



# City of Santa Clara

## Call and Notice of Special Meeting

### Civil Service Commission

Thursday, March 12, 2020

7:00 PM

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

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 ("The Brown Act") and Section 708 of the Santa Clara City Charter, the Chairperson calls for a Special Meeting of the Civil Service Commission of the City of Santa Clara, to commence and convene on Thursday, March 12, 2020, at 7:00 pm for a Special Meeting in the City Hall Council Chambers located in the East Wing of City Hall at 1500 Warburton Avenue, Santa Clara, California, to consider the following matter(s) and to potentially take action with respect to them.

#### **CALL TO ORDER AND ROLL CALL**

*Pledge of Allegiance*

#### **CONSENT CALENDAR**

- 1.A 20-328** [Action to Approve the Civil Service Commission Meeting Minutes of February 10, 2020](#)

**Recommendation:** Approve the Meeting Minutes of February 10, 2020

- 1.B 20-330** [Action to Approve the Open Recruitment Report for March 1, 2019 through February 29, 2020](#)

**Recommendation:** Approve the Open Recruitment Report for March 1, 2019 through February 29, 2020

#### **PUBLIC PRESENTATIONS**

#### **GENERAL BUSINESS**

- 2 20-351** [Action to Modify the Class Specifications for Fire Prevention Specialist I/II \(Job Code 489/478\), Office Specialist III \(Job Code 938\), and Senior Inspector \(Job Code 750\) and to Adjust the Examination Weighting Plan for Journey Lineworker \(Job Code 560\) \[Council Pillar: Manage Strategically Our Workforce Capacity and Resources\]](#)

**Recommendation:** Approve the modified class specifications for Fire Prevention Inspector I/II, Office Specialist III, and Senior Inspector and approve the modified weighting plan for Journey Lineworker

**STAFF REPORT**

*Brown Act Presentation*

**COMMISSIONERS REPORT****ADJOURNMENT**

*The next tentatively scheduled meeting is April 13, 2020*

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

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.



# City of Santa Clara

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

## Agenda Report

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20-328

Agenda Date: 3/12/2020

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

#### **SUBJECT**

Action to Approve the Civil Service Commission Meeting Minutes of February 10, 2020

#### **RECOMMENDATION**

Approve the Meeting Minutes of February 10, 2020

#### **ATTACHMENT**

1. Meeting Minutes of February 10, 2020.



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

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02/10/2020

7:00 PM

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

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#### CALL TO ORDER AND ROLL CALL

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

#### 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

**A motion was made by Commissioner McAllister, seconded by Commissioner Bouza to approve the meeting minutes of November 18, 2019.**

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

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

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

**A motion was made by Commissioner Bouza, seconded by Commissioner McAllister, to approve the Open Recruitment Report for February 1, 2019 through January 31, 2020.**

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

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

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**PUBLIC PRESENTATIONS**

None

**GENERAL BUSINESS**

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

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

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

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

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

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

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

**A motion was made by Commissioner McAllister, seconded by Commissioner Bouza, to approve the modified class specification for Electric Crew Foreperson.**

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

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

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

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

**A motion was made by Commissioner Bouza, seconded by Commissioner McAllister to approve the modified class specification for Service Coordinator Inspector.**

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

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

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

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

**A motion was made by Commissioner McAllister, seconded by Commissioner Bouza, to approve the modified class specifications for Senior Plans Examiner.**

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

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

**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 Bouza adjourned the meeting at 8:18 pm to the next regularly scheduled on March 9, 2020.**



# City of Santa Clara

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

## Agenda Report

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20-330

Agenda Date: 3/12/2020

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

#### **SUBJECT**

Action to Approve the Open Recruitment Report for March 1, 2019 through February 29, 2020

#### **RECOMMENDATION**

Approve the Open Recruitment Report for March 1, 2019 through February 29, 2020

#### **ATTACHMENT**

1. Open Recruitment Report for March 1, 2019 through February 29, 2020

OPEN RECRUITMENT REPORT  
Classified  
March 1, 2019 to February 29, 2020

Req #	Title	Status	Department	Created
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
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
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
19156	Principal Electric Estimator	Open	Electric Utility	9/12/2019
19157	Estimator	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
19170	Grounds Maintenance Worker II	Open	Parks and Recreation	10/11/2019
19171	Recreation Coordinator - Therapeutics	Open	Parks and Recreation	10/11/2019
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
19200	Adult Services Librarian II - Local History & Genealogy	Open	Library	11/17/2019
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
19208	Water & Sewer Maintenance Worker I	Open	Water and Sewer Utilities	12/9/2019



OPEN RECRUITMENT REPORT  
 Classified  
 March 1, 2019 to February 29, 2020

Req #	Title	Status	Department	Created
19209	Adult Services Library Program Coordinator	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 Marshall II - Related Project	Open	Fire	12/17/2019
19215	Deputy Fire Marshall I	Open	Fire	12/18/2019
19216	Fire Protection Engineer	Open	Fire	12/18/2019
19217	Fire Prevention Specialist II	Open	Fire	12/18/2019
19220	Automotive Technician III	Open	Public Works/Automotive Service	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. Engineering Aide	Open	Electric Utility	1/13/2020
19231	Service Coord Insp - Underground Fiber	Open	Electric Utility	1/13/2020
19235	Office Specialist III	Open	Public Works/Engineering	1/15/2020
19236	Sr. Key Cust Rep	Open	Electric Utility	1/21/2020
19237	Assistant Sanitary Sewer Superintendent	Open	Water and Sewer Utilities	1/23/2020
19238	Assistant Engineer (Civil)	Open	Public Works/Engineering	1/27/2020
19239	Public Works Supervisor - Tree Maintenance	Open	Public Works/Streets Division	1/28/2020
19241	Sr. Electric Utility Engineer	Open	Electric Utility	1/29/2020
19242	Street Maintenance Worker I	Open	Public Works/Streets Division	1/30/2020
19243	Senior Plans Examiner	Open	Community Development	1/30/2020
19244	Associate Engineer (Civil)	Open	Public Works/Engineering	1/31/2020
19245	Public Safety Dispatcher I	Open	Police/Communications Division	2/3/2020
19246	Plans Examiner	Open	Community Development	2/3/2020
19247	Public Works Inspector	Open	Public Works/Engineering	2/12/2020
93-19- 21	Accounting Technician II	Open	Finance	11/13/2019

