Commission meeting and Board of Review dates for 2020.
- A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to maintain the 7:00 pm meeting start time but change the meetings to a monthly basis.**
- Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.
- Absent:** 2 - Commissioner Felizardo and Commissioner Casey
- 3      [19-1331](#)      Action to Extend Probationary Period of Water and Sewer Maintenance Worker I
- Recommendation:** Approve the extension of the probationary period for a Water and Sewer Maintenance Worker I (Employee No. 07538)
- A motion was made by Commissioner Bouza, seconded by Commissioner McAllister to approve the extension of the probationary period for a Water and Sewer Maintenance Worker I (employee # 07538).**
- Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.
- Absent:** 2 - Commissioner Felizardo and Commissioner Casey
- 4      [19-1265](#)      Action to Modify the Examination Weighting Plan for Police Officer
- Recommendation:** Approve the modified exam weighting plan of 100% oral for Police Officer
- A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the modified exam weighting plan of 100% oral for Police Officer.**
- Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.
- Absent:** 2 - Commissioner Felizardo and Commissioner Casey
- 5      [19-1266](#)      Action to Modify the Class Specification for Staff Aide I
- Recommendation:** Approve the modified class specification for Staff Aide I
- A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the modified class specification for Staff Aide I.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey

6 [19-1304](#) Action to Modify the Class Specification for Office Specialist II

**Recommendation:** Approve the modified class specification for Office Specialist II.

**A motion was made by Commissioner Bouza, seconded by Commissioner McAllister to approve the modified class specification for Office Specialist II.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey

7 [19-1210](#) Action to Modify Class Specification for Permit Technician

**Recommendation:** Approve the modified class specification for Permit Technician

**A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the modified class specification for Permit Technician.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey

8 [19-1200](#) Action to Modify Class Specification and Examination Weighting for Tree Trimmer II

**Recommendation:** Approve the modified job specification and examination weighting of 100% performance for Tree Trimmer II.

**A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the modified job specification and examination weighting of 100% performance for Tree Trimmer II.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey

9 [19-1268](#) Action to Modify the Class Specification for Equipment Operator

**Recommendation:** Approve the modified class specification for Equipment Operator

**A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the modified class specification for Equipment Operator.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey

10      [19-1273](#)      Action to Modify Class Specification for Pump Maintenance Technician

**Recommendation:** Approve the modified class specification for Pump Maintenance Technician.

**Civil Service Commissioners had a discussion regarding this item and determined not to move forward with the staff recommendation. There was no motion made to approve the modified class specifications for Pump Maintenance Technician.**

#### **STAFF REPORT**

##### **Brown Act Presentation**

**Due to the absence of two commissioners, staff recommended to postpone the Brown Act presentation until the next meeting.**

#### **COMMISSIONERS REPORT**

None

#### **ADJOURNMENT**

**Chairperson Brown adjourned the meeting at 8:07 pm to the next tentatively scheduled meeting on January 13, 2020.**

**Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.

**Absent:** 2 - Commissioner Felizardo and Commissioner Casey



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## Agenda Report

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20-30

Agenda Date: 2/10/2020

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### **REPORT TO CIVIL SERVICE COMMISSION**

#### **SUBJECT**

Action to Approve the Open Recruitment Report for February 1, 2019 Through January 31, 2020

#### **RECOMMENDATION**

Approve the Open Recruitment Report for February 1, 2019 through January 31, 2020

#### **ATTACHMENT**

1. Open Recruitment Report for February 1, 2019 through January 31, 2020



OPEN RECRUITMENT REPORT  
Classified  
February 1, 2019 to January 31, 2020

Req #	Title	Status	Department	Created
19020	Tree Trimmer II	Open	Public Works/Streets Division	2/14/2019
19039	Office Specialist II	Open	Public Works/Streets Division	3/18/2019
19040	Journey Lineworker	Open	Electric Utility	3/18/2019
19059	Senior Inspector	Open	Community Development	5/3/2019
19061	Deputy Fire Marshal II	Open	Fire	5/3/2019
19067	Deputy Fire Marshal I	Open	Fire	5/6/2019
19079	Police Records Specialist II	Open	Police	5/15/2019
19080	Public Works Supervisor	Open	Public Works/Streets Division	5/17/2019
19082	Electric Meter Technician	Open	Electric Utility	5/20/2019
19085	Police Training Coordinator	Open	Police	5/22/2019
19100	Journey Lineworker	Open	Electric Utility	6/26/2019
19103	Permit Technician	Open	Community Development	6/27/2019
19114	Senior Inspector	Open	Community Development	7/16/2019
19121	Teen Center Office Manager	Open	Parks and Recreation	7/23/2019
19123	Public Safety Dispatcher I	Open	Police/Communications Division	7/24/2019
19126	Staff Analyst I	Open	City Attorney's Office	7/25/2019
19129	Tree Trimmer II	Open	Public Works/Streets Division	8/2/2019
19135	Fire Captain - 24 HRS	Open	Fire	8/14/2019
19145	Recreation Supervisor	Open	Parks and Recreation	8/23/2019
19153	Journey Lineworker	Open	Electric Utility	9/11/2019
19154	Electric Utility Engineer	Open	Electric Utility	9/11/2019
19156	Principal Electric Estimator	Open	Electric Utility	9/12/2019
19157	Estimator	Open	Electric Utility	9/12/2019
19158	Sr. Business Analyst	Open	Electric Utility	9/12/2019
19159	Water & Sewer Maintenance Worker I	Open	Water and Sewer Utilities	9/13/2019
19162	Senior Inspector	Open	Community Development	9/16/2019
19163	Senior Planner	Open	Community Development	9/17/2019
19165	Staff Aide I	Open	Public Works/Streets Division	9/24/2019
19168	Staff Aide I	Open	Public Works/Engineering	10/8/2019
19170	Grounds Maintenance Worker II	Open	Parks and Recreation	10/11/2019
19171	Recreation Coordinator - Therapeutics	Open	Parks and Recreation	10/11/2019
19173	Associate Engineer (Civil)	Open	Public Works/Engineering	10/16/2019
19177	Recruit Police Officer	Open	Police	10/17/2019
19180	Combination Inspector	Open	Community Development	10/22/2019
19182	Electric Utility Engineer	Open	Electric Utility	10/23/2019
19183	Electric and Water System Operator	Open	Electric Utility	10/23/2019
19185	Customer Service Representative	Open	Community Development	10/25/2019
19188	Elec Eng Aide	Open	Electric Utility	10/31/2019
19190	Staff Analyst I	Open	Water and Sewer Utilities	11/5/2019
19194	Customer Service Representative	Open	Finance	11/13/2019
19195	Customer Service Representative	Open	Finance	11/13/2019
19198	Recruit Police Officer	Open	Police	11/15/2019

