



# City of Santa Clara

## Call and Notice of Special Meeting

### Civil Service Commission

Tuesday, September 1, 2020

11:45 AM

Special Meeting -  
City Hall Council Chambers &  
Virtual Meeting

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 Tuesday, September 1, 2020, at 11:45 am 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 and Zoom Webinar, to consider the following matter(s) and to potentially take action with respect to them.

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, Committee members will be attending the meeting remotely. The City of Santa Clara has implemented methods for the public to participate remotely via Zoom link or phone call in.

To join Zoom Meeting please use this URL to join.

<https://santaclaraca.zoom.us/95784590054>

Webinar ID: 957 8459 0054

Or join by phone:

US: +1 669 900 6833

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

*Pledge of Allegiance*

#### **PUBLIC PRESENTATIONS**

#### **GENERAL BUSINESS**

1. **20-828** [Action to Extend Probationary Period of a Street Maintenance Worker I \(Employee No. 06972\)](#)

**Recommendation:** Approve the extension of the probationary period for a Street Maintenance Worker I (Employee No. 06972)

2.     **20-829**     [Action to Extend Probationary Period for an Automotive Technician I \(Employee No. 07742\)](#)

**Recommendation:** Approve the extension of the probationary period for an Automotive Technician I (Employee No. 07742)

**STAFF REPORT**

**COMMISSIONERS REPORT**

**ADJOURNMENT**

*The next regularly scheduled meeting is September 14, 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.*



## Agenda Report

20-828

Agenda Date: 9/1/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Extend Probationary Period of a Street Maintenance Worker I (Employee No. 06972)

#### ACTION AND AUTHORITY

The Public Works Department is requesting to extend the probationary period for a Street Maintenance Worker I (Job Code 811) pursuant to Civil Service Rule 4.20(b) which provides that, "Any permanent employee who is an applicant for promotion may have their probationary period extended by the Commission to permit the acquisition of required licenses or certificates or completion of training. Regular classified employees may have their probationary period extended by the Commission for reasons of sickness or absence."

#### DISCUSSION

Due to the COVID-19 Pandemic and actions taken by the State and County to shelter in place, the Department is recommending a probation extension for a Street Maintenance Worker I (Employee No. 06972). assigned to work in the Landscape Division need to successfully obtain a "California Department of Food and Agriculture Qualified Applicator Certificate (QAC) in categories B, C, or F prior to completing probation" as a minimum qualification. When the Shelter-in-Place began in March 2020, the Public Works Department received information from the Department of Pesticide Regulation (DPR) Licensing and Certification Program that exams would be on hold until approximately August/September 2020 due to the COVID-19 Pandemic. The DPR was going to contact applicants that applied for the QAC testing as openings became available. However, the DPR has not yet reached out to the incumbent to process the examination application or schedule the QAC examination. The incumbent's probationary period is scheduled to end on September 10, 2020; however, it is recommended to extend the employee's probation by approximately six (6) months to allow adequate time for the DPR to contact the incumbent and schedule the QAC examination as openings become available. Due to the fluid state of the COVID-19 Pandemic, should the DPR not reschedule the incumbent for the examination during this timeframe, the Department may extend the probationary period until such time the incumbent is able to successfully complete the QAC examination. This additional time will allow the employee the opportunity to obtain the required certification to meet the minimum qualifications of the Street Maintenance Worker I (Job Code 811) classification.

The bargaining unit, American Federation of State, County and Municipal Employees, Local 101 (Unit 6) was notified of this extension from probation.

#### ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a

governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

**FISCAL IMPACT**

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

**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 extension of the probationary period for a Street Maintenance Worker I (Employee No. 06972)

Reviewed by: Ashley Lancaster, Division Manager, Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



## Agenda Report

20-829

Agenda Date: 9/1/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Extend Probationary Period for an Automotive Technician I (Employee No. 07742)

#### ACTION AND AUTHORITY

The Public Works Department is requesting to extend the probationary period for an Automotive Technician I (Job Code 248) pursuant to Civil Service Rule 4.20(b) which provides that, "Any permanent employee who is an applicant for promotion may have their probationary period extended by the Commission to permit the acquisition of required licenses or certificates or completion of training. Regular classified employees may have their probationary period extended by the Commission for reasons of sickness or absence."

#### DISCUSSION

Due to the COVID-19 Pandemic and actions taken by the State and County to shelter in place, the Department is recommending a probation extension for an Automotive Technician I (Employee No. 07742). As a minimum qualification for the classification of Automotive Technician I (Job Code 248), possession and maintenance of a Class A driver's license with air brake test "is required prior to completion of the probationary period." Due to the COVID-19 Pandemic, there have been several scheduling challenges for the incumbent to obtain their Class A driver's license through the California Department of Motor Vehicles (DMV). The employees probationary period is scheduled to end on September 3, 2020; however, the Department is recommending a three (3) month probation extension, which should allow adequate time for the employee to obtain their Class A driver's license within this timeframe.

The bargaining unit, American Federation of State, County and Municipal Employees, Local 101 (Unit 6) was notified of this extension from probation.

#### ENVIRONMENTAL REVIEW

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

#### FISCAL IMPACT

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

#### 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 extension of the probationary period for an Automotive Technician I (Employee No. 07742)

Reviewed by: Ashley Lancaster, Division Manager, Human Resources

Approved by: Aracely Azevedo, Director of Human Resources