DR: 3/1/19 - 2/29/20



## Agenda Report

20-351

Agenda Date: 3/12/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Modify the Class Specifications for Fire Prevention Specialist I/II (Job Code 489/478), Office Specialist III (Job Code 938), and Senior Inspector (Job Code 750) and to Adjust the Examination Weighting Plan for Journey Lineworker (Job Code 560) [Council Pillar: Manage Strategically Our Workforce Capacity and Resources]

#### BACKGROUND

The Human Resources Department requests to modify the class specifications for Fire Prevention Specialist I/II (Job Code 489/478), Office Specialist II (Job Code 938), and Senior Inspector (Job Code 750) 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." The class specification for Fire Prevention Specialist I/II was last modified in 2016, Office Specialist III was last modified in 2017, and Senior Inspector was last modified in 2015.

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Journey Lineworker (Job Code 560) to add a qualifying performance examination and keep the exam weighted at 100% oral. This request is based on the authority of Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical test, or any combination thereof, and shall indicate the procedure in the announcement." This request has been coordinated with Silicon Valley Power.

#### DISCUSSION

##### *Modification of the Fire Prevention Specialist I/II Class Specification (Job Code 489/478)*

The Human Resources Department, in coordination with the Fire Department, has modified the class specification for Fire Prevention Specialist I/II. The class specification has been modified to include the *Class Summary*. Additional modifications include revisions to the *Minimum Qualifications* and *Certifications/Licenses* sections. The department has historically experienced a low applicant pool of candidates that meet the minimum qualifications. Allowing the substitution will expand the candidate pool. Since the Fire Prevention Specialist I classification is an entry level class, specific job expertise is typically learned on the job. Revisions also include clarifications to the type of experience that can be considered to meet the minimum qualifications.

This position performs in an inspection capacity and qualification as a Peace Officer is not required for the position. Additionally, the Fire Department is recommending 12 months to obtain the required certifications, as most of the coursework can be completed through on the job training. 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 Fire Prevention Specialist I/II.

*Modification of the Office Specialist III Class Specification (Job Code 938)*

The Human Resources Department is proposing modifications to the Office Specialist III class specification. The class specification has been modified to add the Class Summary section. The Human Resources Department recommends removing the required typing certificate from the *Minimum Qualifications* section, and the reference to typing at a speed of 50 net words per minute, from the Knowledge, Skills, and Abilities section. The typing certification is an outdated indicator of successful performance in this job specification. In practice, the typing certificate has substituted for the qualifying performance exam. In place of the typing certificate, and to comply with the qualifying performance exam, staff's recommendation is for candidates to complete an in-house written exercise related to on the job tasks the candidates would be required to complete in the position. This would be a more accurate assessment of the candidates' job-related skills and ability to satisfy actual requirements of the job. In addition, most applicants at the time of application do not possess a typing certificate. It is anticipated this will expand the candidate pool since candidates will not be required to complete an additional testing step during the application phase.

There are no recommended changes to the weighting plan for Office Specialist III.

*Modification of the Senior Inspector Class Specification (Job Code 750)*

The Human Resources Department, in coordination with the Community Development Department, is proposing modifications to the Senior Inspector class specification. The class specification has been modified to include the *Class Summary*. Additional modifications include revisions to the *Minimum Qualifications* section of the classification specification for Senior Inspector. The current *Minimum Qualifications* require 5 years of building inspection experience 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 be transparent with the interpretation of the minimum qualifications, the classification specification is proposed to be updated to reflect the current broader interpretation of the minimum qualification screening and to broaden the candidate pool. It is proposed that experience in building inspection with a City and/or County agency be desirable and that experience as a licensed contractor be substituted for up to 2 years of experience. This is in alignment with the experience requirement of the lower level Combination Inspector minimum qualifications. The Community Development Department has determined that these revised minimum qualifications align with the necessary requirements for the position.

There are no recommended changes to the weighting plan for Senior Inspector.

*Modification of the Examination Weighting Plan for Journey Lineworker (Job Code 560)*

The Human Resources Department, in coordination with Silicon Valley Power, are recommending modifications to the examination weighting plan for Journey Lineworker. Currently, the examination weighting plan is 100% oral. The proposed modification is to include a qualifying performance

examination. The current minimum qualifications require an apprenticeship certification. However, due to the dangerous nature of the job, it is recommended to implement a qualifying performance examination to fully assess each candidate's ability to safely perform the job duties.

There are no recommended changes to the class specification for Journey Lineworker.

### **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) [<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 class specifications for Fire Prevention Inspector I/II, Office Specialist III, and Senior Inspector and approve the modified weighting plan for Journey Lineworker

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 Fire Prevention Inspector I
2. Class Specification, draft and clean, for Fire Prevention Inspector II
3. Class Specification, draft and clean, for Office Specialist III
4. Class Specification, draft and clean, for Senior Inspector

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

**TITLE: FIRE PREVENTION SPECIALIST I (489)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Fire	Varies	Non-exempt

**CLASS SUMMARY**

Under general supervision, in a civilian capacity, performs technical inspections for fire prevention purposes; inspects fire protection systems, construction sites, occupancies, structures, buildings, storage and usage to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances; enforces City and State fire prevention and life safety laws; and coordinates fire prevention and life safety education programs. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- An Associate's degree in Fire Science/Technology, Building Design, Construction, Chemistry, Fire Protection, Fire Administration, Engineering, Architecture, or related field from an accredited college or university; and
- One (1) year of experience performing a combination of technical code inspections, code enforcement, public education, research, or fire protection system reviews.