OPEN RECRUITMENT REPORT  
 Classified  
 February 1, 2019 to January 31, 2020

Req #	Title	Status	Department	Created
19201	Office Specialist II	Open	Community Development	11/20/2019
19202	Meter Data Analyst	Open	Electric Utility	11/21/2019
19203	Sr. Eng Aide	Open	Electric Utility	11/21/2019
19204	Staff Analyst II	Open	Community Development	11/22/2019
19205	Deputy Fire Marshal II	Open	Fire	11/25/2019
19206	Deputy Fire Marshal II	Open	Fire	11/25/2019
19207	Customer Service Supervisor	Open	Finance	11/26/2019
19208	Water & Sewer Maintenance Worker I	Open	Water and Sewer Utilities	12/9/2019
19209	Adult Services Library Program Coordina	Open	Library	12/13/2019
19210	Children's Librarian I & II	Open	Library	12/16/2019
19211	Children's Librarian I & II	Open	Library	12/16/2019
19212	Parks Office Manager	Open	Parks and Recreation	12/17/2019
19213	Library Technology Assistant	Open	Library	12/17/2019
19214	Deputy Fire Marshal II - Related Project	Open	Fire	12/17/2019
19215	Deputy Fire Marshal I	Open	Fire	12/18/2019
19216	Fire Protection Engineer vacancy	Open	Fire	12/18/2019
19217	Fire Prevention Specialist II	Open	Fire	12/18/2019
19220	Automotive Technician III	Open	Public Works/Automotive Services	1/2/2020
19221	Deputy City Clerk	Open	City Clerk's Office	1/2/2020
19222	Utility Services Technician	Open	Finance	1/6/2020
19223	Library Assistant	Open	Library	1/6/2020
19230	Sr. Eng Aide	Open	Electric Utility	1/13/2020
19231	Svc Coord Insp - Underground Fiber	Open	Electric Utility	1/13/2020
19232	Staff Aide I	Open	City Manager's Office	1/13/2020
19234	Building Maintenance	Open	Public Works/Building Maintenance	1/15/2020
19235	Office Specialist III	Open	Public Works/Engineering	1/15/2020
93-19- 21	Accounting Technician II	Open	Finance	11/13/2019

DR: 2/1/19 - 1/31/20



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
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## Agenda Report

20-1442

Agenda Date: 2/10/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Modify the Class Specification for Trouble Shooter

#### BACKGROUND

The Human Resources Department in coordination with Silicon Valley Power request to modify the minimum qualifications for the class specification of Trouble Shooter 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." This class specification has not been modified since 2009.

#### DISCUSSION

The proposed modification results in a revision to the *Minimum Qualifications* section for the Trouble Shooter classification specification. Currently, the class specification requires a valid California Class A driver's license or the ability to obtain a Class A license within six months of employment. The proposed modification removes the requirement and makes the Class A driver's license requirement desirable. Staff believes this modification will aid in recruitment for the position without negatively impacting operations or productivity.

There are no recommended changes to the weighting plan for Trouble Shooter.

#### 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 class specification 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) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the modified class specification for Trouble Shooter

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Assistant Director of Human Resources

**ATTACHMENTS**

1. Class Specification, draft and clean, for Trouble Shooter

CITY OF SANTA CLARA, CALIFORNIA  
**CLASS SPECIFICATION**

**TITLE: TROUBLESHOOTER (860)**

<b><u>DEPARTMENT</u></b>	<b><u>ACCOUNTABLE TO</u></b>	<b><u>FLSA STATUS</u></b>
<u>Silicon Valley Power</u>	<u>Division Manager</u>	<u>Non-Exempt</u>

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

- Graduation from high school or possession of a G.E.D.; and
- Three (3) years of journey level experience as a Lineworker, including electrical service work.

**LICENSES/CERTIFICATIONS**

- ~~Possession of an appropriate valid California Class A driver's license is required~~
- Possession of a valid Class C license at the time of appointment, ~~and the ability to obtain Class A within six months of employment~~
- Required to become rubber glove certified as a condition of holding the classification of Troubleshooter within nine (9) months of appointment.
- Possession of an appropriate valid California Class A driver's license is desirable.

**TYPICAL DUTIES**

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed. In addition to performing the duties of a Journey Lineworker, incumbents of this class shall be required to:

- Work alone as may be necessary in connection with providing and maintaining service to the public;
- Answer, investigate and correct trouble calls involving electric distribution, and street lighting;
- Where necessary, advise dispatcher of nature of trouble and material and personnel required to correct situation;
- Install and remove test equipment;
- Take readings on substations;
- Handle line, underground and substation switching and line patrolling;
- Make electric or water service turn-ons and turn-offs;
- Investigate trouble calls related to the supply of power to the water system;
- Collect deposits and bills;
- Set up necessary emergency safety devices for various City facilities and situations; and
- Perform related work as required.

**KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of:

- Methods, tools, equipment and materials used in electrical installation and repair work, and in the construction and maintenance of electrical distribution and transmission lines;
- Safety practices and regulations applied to low and high voltage electrical wires, and

### **Troubleshooter (continued)**

- pertinent First Aid principles and techniques including resuscitation methods; and
- General Order's #95 "Rules for Overhead Line Construction" and #128 "Rules for Underground Systems", issued by the California Public Utilities Commission.

Ability to:

- Demonstrate skill in performing electrical installation and repair work and in construction and maintaining overhead and underground electrical distribution and transmission lines;
- Input data using computer programs for documenting electric facility maintenance and inspection findings;
- Work from electrical plans and detailed drawings;
- Understand and follow complex oral and written instructions;
- Exercise prudent judgment in emergency situations;
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public;
- Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines; and
- Work in a team-based environment and achieve common goals.

### **SUPERVISION RECEIVED**

Works under supervision of a Division Head or other supervision as assigned. Incumbents of this class shall be required to work without continuous direct supervision.

### **SUPERVISION EXERCISED**

Supervises other personnel as assigned.

### **SPECIAL CONDITIONS**

- Incumbents of this classification may be required to work outside their regularly scheduled hours, and to be available for emergency and/or pre-arranged work whenever called upon.
- Incumbents of this classification 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.

### **CLASSIFICATION HISTORY**

Established Date: 09/29/2009; Rev. 01/2020

**CITY OF SANTA CLARA, CALIFORNIA  
CLASS SPECIFICATION**

**TITLE: TROUBLESHOOTER (860)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Silicon Valley Power	Division Manager	Non-Exempt

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- Graduation from high school or possession of a G.E.D.; and
- Three (3) years of journey level experience as a Lineworker, including electrical service work.

***LICENSES/CERTIFICATIONS***

- Possession of a valid Class C license at the time of appointment.
- Required to become rubber glove certified as a condition of holding the classification of Troubleshooter within nine (9) months of appointment.
- Possession of an appropriate valid California Class A driver's license is desirable.

**TYPICAL DUTIES**

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed. In addition to performing the duties of a Journey Lineworker, incumbents of this class shall be required to:

- Work alone as may be necessary in connection with providing and maintaining service to the public;
- Answer, investigate and correct trouble calls involving electric distribution, and street lighting;
- Where necessary, advise dispatcher of nature of trouble and material and personnel required to correct situation;
- Install and remove test equipment;
- Take readings on substations;
- Handle line, underground and substation switching and line patrolling;
- Make electric or water service turn-ons and turn-offs;
- Investigate trouble calls related to the supply of power to the water system;
- Collect deposits and bills;
- Set up necessary emergency safety devices for various City facilities and situations; and
- Perform related work as required.

**KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of:

- Methods, tools, equipment and materials used in electrical installation and repair work, and in the construction and maintenance of electrical distribution and transmission lines;
- Safety practices and regulations applied to low and high voltage electrical wires, and pertinent First Aid principles and techniques including resuscitation methods; and

### **Troubleshooter (continued)**

- General Order's #95 "Rules for Overhead Line Construction" and #128 "Rules for Underground Systems", issued by the California Public Utilities Commission.

Ability to:

- Demonstrate skill in performing electrical installation and repair work and in construction and maintaining overhead and underground electrical distribution and transmission lines;
- Input data using computer programs for documenting electric facility maintenance and inspection findings;
- Work from electrical plans and detailed drawings;
- Understand and follow complex oral and written instructions;
- Exercise prudent judgment in emergency situations;
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public;
- Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines; and
- Work in a team-based environment and achieve common goals.

### **SUPERVISION RECEIVED**

Works under supervision of a Division Head or other supervision as assigned. Incumbents of this class shall be required to work without continuous direct supervision.

### **SUPERVISION EXERCISED**

Supervises other personnel as assigned.

### **SPECIAL CONDITIONS**

- Incumbents of this classification may be required to work outside their regularly scheduled hours, and to be available for emergency and/or pre-arranged work whenever called upon.
- Incumbents of this classification 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.