Acceptable Substitution:

- A Bachelor's degree from an accredited college or university may be substituted for the one (1) year of experience.

***LICENSES/CERTIFICATIONS***

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment
- Completion of California State Fire Training Fire Inspector 1A, 1B, 1C, and 1D course work within twelve (12) months of appointment
- Completion of California Penal Code Section 832 training course within twelve (12) months of appointment
- Incumbents shall be required to obtain and maintain any other license(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements

***DESIRABLE QUALIFICATIONS***

- California State Fire Training Fire Inspector 1 certification
- California State Fire Training Plan Examiner certification

**DISTINGUISHING CHARACTERISTICS**

This is the entry level classification in the non-sworn Fire Prevention Specialist series. This classification is distinguished from the Fire Prevention Specialist II classification by the performance of the more routine tasks and duties assigned to this classification. Under close or general direction, in a civilian capacity, performs technical inspections for fire prevention

## **FIRE PREVENTION SPECIALIST**

purposes; inspects fire protection systems, construction sites, occupancies, structures, buildings, storage and usage to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances; enforces City and State fire prevention and life safety laws; coordinates fire prevention and life safety education programs; and, performs related duties as required.

### **TYPICAL DUTIES**

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

Under general supervision:

- Provides technical assistance to city departments, architects, engineers, developers, building owners, and the general public on interpretation or application of fire and life safety regulations
- Assists with plan reviews; assists with the research, development, and revision of new codes, standards and policies
- Assists with inspections of buildings and properties for compliance with applicable regulations
- Investigates citizen complaints and takes corrective action
- Performs weed abatement inspections
- Assists with the instruction of fire department personnel on fire prevention techniques
- Develops and presents community risk reduction trainings to schools, businesses, homeowner associations, and other related community groups
- Creates and presents a variety of audiovisual training aids utilizing PowerPoint, videos, and/or other related means
- Writes press releases, educational materials, public service announcements, and/or other related public information correspondence
- Performs other related duties as assigned

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

Knowledge of:

- Principles of fire prevention, public education, building construction, fire protection systems, the California Building Code, California Fire Code, and those sections of the California Code of Regulations Title 24
- Applicable national, state and local laws, regulations, codes, standards, ordinances and policies related to contemporary fire protection, building inspection, fire prevention and life safety principles, practices and techniques
- Methods and techniques of developing effective public education, public relations and community presentations
- Office practices, methods and equipment, including applicable software

Ability to:

- Interpret and apply applicable codes to building plans and specifications
- Understand and follow written and oral instructions
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public

## **FIRE PREVENTION SPECIALIST**

- Communicate effectively, both orally and in writing, with the public
- Gather, analyze, and present data clearly; apply research skills with relationship to applicable codes (i.e., CBC, CFC, NFPA 13, NFPA 72, and Title 19)
- Effectively utilize available resources; prioritize tasks and work as assigned
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Work in a team-based environment and achieve common goals
- Prepare effective written reports
- Contribute to a safe and positive working environment
- Walk or stand for extended periods of time
- Lift, drag and push files, debris and equipment weighing up to 50 pounds
- Bend, stoop, reach, climb, carry, crawl, twist, turn, kneel, squat, crouch, and lift as necessary to perform assigned duties

### **SUPERVISION EXERCISED**

None

### **SPECIAL CONDITIONS**

- Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements.
- May be required to work evening or weekend hours.
- Must be able to perform all of the essential functions of the job assignment.

### **CLASSIFICATION HISTORY**

Rev. 03/2020

**CITY OF SANTA CLARA, CALIFORNIA**  
**FIRE PREVENTION SPECIALIST I**  
(489)

**CLASS SUMMARY**

Under general supervision, in a civilian capacity, performs technical inspections for fire prevention purposes; inspects fire protection systems, construction sites, occupancies, structures, buildings, storage and usage to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances; enforces City and State fire prevention and life safety laws; and coordinates fire prevention and life safety education programs. Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

- An Associate's degree in Fire Science/Technology, Building Design, Construction, Chemistry, Fire Protection, Fire Administration, Engineering, Architecture, or related field from an accredited college or university; and
- One (1) year of recent experience performing a combination of technical code inspections, code enforcement, public education, research, or fire protection system reviews.

Acceptable Substitution:

- A Bachelor's degree from an accredited college or university degree may be substituted for the year of experience.

**Desirable Qualifications:**

- California State Fire Marshal Training Fire Inspector 1I certification
- California State Fire Marshal Training Plan Examiner certification

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment
- Completion of California State Fire Training Fire Inspector I certification within 1A, 1B, 1C, and 1D course work within twelve (12) months of appointment
- Completion of California Penal Code Section 832 training course and be qualified as a Peace Officer within twelve (12) months of appointment
- Incumbents shall be required to obtain and maintain any other license(s)es(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 non-sworn Fire Prevention Specialist series. This classification is distinguished from the Fire Prevention Specialist II classification by the performance of the more routine tasks and duties assigned to this classification. Under close or



## **FIRE PREVENTION SPECIALIST I (continued)**

~~general direction, in a civilian capacity, performs technical inspections for fire prevention purposes; inspects fire protection systems, construction sites, occupancies, structures, buildings, storage and usage to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances; enforces City and State fire prevention and life safety laws; coordinates fire prevention and life safety education programs; and, performs related duties as required.~~

### TYPICAL DUTIES

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

Under general supervision:

- Provides technical assistance to city departments, architects, engineers, developers, building owners, and the general public on interpretation or application of fire and life safety regulations
- Assists with plan reviews; assists with the research, development, and revision of new codes, standards and policies
- Assists with inspections of buildings and properties for compliance with applicable regulations
- Investigates citizen complaints and takes corrective action
- Performs weed abatement inspections
- Assists with the instruction of fire department personnel on fire prevention techniques
- Develops and presents community risk reduction trainings to schools, businesses, homeowner associations, and other related community groups
- Creates and presents a variety of audiovisual training aids utilizing PowerPoint, videos, and/or other related means
- Writes press releases, educational materials, public service announcements, and/or other related public information correspondence
- Performs other related duties as assigned

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles of fire prevention, public education, building construction, fire protection systems, the California Building Code, California Fire Code, and those sections of the California Code of Regulations Title 24
- Applicable national, state and local laws, regulations, codes, standards, ordinances and policies related to contemporary fire protection, building inspection, fire prevention and life safety principles, practices and techniques
- Methods and techniques of developing effective public education, public relations and community presentations
- Office practices, methods and equipment, including applicable software

Ability to:

- Interpret and apply applicable codes to building plans and specifications
- Understand and follow written and oral instructions

## **FIRE PREVENTION SPECIALIST I (continued)**

- 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, with the public
- Gather, analyze, and present data clearly; apply research skills with relationship to applicable codes (i.e., CBC, CFC, NFPA 13, NFPA 72, and Title 19)
- Effectively utilize available resources; prioritize tasks and work as assigned
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Work in a team-based environment and achieve common goals
- Prepare effective written reports
- Contribute to a safe and positive working environment
- Walk or stand for extended periods of time
- Lift, drag and push files, debris and equipment weighing up to 50 pounds
- Bend, stoop, reach, climb, carry, crawl, twist, turn, kneel, squat, crouch, and lift as necessary to perform assigned duties

### **SUPERVISION RECEIVED**

Works under the supervision of the Deputy Fire Marshal III, Assistant Fire Marshal, Fire Marshal or other supervisor as assigned.

### **SUPERVISION EXERCISED**

None.

### **OTHER REQUIREMENTS**

- Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements.
- May be required to work evening or weekend hours.
- Must be able to perform all of the essential functions of the job assignment.

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

**TITLE: Fire Prevention Specialist II (478)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Fire	Varies	Non-Exempt

**CLASS SUMMARY**

Under direction, incumbents in this classification are expected to perform the full range of plan review, fire prevention inspection and education duties with only occasional instruction or assistance. Performs other related work as assigned.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree; and
- Two (2) years of experience performing a combination of technical code inspections, code enforcement, public education, research, or fire protection system reviews.

Acceptable Substitution:

- Additional qualifying years of full-time experience may be substituted on a year for year basis for the required education, up to a maximum of two (2) years.

***LICENSES/CERTIFICATIONS***

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment
- Completion of California Penal Code Section 832 training course within twelve (12) months of appointment
- International Code Council Fire Inspector I certification
- Completion of California State Fire Training Fire Inspector 1A, 1B, 1C, and 1D course work within (12) months of appointment
- Incumbents shall be required to obtain and maintain any other license(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements

***DESIRABLE QUALIFICATIONS***

- California State Fire Training Fire Inspector 1 certification
- California State Fire Training Plan Examiner certification

**DISTINGUISHING CHARACTERISTICS**

This is the journey level classification in the non-sworn Fire Prevention Specialist series. This class differs from the lower level Fire Prevention Specialist I, in that incumbents are expected to provide technical assistance and lead direction to the Fire Prevention Specialist I incumbents and perform the more complex plan review and inspection.

## **FIRE PREVENTION SPECIALIST II (CONTINUED)**

### **TYPICAL DUTIES**

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

Under direction:

- Reviews and evaluates plans requiring building or fire permits to ensure compliance with the California Building Code, California Fire Code, and other state and nationally recognized standards. Plan review may include (but not be limited to) automatic fire extinguishing systems, fire alarm and detection systems, hazardous material facility closure plans, and installation of above ground hazardous materials storage tanks
- Provides technical advice to departmental officers/staff, architects, engineers, developers, building owners, and the general public on interpretation or application of fire safety codes regulations and standards
- Conducts inspections of buildings and property for compliance with fire codes, proper installation of fire alarms, efficiency of fire protective equipment, adequacy of fire exits, and overall compliance with codes and regulations pertaining to fire and life safety; and, as necessary, develops plans of correction
- Investigates citizen complaints of violations of fire codes and regulations and takes corrective action; responds to inquiries regarding fire and life safety codes and standards;
- Instructs fire department personnel on fire prevention techniques
- Promotes public relations through public education programs; speaks to various civic and professional organizations to promote the goals of the Fire Department
- Performs other related duties as assigned

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

Knowledge of:

- Principles of fire prevention, building construction including hazardous materials, fire protection systems, the California Building Code, California Fire Code, and those sections of the California Code of Regulations relating to fire safety
- Applicable national, state and local laws, regulations, codes, standards, ordinances and policies related to contemporary fire protection, building inspection, fire prevention and life safety principles, practices and techniques
- Methods and techniques of developing effective public education, public relations and community presentations
- Office practices, methods and equipment, including applicable software

Ability to:

- Interpret and apply applicable codes to building plans and specifications
- Understand and follow written and oral instructions
- 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, with the public
- Gather, analyze, and present data clearly; apply research skills with relationship to applicable codes (i.e., CBC, CFC, NFPA 13, NFPA 72, and Title 19)
- Effectively utilize available resources; prioritize tasks and work as assigned
- Effectively handle multiple priorities, organize workload and meet strict deadlines

## **FIRE PREVENTION SPECIALIST II (CONTINUED)**

- Work in a team-based environment and achieve common goals
- Prepare effective written reports
- Contribute to a safe and positive working environment
- Walk or stand for extended periods of time
- Lift, drag and push files, debris and equipment weighing up to 50 pounds
- Bend, stoop, reach, climb, carry, crawl, twist, turn, kneel, squat, crouch, and lift as necessary to perform assigned duties

### **SUPERVISION EXERCISED**

None

### **SPECIAL CONDITIONS**

- Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements.
- May be required to work unusual hours including nights and weekends.
- 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.