### **CLASSIFICATION HISTORY**

Established Date: 09/29/2009; Rev. 01/2020





## Agenda Report

20-193

Agenda Date: 2/10/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Modify the Class Specification for Electric Crew Foreperson

#### BACKGROUND

The Human Resources Department in coordination with Silicon Valley Power request to modify the minimum qualifications for the class specification of Electric Crew Foreperson 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." This class specification has not been modified since 2009.

#### DISCUSSION

The proposed modification results in a revision to the *Minimum Qualifications* section of the Electric Crew Foreperson classification specification. Currently, the classification specification requires a valid California Class A driver's license or the ability to obtain a Class A license within six months of employment. The proposed modification removes the requirement and makes the Class A driver's license requirement desirable. Staff believes this modification will aid in recruitment for the position without negatively impacting operations or productivity.

There is no proposed change to the weighting plan for the Electric Crew Foreperson.

#### 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 class specification 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) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the modified class specification for Electric Crew Foreperson

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Assistant Director of Human Resources

**ATTACHMENTS**

1. Class Specification, draft and clean, for Electric Crew Foreperson

**CITY OF SANTA CLARA, CALIFORNIA**  
**CLASS SPECIFICATION**

**TITLE: Electric Crew Foreperson (550)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Silicon Valley Power	Electric Division Manager	Non-Exempt

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

- Graduation from high school or possession of a G.E.D.; and
- Four (4) years of experience as a journey-level Lineworker with at least one year of the above experience must be with the City of Santa Clara.

**LICENSES/CERTIFICATIONS**

- ~~Possession of a valid appropriate California Class A Driver's license is required, or~~
- Possession of a valid Class C license at the time of appointment, ~~and the ability to obtain Class A within six months of employment.~~
- Required to become rubber glove certified as a condition of holding the classification of Electric Crew Foreperson within nine (9) months of appointment.
- Possession of an appropriate valid California Class A driver's license is desirable.

**TYPICAL DUTIES**

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed. In addition to performing the duties of a Journey Lineworker, incumbents of this class shall be required to:

- Supervise and may assist in the operation, maintenance, and construction of overhead and underground distribution and transmission lines;
- Supervise and may assist a crew in the construction of electrical distribution and transmission systems consisting of poles, duct work, cables, cable splices and terminators, wires, transformers, switches and other auxiliary equipment;
- Supervise and may assist in the setting of power poles, manholes and vaults;
- Supervise and may assist in the changing of circuits, transferring of services, installation of transformers, vacuum and oil switches, capacitors and other control devices, and the repair and removal of defective wires, cables, cable splices and terminators, poles, cross-arms and related equipment;
- Climb poles as required;
- Supervise the on-the-job training of Journey Lineworker Apprentices and any other classifications who are assigned to his/her crew in the approved methods and practices of electrical overhead and underground work;
- Inspect for unsafe working conditions and take steps to remedy them or report them to higher authority;
- Confer with supervisors concerning projected work schedules, necessary materials and crew requirements in terms of equipment and man hours;
- Prepare time, materials, and job reports;
- Assist or lead in various training programs, including first aid and safety training;

## **Electric Crew Foreperson (continued)**

- Evaluate the performance of personnel under his/her supervision; and
- Perform other related work as required.

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

Knowledge of:

- Construction and maintenance of high and low voltage lines, and the tools and materials commonly used in overhead and underground work;
- Principles of electrical theory and the methods, equipment and materials used in constructing and connecting residential, commercial and industrial circuits, and substation equipment;
- Necessary safety precautions used in working on high voltage overhead and underground electric circuits;
- Applicable laws, codes and safety orders covering electrical utility work;
- Pertinent first-aid principles and techniques including resuscitation methods; and
- General Order #95, "Rules for Overhead Line Constructing" and General Order #128, "Rules for Construction of Underground Electric Systems" issued by California Public Utilities Commission.

Ability to:

- Climb poles and perform difficult electrical work under hazardous conditions;
- Organize, daily job plan, supervise and train others in electrical work;
- Assist in the coordination and scheduling of work, tracking and input of job status information;
- Keep time and materials records;
- Provide, follow, and understand oral and written instructions;
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public;
- Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines; and
- Work in a team-based environment and achieve common goals.

### **SUPERVISION RECEIVED**

Works under general supervision of the Assistant Director, Electric Division Manager or other responsible supervisor as assigned.

### **SUPERVISION EXERCISED**

Has immediate charge of a line or construction crew, supervising, Journey Lineworker, Journey Lineworker Apprentices, Electric Utility Equipment Operators, Line Truck Drivers, Electric Helper/Drivers, Electric Utility Helpers and other assigned personnel.

### **SPECIAL CONDITIONS**

- Incumbents of this classification may be required to work outside their regularly scheduled hours, and to be available for emergency and/or pre-arranged work whenever called upon.
- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated

## **Electric Crew Foreperson (continued)**

by federal regulations.

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

### **CLASSIFICATION HISTORY**

Established Date: 09/2009; Revised 01/2020

**CITY OF SANTA CLARA, CALIFORNIA  
CLASS SPECIFICATION**

**TITLE: Electric Crew Foreperson (550)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Silicon Valley Power	Electric Division Manager	Non-Exempt

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- Graduation from high school or possession of a G.E.D.; and
- Four (4) years of experience as a journey-level Lineworker with at least one (1) year of the above experience must be with the City of Santa Clara.

**LICENSES/CERTIFICATIONS**

- Possession of a valid Class C license at the time of appointment.
- Required to become rubber glove certified as a condition of holding the classification of Electric Crew Foreperson within nine (9) months of appointment.
- Possession of an appropriate valid California Class A driver's license is desirable.

**TYPICAL DUTIES**

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed. In addition to performing the duties of a Journey Lineworker, incumbents of this class shall be required to:

- Supervise and may assist in the operation, maintenance, and construction of overhead and underground distribution and transmission lines;
- Supervise and may assist a crew in the construction of electrical distribution and transmission systems consisting of poles, duct work, cables, cable splices and terminators, wires, transformers, switches and other auxiliary equipment;
- Supervise and may assist in the setting of power poles, manholes and vaults;
- Supervise and may assist in the changing of circuits, transferring of services, installation of transformers, vacuum and oil switches, capacitors and other control devices, and the repair and removal of defective wires, cables, cable splices and terminators, poles, cross-arms and related equipment;
- Climb poles as required;
- Supervise the on-the-job training of Journey Lineworker Apprentices and any other classifications who are assigned to his/her crew in the approved methods and practices of electrical overhead and underground work;
- Inspect for unsafe working conditions and take steps to remedy them or report them to higher authority;
- Confer with supervisors concerning projected work schedules, necessary materials and crew requirements in terms of equipment and man hours;
- Prepare time, materials, and job reports;
- Assist or lead in various training programs, including first aid and safety training;
- Evaluate the performance of personnel under his/her supervision; and
- Perform other related work as required.

## **Electric Crew Foreperson (continued)**

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

Knowledge of:

- Construction and maintenance of high and low voltage lines, and the tools and materials commonly used in overhead and underground work;
- Principles of electrical theory and the methods, equipment and materials used in constructing and connecting residential, commercial and industrial circuits, and substation equipment;
- Necessary safety precautions used in working on high voltage overhead and underground electric circuits;
- Applicable laws, codes and safety orders covering electrical utility work;
- Pertinent first-aid principles and techniques including resuscitation methods; and
- General Order #95, "Rules for Overhead Line Constructing" and General Order #128, "Rules for Construction of Underground Electric Systems" issued by California Public Utilities Commission.

Ability to:

- Climb poles and perform difficult electrical work under hazardous conditions;
- Organize, daily job plan, supervise and train others in electrical work;
- Assist in the coordination and scheduling of work, tracking and input of job status information;
- Keep time and materials records;
- Provide, follow, and understand oral and written instructions;
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public;
- Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines; and
- Work in a team-based environment and achieve common goals.

### **SUPERVISION RECEIVED**

Works under general supervision of the Assistant Director, Electric Division Manager or other responsible supervisor as assigned.

### **SUPERVISION EXERCISED**

Has immediate charge of a line or construction crew, supervising, Journey Lineworker, Journey Lineworker Apprentices, Electric Utility Equipment Operators, Line Truck Drivers, Electric Helper/Drivers, Electric Utility Helpers and other assigned personnel.

### **SPECIAL CONDITIONS**

- Incumbents of this classification may be required to work outside their regularly scheduled hours, and to be available for emergency and/or pre-arranged work whenever called upon.
- Incumbents of this classification 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.

**Electric Crew Foreperson (continued)**

**CLASSIFICATION HISTORY**

Established Date: 09/2009; Revised 01/2020





## Agenda Report

20-194

Agenda Date: 2/10/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Modify the Class Specification for Service Coordinator Inspector

#### BACKGROUND

The Human Resources Department in coordination with Silicon Valley Power request to modify the minimum qualifications for the class specification of Service Coordinator 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." This class specification has not been modified since 2009.

#### DISCUSSION

The proposed modification results in a revision to the *Minimum Qualifications* section of the classification specification for Service Coordinator Inspector. Currently, the classification specification requires a valid California Class A driver's license or the ability to obtain a Class A license within six months of employment. The proposed modification removes the requirement and makes the Class A driver's license requirement desirable. Staff believes this modification will aid in recruitment for the position without negatively impacting operations or productivity.

There is no proposed change to the weighting plan for Service Coordinator 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 fiscal impact to revising the class specification 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) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the modified class specification for Service Coordinator Inspector

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Assistant Director of Human Resources

**ATTACHMENTS**

1. Class Specification, draft and clean, for Service Coordinator Inspector

**CITY OF SANTA CLARA, CALIFORNIA**  
**CLASS SPECIFICATION**

**TITLE: SERVICE COORDINATOR INSPECTOR (792)**

<b><u>DEPARTMENT</u></b>	<b><u>ACCOUNTABLE TO</u></b>	<b><u>FLSA STATUS</u></b>
<u>Silicon Valley Power</u>	<u>Electric Division Manager</u>	<u>Non-Exempt</u>

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

- Graduation from high school or possession of a G.E.D; and
- Two (2) years of experience as a Journey Lineworker.