### **CLASSIFICATION HISTORY**

Rev. 03/2020

**CITY OF SANTA CLARA, CALIFORNIA**  
**FIRE PREVENTION SPECIALIST II**  
(478)

**CLASS SUMMARY**

Under direction, incumbents in this classification are expected to perform the full range of plan review, fire prevention inspection and education duties with only occasional instruction or assistance. Performs other related work as assigned.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

- Graduation from an accredited college or university with a Bachelor's degree ~~in Engineering, Fire Protection, Fire Administration, Fire Science, or approved related field;~~ and
- ~~Three (3) years~~ Two (2) years of experience performing a combination of technical code inspections, code enforcement, public education, research, or fire protection system reviews.

**Possible-Acceptable Substitutions:**

- Additional qualifying years of full-time experience may be substituted on a year for year basis for the required education, up to a maximum of two (2) years.

**Desirable Qualifications:**

- California State Fire ~~Marshal Training~~ Fire Inspector ~~II~~ certification
- California State Fire ~~Marshal Training~~ Plan Examiner certification

**LICENSE AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at the 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~~ Completion of California Penal Code Section 832 training course within twelve (12) months of appointment
- International Code Council Fire Inspector I certification
- ~~International Code Council Fire Plans Examiner certification within twelve (12) months of appointment~~ Completion of California State Fire Training Fire Inspector 1A, 1B, 1C, and 1D course work within (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 journey level classification in the non-sworn Fire Prevention Specialist series. ~~Under general direction, incumbents in this classification are expected to perform the full range of plan review, fire prevention inspection and education duties with only occasional instruction or assistance.~~ This class differs from the lower level Fire Prevention Specialist I, in that

## **FIRE PREVENTION SPECIALIST II (continued)**

Incumbents are also expected to provide technical assistance and lead direction to the Fire Prevention Specialist I incumbents and perform the most complex plan review and inspection.

### TYPICAL DUTIES

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

Under ~~general supervision~~direction:

- Reviews and evaluates plans requiring building or fire permits to ensure compliance with the California Building Code, California Fire Code, and other state and nationally recognized standards. Plan review may include (but not be limited to) automatic fire extinguishing systems, fire alarm and detection systems, hazardous material facility closure plans, and installation of above ground hazardous materials storage tanks
- Provides technical advice to departmental officers/staff, architects, engineers, developers, building owners, and the general public on interpretation or application of fire safety codes regulations and standards
- Conducts inspections of buildings and property for compliance with fire codes, proper installation of fire alarms, efficiency of fire protective equipment, adequacy of fire exits, and overall compliance with codes and regulations pertaining to fire and life safety; and, as necessary, develops plans of correction
- Investigates citizen complaints of violations of fire codes and regulations and takes corrective action; responds to inquiries regarding fire and life safety codes and standards;
- Instructs fire department personnel on fire prevention techniques
- Promotes public relations through public education programs; speaks to various civic and professional organizations to promote the goals of the Fire Department
- Performs other related duties as assigned

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles of fire prevention, building construction including hazardous materials, fire protection systems, the California Building Code, California Fire Code, and those sections of the California Code of Regulations relating to fire safety
- Applicable national, state and local laws, regulations, codes, standards, ordinances and policies related to contemporary fire protection, building inspection, fire prevention and life safety principles, practices and techniques
- Methods and techniques of developing effective public education, public relations and community presentations
- Office practices, methods and equipment, including applicable software

Ability to:

- Interpret and apply applicable codes to building plans and specifications
- Understand and follow written and oral instructions
- 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, with the public

## **FIRE PREVENTION SPECIALIST II (continued)**

- Gather, analyze, and present data clearly; apply research skills with relationship to applicable codes (i.e., CBC, CFC, NFPA 13, NFPA 72, and Title 19)
- Effectively utilize available resources; prioritize tasks and work as assigned
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Work in a team-based environment and achieve common goals
- Prepare effective written reports
- Contribute to a safe and positive working environment
- Walk or stand for extended periods of time
- Lift, drag and push files, debris and equipment weighing up to 50 pounds
- Bend, stoop, reach, climb, carry, crawl, twist, turn, kneel, squat, crouch, and lift as necessary to perform assigned duties

### SUPERVISION RECEIVED

Works under the supervision of the Deputy Fire Marshal III, Assistant Fire Marshal, Fire Marshal, and other supervisor as assigned.

### SUPERVISION EXERCISED

None.

### OTHER REQUIREMENTS

- Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements.
- May be required to work unusual hours including nights and weekends.
- 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.

### CLASSIFICATION HISTORY

Rev. 03/2020



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

**TITLE: OFFICE SPECIALIST III (938)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non-Exempt

**CLASS SUMMARY**

Under general supervision, performs advanced office and clerical work in support of a division. Responsibilities include regular contact with government officials, City Council or board or commission members, representatives of business or community organizations, the public, and all levels of City personnel to exchange information and explain administrative policies and procedures. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- Graduation from high school or possession of a GED;
- Four (4) years of progressively responsible secretarial or office administrative experience;  
AND
- Computer proficiency in Microsoft Word and Excel.