**LICENSES/CERTIFICATIONS**

- ~~Possession of a valid California Class A driver's license is required, or~~
- Possession of a valid Class C license at the time of appointment. ~~and a Class A license must be obtained within six months of employment and is required for the duration of employment~~
- Required to become rubber glove certified as a condition of holding the classification of Service Coordinator-Inspector within nine (9) months of appointment.
- Possession of an appropriate valid California Class A driver's license is desirable.

**TYPICAL DUTIES**

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

Under general supervision:

- Interfaces with contractors, customers, and City of Santa Clara personnel, as required, to provide up to date construction status information to Silicon Valley Power (SVP) managers and utility staff with the goal of providing timely, efficient response to customers' electric service requirements;
- Acts as liaison between City of Santa Clara Electrical Estimating, Electric Division Manager, or other assigned City personnel and contractors and utility customers, to promote common understanding and timely completion of work necessary to provide City electric service;
- Inspects developer (contractor) installed electric substructures on the utility side of the Utility Service Point to ensure compliance with City of Santa Clara construction specifications
- Reads and interprets blueprints and drawings;
- Monitors contractors'/customers' construction progress to assess appropriate timing for scheduling of associated work to be performed by the City of Santa Clara;
- Provides information relative to construction progress for continual validation of electric service dates;
- Recommends modification of a service date based on knowledge of job status;
- Assists in the coordination of construction and service connection work to ensure timely energization of new facilities and meter sets to meet customer service dates;
- Assists in various training programs;
- May be required to perform Journey Lineworker duties as part of a crew or in other assignments, in both routine and emergency situations
- Provide as-built drawings at completion of work

## **Service Coordinator Inspector (continued)**

- Performs other work as assigned

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

Knowledge of:

- Construction of high and low voltage transmission and distribution lines;
- Principles of electrical theory;
- Methods, tools, equipment, and materials used in overhead and underground electrical installation and repair work and in the construction and maintenance of electrical distribution and transmission lines and underground systems;
- Methods, equipment and materials used in constructing underground electric distribution systems and associated substructures ;
- Appropriate safety precautions employed while working on and around high voltage electric lines, equipment and excavations;
- Applicable laws, codes and safety orders covering electrical transmission and distribution systems;
- Safety practices and regulations applying to low and high voltage electrical wires;
- Environmental and safety practices, procedures and standards;
- Pertinent first-aid principles and techniques including resuscitation methods;
- General Order #95, "Rules for Overhead Line Constructing" and General Order #128, "Rules for Construction of Underground Electric Systems issued by California Public Utilities Commission; and
- City of Santa Clara Permitting and Inspection processes and other associated processes.

Ability to:

- Maintain job information in computer application database;
- Follow and understand oral and written instructions;
- Communicate information to customers and staff;
- Organize, problem solve, supervise, and train others;
- Work from electrical plans and detailed drawings;
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- Work in a team-based environment and achieve common goals; and
- Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Electric Division Manager or other supervisor as assigned

### **SUPERVISION EXERCISED**

Under general supervision, supervises the on-the-job training of assigned personnel and may be required to supervise Journey Lineworker Apprentices, Electric Utility Helpers, Electric Helper/Drivers, Electric Utility Equipment Operators and other personnel as assigned.

## **Service Coordinator Inspector (continued)**

### **SPECIAL CONDITIONS**

- May be required to work odd and unusual hours, weekends and shift work in the performance of duties in emergency situations and to be available on an “on-call” basis as assigned to perform the duties of this classification or those of the Journey Lineworker classification.
- Incumbents of this classification 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.

### **CLASSIFICATION HISTORY**

Established Date: 09/2009; Rev. 01/2020

**CITY OF SANTA CLARA, CALIFORNIA  
CLASS SPECIFICATION**

**TITLE: SERVICE COORDINATOR INSPECTOR (792)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Silicon Valley Power	Electric Division Manager	Non-Exempt

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- Graduation from high school or possession of a G.E.D; and
- Two (2) years of experience as a Journey Lineworker.

**LICENSES/CERTIFICATIONS**

- 
- Possession of a valid Class C license at the time of appointment.
- Required to become rubber glove certified as a condition of holding the classification of Service Coordinator-Inspector within nine (9) months of appointment.
- Possession of an appropriate valid California Class A driver's license is desirable.

**TYPICAL DUTIES**

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

Under general supervision:

- Interfaces with contractors, customers, and City of Santa Clara personnel, as required, to provide up to date construction status information to Silicon Valley Power (SVP) managers and utility staff with the goal of providing timely, efficient response to customers' electric service requirements;
- Acts as liaison between City of Santa Clara Electrical Estimating, Electric Division Manager, or other assigned City personnel and contractors and utility customers, to promote common understanding and timely completion of work necessary to provide City electric service;
- Inspects developer (contractor) installed electric substructures on the utility side of the Utility Service Point to ensure compliance with City of Santa Clara construction specifications
- Reads and interprets blueprints and drawings;
- Monitors contractors'/customers' construction progress to assess appropriate timing for scheduling of associated work to be performed by the City of Santa Clara;
- Provides information relative to construction progress for continual validation of electric service dates;
- Recommends modification of a service date based on knowledge of job status;
- Assists in the coordination of construction and service connection work to ensure timely energization of new facilities and meter sets to meet customer service dates;
- Assists in various training programs;
- May be required to perform Journey Lineworker duties as part of a crew or in other assignments, in both routine and emergency situations
- Provide as-built drawings at completion of work
- Performs other work as assigned

## **Service Coordinator Inspector (continued)**

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

Knowledge of:

- Construction of high and low voltage transmission and distribution lines;
- Principles of electrical theory;
- Methods, tools, equipment, and materials used in overhead and underground electrical installation and repair work and in the construction and maintenance of electrical distribution and transmission lines and underground systems;
- Methods, equipment and materials used in constructing underground electric distribution systems and associated substructures ;
- Appropriate safety precautions employed while working on and around high voltage electric lines, equipment and excavations;
- Applicable laws, codes and safety orders covering electrical transmission and distribution systems;
- Safety practices and regulations applying to low and high voltage electrical wires;
- Environmental and safety practices, procedures and standards;
- Pertinent first-aid principles and techniques including resuscitation methods;
- General Order #95, "Rules for Overhead Line Constructing" and General Order #128, "Rules for Construction of Underground Electric Systems issued by California Public Utilities Commission; and
- City of Santa Clara Permitting and Inspection processes and other associated processes.

Ability to:

- Maintain job information in computer application database;
- Follow and understand oral and written instructions;
- Communicate information to customers and staff;
- Organize, problem solve, supervise, and train others;
- Work from electrical plans and detailed drawings;
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- Work in a team-based environment and achieve common goals; and
- Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Electric Division Manager or other supervisor as assigned

### **SUPERVISION EXERCISED**

Under general supervision, supervises the on-the-job training of assigned personnel and may be required to supervise Journey Lineworker Apprentices, Electric Utility Helpers, Electric Helper/Drivers, Electric Utility Equipment Operators and other personnel as assigned.

### **SPECIAL CONDITIONS**

## **Service Coordinator Inspector (continued)**

- May be required to work odd and unusual hours, weekends and shift work in the performance of duties in emergency situations and to be available on an “on-call” basis as assigned to perform the duties of this classification or those of the Journey Lineworker classification.
- Incumbents of this classification 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.

### **CLASSIFICATION HISTORY**

Established Date: 09/2009; Rev. 01/2020





## Agenda Report

20-196

Agenda Date: 2/10/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Modify the Class Specification for Senior Plans Examiner

#### BACKGROUND

The Human Resources Department in coordination with the Community Development Department propose to modify the minimum qualifications for the class specification of Senior Plans Examiner 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." This class specification has not been modified since 2016.

#### DISCUSSION

The proposed modification results in revisions to the *Minimum Qualifications* section of the classification specification for Senior Plans Examiner. The current *Minimum Qualifications* require five years of Plans Examiner experience or equivalent with a City and/or County agency. The last few recruitments have yielded a low applicant pool, so the interpretation of the minimum qualifications was loosely defined by the previous Human Resources Department administration in order to broaden the candidate pool. In order to be aligned with best practice and transparent with the interpretation of the minimum qualifications, the classification specification is proposed to be updated to reflect the broader interpretation of the minimum qualification screening and to broaden the candidate pool. It is proposed that experience as a Plans Examiner or equivalent is desirable with a City and/or County agency to be in alignment with past screening practice and to broaden the candidate pool. The Department has determined that these revised minimum qualifications align with the necessary requirements for the position.

There is no proposed change to the examination weighting plan for Senior Plans Examiner.

#### 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 class specification 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) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the modified class specification for Senior Plans Examiner

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

**ATTACHMENTS**

1. Class Specification, draft and clean, for Senior Plans Examiner

CITY OF SANTA CLARA, CALIFORNIA  
CLASS SPECIFICATION

**TITLE: SENIOR PLANS EXAMINER (773)**

<b><u>DEPARTMENT</u></b>	<b><u>ACCOUNTABLE TO</u></b>	<b><u>FLSA STATUS</u></b>
<u>Community Development</u>	<u>Plan Review Manager</u>	<u>Non-exempt</u>

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or a related field; **AND**
- Five (5) years of experience performing plan review as a Plans Examiner or equivalent. **Experience** with a city and/or county agency **is highly desirable**.

***LICENSES/CERTIFICATIONS***

- Possession of an appropriate, valid California driver's license is required.
- License as a Professional Engineer or Architect in the State of California is required.
- Possession of, or ability to obtain within one year of hire, certification as a Plans Examiner by the International Code Council (ICC).

***DESIRABLE QUALIFICATIONS***

- License as a Structural Engineer in the State of California.

**DISTINGUISHING CHARACTERISTICS**

An incumbent in this class is responsible for checking building permit applications for residential, commercial and industrial construction, including reviewing construction, site plans and structural calculations that are submitted by architects, engineers, contractors and owners to ensure compliance with building codes and ordinances. This class will assist in supervising and training Plans Examiners, Inspectors and counter staff assigned to the Permit Center and is expected to perform as an expert and exercises considerable independent judgment in the performance of duties.