***LICENSES/CERTIFICATIONS***

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

***DESIRABLE QUALIFICATIONS***

- Completion of college level courses in the areas of management and/or supervision;
- Business or secretarial training and experience in dealing with governmental, community, and business representatives; and
- Computer proficiency in Microsoft Access and Power Point.

**DISTINGUISHING CHARACTERISTICS**

This advanced secretarial class is distinguished from other City office support classes in that incumbents normally report to division head or higher City position with responsibilities involving the frequent use of tact, discretion, initiative, and independent judgment. This class differs from the lower level Office Specialist II in that the latter is a journey level class that performs routine clerical work. This class is distinguished from the higher-level Office Specialist IV classification, in that the latter is responsible for performing advanced administrative work to support departmental functions.

**TYPICAL DUTIES**

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

Under general supervision:

- Performs complex secretarial and administrative support work in support of departmental functions;
- Provides lead direction, training, and review of assigned office support staff work;

## **OFFICE SPECIALIST III (CONTINUED)**

- Receives and screens visitors and telephone calls providing information which regularly requires the use of judgment and the interpretation of policies and procedures;
- Conducts routine research, compiles data, and performs routine statistical analysis;
- Sorts and distributes mail received by administrative staff;
- Types drafts and a wide variety of finished documents from longhand notes, brief instructions, or printed materials using a personal computer system and word processing software;
- Initiates specified correspondence independently for signature by appropriate management staff;
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage;
- Organizes and maintains various administrative, reference, and follow-up files;
- Organizes meetings by notifying participants, making room arrangements, and preparing required informational materials;
- Prepares minutes or summaries of activities of commission and board meetings;
- May perform budget maintenance and assist division head or higher level management staff in budget preparation;
- Relieves managers and supervisors of certain administrative matters by following up on projects, transmitting information, keeping informed of pertinent activities, making appointments, and maintaining a calendar;
- Organizes own work, sets priorities, and meets critical deadlines; ensures that such deadlines are met by other staff;
- May provide relief back-up support for clerical staff as required; and
- Performs other related duties as assigned.

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

#### Knowledge of

- Standard office administrative and secretarial practices and procedures, including business letter writing;
- The operation of common office equipment including a personal computer, on-line terminal, and facsimile machine;
- Recordkeeping;
- Report preparation;
- Filing methods;
- Correct English usage, including spelling, grammar, punctuation, and vocabulary;
- Standard business arithmetic;
- Basic supervisory principles and practices; and
- Office safety practices, procedures and standards

#### Ability to:

- Provide varied, complex, and often confidential secretarial and office administrative assistance to division head or higher level management staff;
- Use initiative and independent judgment within established guidelines;
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the general public;

## **OFFICE SPECIALIST III (CONTINUED)**

- Analyze and resolve administrative situations and problems;
- Research, compile, and summarize a variety of informational materials;
- Use word-processing, spreadsheet, and scheduling software proficiently;
- Compose correspondence independently or from brief instructions;
- Instruct staff in work procedures;
- Direct and review the work of assigned staff;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- Work in a team-based environment and achieve common goals;
- Communicate clearly and effectively, both orally and in writing;
- Understand and follow oral and written instructions;
- Deal tactfully and courteously with the public; and
- Walk or stand for extended periods of time and bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties .

### **SUPERVISION RECEIVED**

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

### **SUPERVISION EXERCISED**

May supervise assigned secretarial and/or general clerical support staff.

### **SPECIAL CONDITIONS**

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

### **CLASSIFICATION HISTORY**

Rev. 07/2017; Rev. 03/2020

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

**TITLE: OFFICE SPECIALIST III (938)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Varies	Varies	Non-Exempt

**CLASS SUMMARY**

Under general supervision, performs advanced office and clerical work in support of a division. Responsibilities include regular contact with government officials, City Council or board or commission members, representatives of business or community organizations, the public, and all levels of City personnel to exchange information and explain administrative policies and procedures. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- Graduation from high school or possession of a GED;
- Four (4) years of progressively responsible secretarial or office administrative experience; ~~and~~ AND
- Computer proficiency in Microsoft Word and Excel.

***LICENSES/CERTIFICATIONS***

- Possession of a valid California Class C driver’s license is required at time of appointment and for duration of employment.
- ~~Certification of the ability to type at a net rate of 50 wpm on a computer is required at time of application.~~

***DESIRABLE QUALIFICATIONS***

- Completion of college level courses in the areas of management and/or supervision;
- Business or secretarial training and experience in dealing with governmental, community, and business representatives; and
- Computer proficiency in Microsoft Access and Power Point.

**DISTINGUISHING CHARACTERISTICS**

This advanced secretarial class is distinguished from other City office support classes in that incumbents normally report to division head or higher City position with responsibilities involving the frequent use of tact, discretion, initiative, and independent judgment. This class differs from the lower level Office Specialist II in that the latter is a journey level class that performs routine clerical work. This class is distinguished from the higher level Office Specialist IV classification, in that the latter is responsible for performing advanced administrative work to support departmental functions. ~~Responsibilities include regular contact with government officials, City Council or board or commission members, representatives of business or community organizations, the public, and all levels of City personnel to exchange information and explain administrative policies and procedures.~~

**TYPICAL DUTIES**

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

## OFFICE SPECIALIST III (CONTINUED)

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

Under general supervision:

- Performs complex secretarial and administrative support work in support of departmental functions;
- Provides lead direction, training, and review of assigned office support staff work;
- Receives and screens visitors and telephone calls providing information which regularly requires the use of judgment and the interpretation of policies and procedures;
- Conducts routine research, compiles data, and performs routine statistical analysis;
- Sorts and distributes mail received by administrative staff;
- Types drafts and a wide variety of finished documents from longhand notes, brief instructions, or printed materials using a personal computer system and word processing software;
- Initiates specified correspondence independently for signature by appropriate management staff;
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage;
- Organizes and maintains various administrative, reference, and follow-up files;
- Organizes meetings by notifying participants, making room arrangements, and preparing required informational materials;
- Prepares minutes or summaries of activities of commission and board meetings;
- May perform budget maintenance and assist division head or higher level management staff in budget preparation;
- Relieves managers and supervisors of certain administrative matters by following up on projects, transmitting information, keeping informed of pertinent activities, making appointments, and maintaining a calendar;
- Organizes own work, sets priorities, and meets critical deadlines; ensures that such deadlines are met by other staff;
- May provide relief back-up support for clerical staff as required; and
- Performs other related duties as assigned.

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

Knowledge of

- Standard office administrative and secretarial practices and procedures, including business letter writing;
- The operation of common office equipment including a personal computer, on-line terminal, and facsimile machine;
- Recordkeeping;
- Report preparation;
- Filing methods;
- Correct English usage, including spelling, grammar, punctuation, and vocabulary;
- Standard business arithmetic;
- Basic supervisory principles and practices; and
- Office safety practices, procedures and standards

## **OFFICE SPECIALIST III (CONTINUED)**

Ability to:

- Provide varied, complex, and often confidential secretarial and office administrative assistance to division head or higher level management staff;
- Use initiative and independent judgment within established guidelines;
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the general public;
- Analyze and resolve administrative situations and problems;
- Research, compile, and summarize a variety of informational materials;
- Use word-processing, spreadsheet, and scheduling software proficiently;
- Compose correspondence independently or from brief instructions;
- ~~Type from clear copy at a net rate of not less than 50 words per minute on a computer keyboard;~~
- Instruct staff in work procedures;
- Direct and review the work of assigned staff;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- Work in a team-based environment and achieve common goals;
- Communicate clearly and effectively, both orally and in writing;
- Understand and follow oral and written instructions;
- Deal tactfully and courteously with the public; and
- Walk or stand for extended periods of time and bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties .

### **SUPERVISION RECEIVED**

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

### **SUPERVISION EXERCISED**

May supervise assigned secretarial and/or general clerical support staff.

### **SPECIAL CONDITIONS**

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

### **CLASSIFICATION HISTORY**

Rev. 07/2017; [Rev. 03/2020](#)

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

**TITLE: SENIOR INSPECTOR (750)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Community Development	Inspection Manager	Non-Exempt

**CLASS SUMMARY**

Under general supervision, incumbents perform work in a supervisory capacity and are responsible for performing the most complex building, electrical, plumbing, and mechanical inspections and supervising and coordinating the work of less experienced inspectors and support staff. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- Graduation from high school or possession of a GED; AND
- Five (5) years of increasingly responsible experience in building inspection.

***ACCEPTABLE SUBSTITUTION***

Experience as a licensed General, Electrical, Mechanical, or Plumbing contractor may be substituted for the required inspection experience on a year for year basis, up to two (2) years.

***LICENSES/CERTIFICATIONS***

The following are required at time of appointment and for the duration of employment:

- A valid California Class C driver's license; and
- Certification as a Building Inspector, Electrical Inspector, Plumbing Inspector, Mechanical Inspector, or Combination Inspector by the International Code Council (ICC) or International Association of Plumbing and Mechanical Officials (IAPMO), or equivalent.

***DESIRABLE QUALIFICATIONS***

- Depending on position assignment, the required experience and certification may be required in a particular specialty such as building inspection, electrical inspection, or plumbing and mechanical inspection;
- Certified Access Specialist (CAsp) certification is desirable;
- Minimum one (1) year of supervisory experience that includes supervising building inspectors;
- Experience with a city and/or county agency is highly desirable.

**DISTINGUISHING CHARACTERISTICS**

Depending on the area of expertise, each Senior Inspector may be assigned to one or more of the following Programs or specialties: Building, Electrical, Permit Center, and Plumbing & Mechanical. An incumbent in this classification is expected to perform as an expert and exercises considerable independent judgment in the performance of duties. This classification is distinguished from the Inspection Manager in that the latter is a management classification responsible for planning, directing, and coordinating field inspections and technology projects of the Building Inspection Division in the Planning and Inspection Department. This classification differs from Combination Inspector in that the latter is a journey level classification that performs building inspection.

## **SENIOR INSPECTOR (CONTINUED)**

### **TYPICAL DUTIES**

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

- Supervises, schedules, prioritizes, and coordinates the work of inspectors and support staff; provides assistance to subordinates
- Performs the most complex inspections to ensure compliance with relevant laws, codes, and ordinances
- Reviews plans for construction, alterations, replacements, or repair of buildings to ensure compliance with applicable plans, specs, permits, codes and safety standards
- Reviews and evaluates alternate materials and methods of construction applications and third party evaluations
- Interprets applicable laws, codes, and ordinances; assists management with final interpretation of laws, codes, and ordinances; enforces corrections in accordance with legal provisions
- Responds to questions and concerns from builders, property owners, coworkers, and the general public
- Assists management with the planning and evaluation of the assigned program
- Maintains records and correspondence pertaining to inspection work; prepares and writes technical reports
- Supervises, trains, and evaluates assigned personnel
- Participates in the process of hiring, promotion, discipline, grievance, and related actions
- Performs other related duties, as assigned

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

Knowledge of:

- Pertinent Federal, State, and local laws, codes, and ordinances pertaining to building inspection
- Proper inspection methods, procedures, and materials pertaining to building inspection
- Principles and practices of safety pertaining to building inspection
- Principles and practices of effective supervision
- Personal computers and standard business software applications

Ability to:

- Interpret and explain pertinent Federal, State, and local laws, codes, and ordinances pertaining to building inspection
- Interpret, and explain blueprints, plans, drawings, and specifications
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines
- Train, motivate, counsel, and evaluate subordinates
- Establish and maintain effective working relationships with building contractors, construction workers, City employees, the general public, and others contacted in the course of work
- Tactfully gain the cooperation and compliance of individuals and organizations
- Work in a team-based environment and achieve common goals
- Prepare and maintain accurate and precise written documents such as technical reports,



## **SENIOR INSPECTOR (CONTINUED)**

- records, forms, and correspondence
- Communicate clearly and effectively, both orally and in writing
- Perform arithmetic computations with accuracy
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties
- Identify color and materials normally used in construction

### **SUPERVISION RECEIVED**

Receives direction from the Inspection Manager, or other supervisor as assigned.