**TYPICAL DUTIES**

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

Under general supervision:

- Reviews plans, calculations, and specifications for commercial, industrial, residential, public, or other major developments for compliance with applicable codes and ordinances
- Assists in supervising and training Plans Examiners, Inspectors and counter staff assigned to the Permit Center
- Advises architects, engineers, designers, contractors, and developers on code and design requirements; reviews field investigation of building or land failures
- Provides recommendations for necessary emergency measures to protect property and public safety
- Provides technical support in complex code interpretations and approval of alternate materials and methods of construction
- Prepares and maintains records of plan checking activities

## **SENIOR PLANS EXAMINER**

- Provides coordination between City departments and outside agencies involved in the permit process
- Represents Building Inspection at preconstruction meetings and other meetings as assigned
- Presents information to the public on Building Safety and other information as requested
- Prepares handouts and design guidelines for construction updates
- Attends seminars and training sessions to keep current on new industry trends and presents findings
- Assists in the preparation of monthly reports
- Performs other related duties as assigned

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

Knowledge of:

- Building codes and related State and local regulations
- Building permit processing and counter procedures
- Interrelationships of other City departments and outside agencies
- Structural engineering and architectural principles and practices applicable to all types of building construction
- Office safety practices, procedures and standards
- Principles of supervision and human resources administration

Ability to:

- Read and interpret plans and specifications
- Prepare written documents, such as code requirements and interpretation
- Effectively communicate need for design modifications with designers
- Communicate effectively, both orally and in writing
- Establish and maintain good working relationships with architects, engineers, contractors, the public, and co-workers
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet deadlines
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties

## **SUPERVISION RECEIVED**

Works under the general supervision of the Plan Review Manager, or other supervisor as assigned.

## **SUPERVISION EXERCISED**

Assists in supervision and training of Plans Examiners, Inspectors, and counter staff assigned to the Permit Center.

## **OTHER REQUIREMENTS**

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

## **SENIOR PLANS EXAMINER**

office, annually, and upon leaving office, in accordance with City Manager Directive 100.

### **CLASSIFICATION HISTORY**

Created 11/2016; Rev. 02/2020

**CITY OF SANTA CLARA, CALIFORNIA  
CLASS SPECIFICATION**

**TITLE: SENIOR PLANS EXAMINER (773)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Community Development	Plan Review Manager	Non-exempt

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or a related field; AND
- Five (5) years of experience performing plan review as a Plans Examiner or equivalent. Experience with a city and/or county agency is highly desirable.

***LICENSES/CERTIFICATIONS***

- Possession of an appropriate, valid California driver's license is required.
- License as a Professional Engineer or Architect in the State of California is required.
- Possession of, or ability to obtain within one year of hire, certification as a Plans Examiner by the International Code Council (ICC).

***DESIRABLE QUALIFICATIONS***

- License as a Structural Engineer in the State of California.

**DISTINGUISHING CHARACTERISTICS**

An incumbent in this class is responsible for checking building permit applications for residential, commercial and industrial construction, including reviewing construction, site plans and structural calculations that are submitted by architects, engineers, contractors and owners to ensure compliance with building codes and ordinances. This class will assist in supervising and training Plans Examiners, Inspectors and counter staff assigned to the Permit Center and is expected to perform as an expert and exercises considerable independent judgment in the performance of duties.

**TYPICAL DUTIES**

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

Under general supervision:

- Reviews plans, calculations, and specifications for commercial, industrial, residential, public, or other major developments for compliance with applicable codes and ordinances
- Assists in supervising and training Plans Examiners, Inspectors and counter staff assigned to the Permit Center
- Advises architects, engineers, designers, contractors, and developers on code and design requirements; reviews field investigation of building or land failures
- Provides recommendations for necessary emergency measures to protect property and public safety
- Provides technical support in complex code interpretations and approval of alternate materials and methods of construction
- Prepares and maintains records of plan checking activities

## **SENIOR PLANS EXAMINER**

- Provides coordination between City departments and outside agencies involved in the permit process
- Represents Building Inspection at preconstruction meetings and other meetings as assigned
- Presents information to the public on Building Safety and other information as requested
- Prepares handouts and design guidelines for construction updates
- Attends seminars and training sessions to keep current on new industry trends and presents findings
- Assists in the preparation of monthly reports
- Performs other related duties as assigned

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

Knowledge of:

- Building codes and related State and local regulations
- Building permit processing and counter procedures
- Interrelationships of other City departments and outside agencies
- Structural engineering and architectural principles and practices applicable to all types of building construction
- Office safety practices, procedures and standards
- Principles of supervision and human resources administration

Ability to:

- Read and interpret plans and specifications
- Prepare written documents, such as code requirements and interpretation
- Effectively communicate need for design modifications with designers
- Communicate effectively, both orally and in writing
- Establish and maintain good working relationships with architects, engineers, contractors, the public, and co-workers
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet deadlines
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties

## **SUPERVISION RECEIVED**

Works under the general supervision of the Plan Review Manager, or other supervisor as assigned.

## **SUPERVISION EXERCISED**

Assists in supervision and training of Plans Examiners, Inspectors, and counter staff assigned to the Permit Center.

## **OTHER REQUIREMENTS**

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

**SENIOR PLANS EXAMINER**

office, annually, and upon leaving office, in accordance with City Manager Directive 100.

**CLASSIFICATION HISTORY**

Created 11/2016; Rev. 02/2020