### **SUPERVISION EXERCISED**

Provides supervision to inspectors, paraprofessional and support staff, and/or other employees, as assigned.

### **SPECIAL CONDITIONS**

- May be required to occasionally work evenings and weekends
- Must be able to perform 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.

### **CLASSIFICATION HISTORY**

Rev. 07/2015; Rev. 03/2020

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

**TITLE: SENIOR INSPECTOR (750)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Community Development	Inspection Manager	Non-Exempt

**CLASS SUMMARY**

Under general supervision, incumbents perform work in a supervisory capacity and are responsible for performing the most complex building, electrical, plumbing, and mechanical inspections and supervising and coordinating the work of less experienced inspectors and support staff. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- Graduation from high school or possession of a GED; ~~and~~ AND
- Five (5) years of increasingly responsible experience in building inspection, ~~with a city and/or county agency~~

**ACCEPTABLE SUBSTITUTION**

Experience as a licensed General, Electrical, Mechanical, or Plumbing contractor may be substituted for the required inspection experience on a year for year basis, up to two (2) years.

***LICENSES/CERTIFICATIONS***

The following are required at time of appointment and for the duration of employment:

- A valid California Class C driver's license; and
- Certification as a Building Inspector, Electrical Inspector, Plumbing Inspector, Mechanical Inspector, or Combination Inspector by the International Code Council (ICC) or International Association of Plumbing and Mechanical Officials (IAPMO), or equivalent.

***DESIRABLE QUALIFICATIONS***

- Depending on position assignment, the required experience and certification may be required in a particular specialty such as building inspection, electrical inspection, or plumbing and mechanical inspection;
- Certified Access Specialist (CAsp) certification is desirable;
- Minimum one (1) year of supervisory experience that includes supervising building inspectors;
- Experience with a city and/or county agency is highly desirable.

**DISTINGUISHING CHARACTERISTICS**

~~The Senior Inspector is a supervisory classification responsible for performing the more complex building, electrical, plumbing, and mechanical inspections and supervising and coordinating the work of less experienced inspectors and support staff.~~ Depending on the area of expertise, each Senior Inspector may be assigned to one or more of the following Programs or specialties: Building, Electrical, Permit Center, and Plumbing & Mechanical. An incumbent in this classification is expected to perform as an expert and exercises considerable independent judgment in the performance of duties. This classification is distinguished from the Inspection Manager in that the latter is a management classification responsible for planning, directing, and

## SENIOR INSPECTOR (CONTINUED)

coordinating field inspections and technology projects of the Building Inspection Division in the Planning and Inspection Department. This classification differs from Combination Inspector in that the latter is a journey level classification that performs building inspection.

### **TYPICAL DUTIES**

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

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

- Supervises, schedules, prioritizes, and coordinates the work of inspectors and support staff; provides assistance to subordinates
- Performs the most complex inspections to ensure compliance with relevant laws, codes, and ordinances
- Reviews plans for construction, alterations, replacements, or repair of buildings to ensure compliance with applicable plans, specs, permits, codes and safety standards
- Reviews and evaluates alternate materials and methods of construction applications and third party evaluations
- Interprets applicable laws, codes, and ordinances; assists management with final interpretation of laws, codes, and ordinances; enforces corrections in accordance with legal provisions
- Responds to questions and concerns from builders, property owners, coworkers, and the general public
- Assists management with the planning and evaluation of the assigned program
- Maintains records and correspondence pertaining to inspection work; prepares and writes technical reports
- Supervises, trains, and evaluates assigned personnel
- Participates in the process of hiring, promotion, discipline, grievance, and related actions
- Performs other related duties, as assigned

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

Knowledge of:

- Pertinent Federal, State, and local laws, codes, and ordinances pertaining to building inspection
- Proper inspection methods, procedures, and materials pertaining to building inspection
- Principles and practices of safety pertaining to building inspection
- Principles and practices of effective supervision
- Personal computers and standard business software applications

Ability to:

- Interpret and explain pertinent Federal, State, and local laws, codes, and ordinances pertaining to building inspection
- Interpret, and explain blueprints, plans, drawings, and specifications
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines
- Train, motivate, counsel, and evaluate subordinates

## **SENIOR INSPECTOR (CONTINUED)**

- Establish and maintain effective working relationships with building contractors, construction workers, City employees, the general public, and others contacted in the course of work
- Tactfully gain the cooperation and compliance of individuals and organizations
- Work in a team-based environment and achieve common goals
- Prepare and maintain accurate and precise written documents such as technical reports, records, forms, and correspondence
- Communicate clearly and effectively, both orally and in writing
- Perform arithmetic computations with accuracy
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties
- Identify color and materials normally used in construction

### **SUPERVISION RECEIVED**

Receives direction from the Inspection Manager, or other supervisor as assigned.

### **SUPERVISION EXERCISED**

Provides supervision to inspectors, paraprofessional and support staff, and/or other employees, as assigned.

### **SPECIAL CONDITIONS**

- ~~Required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager's Directive 100~~
- May be required to occasionally work evenings and weekends
- Must be able to perform 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.

### **CLASSIFICATION HISTORY**

Rev. 07/2015; Rev. 03/2020