



# City of Santa Clara

## Meeting Agenda

### Civil Service Commission

Monday, September 14, 2020

7:00 PM

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

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/j/95355293731>

Meeting ID: 953 5529 3731

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

*Pledge of Allegiance*

#### **CONSENT CALENDAR**

**20-586** [Action to Approve the Meeting Minutes of May 18, 2020.](#)

**Recommendation:** Approve the Meeting Minutes of the Special Meeting of May 18, 2020.

**20-845** [Action to Approve the Meeting Minutes of September 1, 2020](#)

**Recommendation:** Approve the Meeting Minutes of September 1, 2020.

**20-795** [Action to Approve the Open Recruitment Report for September 1, 2019 through August 31, 2020](#)

**Recommendation:** Approve the Open Recruitment Report for September 1, 2019 through August 31, 2020

#### **PUBLIC PRESENTATIONS**

#### **GENERAL BUSINESS**

**20-818** [Announcement of and Call for Applicants to the Salary Setting Commission](#)

**Recommendation:** Announce and call for applicants to the Salary Setting Commission pursuant to Charter Section 702.

**20-827** [Request to Extend Eligible List for Deputy Fire Marshal I \(Job Code 372\)](#)

**Recommendation:** Staff recommends the Civil Service Commission approve the request to extend the eligible list for Deputy Fire Marshal I (Job Code 372) by one (1) year with a new expiration date of September 6, 2021.

**20-830** [Action to Adjust the Examination Weighting Plan for Electric Crew Foreperson \(Job Code 550\)](#)

**Recommendation:** Approve the modified weighting plan for Electric Crew Foreperson (Job Code 550)

**STAFF REPORT**

**COMMISSIONERS REPORT**

**ADJOURNMENT**

*The next regularly scheduled meeting is November 9, 2020.*



# City of Santa Clara

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

## Agenda Report

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20-586

Agenda Date: 9/14/2020

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

#### **SUBJECT**

Action to Approve the Meeting Minutes of May 18, 2020.

#### **RECOMMENDATION**

Approve the Meeting Minutes of the Special Meeting of May 18, 2020.



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

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05/18/2020

6:00 PM

City Hall - Council Chambers / Zoom Webinar

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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 Monday, May 18, 2020, at 6:00 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 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/j/94455297256>.

Webinar ID: 944 5529 7256

Or join by phone:

• US: +1 669 900 6833

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

Chairperson Brown called the meeting to order at 6:05 pm, and lead the meeting in the Pledge of Allegiance.

#### **CONSENT CALENDAR**

1.A [20-530](#) Action to Approve the Civil Service Commission Meeting Minutes of March 12, 2020

**Recommendation:** Approve the Meeting Minutes of March 12, 2020

**A motion was made by Commissioner Bouza, seconded by Commissioner Felizardo, to approve the Civil Service Commission Meeting Minutes of March 12, 2020.**

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

- 1.B [20-531](#) Action to Approve the Continued Civil Service Commission Meeting Minutes of February 10, 2020
- Recommendation:** Approve the continued Civil Service Commission Meeting Minutes of February 10, 2020
- A motion was made by Commissioner McAllister, seconded by Commissioner Bouza, to approve the Continued Civil Service Commission Meeting Minutes of February 10, 2020.**
- Aye:** 3 - Commissioner Bouza, Vice Chair McAllister, and Chair Brown Jr.
- Abstained:** 2 - Commissioner Felizardo, and Commissioner Casey
- 1.C [20-529](#) Action to Approve the Open Recruitment Report for May 1, 2019 through April 30, 2020
- Recommendation:** Approve the Open Recruitment Report for May 1, 2019 through April 30, 2020
- A motion was made by Commissioner Bouza, seconded by Commissioner Mc Allister, to approve the Open Recruitment Report for May 1, 2019 through April 30, 2020.**
- Aye:** 5 - Commissioner Bouza, Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, and Commissioner Casey

### **PUBLIC PRESENTATIONS**

None

### **GENERAL BUSINESS**

- 2 [20-518](#) Action to Modify the Class Specification for Public Works Supervisor
- Recommendation:** Approve the modified class specification for Public Works Supervisor (Job Code 151)
- A motion was made by Commissioner McAllister, seconded by Commissioner Bouza, to modify the class specification for Public Works Supervisor.**
- Aye:** 5 - Commissioner Bouza, Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, and Commissioner Casey
- 3 [20-519](#) Action to Extend Probationary Period of Six Journey Lineworker Apprentices
- Recommendation:** Approve the extension of the probationary period for six Journey Lineworker Apprentices (Employee No's. 06386, 07113, 07114, 07133, 05790, and 07245)
- Not considered**

**STAFF REPORT**

None

**COMMISSIONERS REPORT**

Chairperson Brown inquired if there would be a Brown Act Presentation. Assistant City Attorney Sujata Reuter requested to postpone the Brown Act Presentation for a future meeting when Commission Members can all be present.

**ADJOURNMENT**

Chairperson Brown adjourned the meeting at 6:18 pm.

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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20-845

Agenda Date: 9/14/2020

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

#### **SUBJECT**

Action to Approve the Civil Service Commission Meeting Minutes of September 1, 2020

#### **RECOMMENDATION**

Approve the Meeting Minutes of September 1, 2020.



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

09/01/2020

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 11:30 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**

Chairperson Brown called the meeting to order at 11:48 am, and led the meeting in the Pledge of Allegiance.

**Present** 5 - Vice Chair Carolyn McAllister, Chair Willie D. Brown Jr.,  
Commissioner Franklin Felizardo, Commissioner John Casey,  
and Commissioner Tahir Naim



**PUBLIC PRESENTATIONS**

None

**GENERAL BUSINESS**

[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)

**A motion was made by Commissioner Naim, seconded by Commissioner McAllister to approve the action to extend the probationary period of a Street Maintenance Worker I. (Employee No. 06972)**

**Aye:** 5 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, Commissioner Casey, and Commissioner Naim

[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)

**A motion was made by Commissioner McAllister, seconded by Commissioner Naim to extend the probationary period for an Automotive Technician I. (Employee No. 07742)**

**Aye:** 5 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, Commissioner Casey, and Commissioner Naim

**STAFF REPORT**

None

**COMMISSIONERS REPORT**

**Chairperson Brown formally welcomed Commissioner Naim to the Civil Service Commission and that it was an honor to work with him.**

**ADJOURNMENT**

Chairperson Brown adjourned the meeting at 12:05 pm.

**Adjourned**



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
santaclaraca.gov  
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## Agenda Report

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20-795

Agenda Date: 9/14/2020

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### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Approve the Open Recruitment Report for September 1, 2019 through August 31, 2020

#### RECOMMENDATION

Approve the Open Recruitment Report for September 1, 2019 through August 31, 2020

#### ATTACHMENT

1. Open Recruitment Report for September 1, 2019 through August 31, 2020

**OPEN RECRUITMENT REPORT**  
**Classified**  
**September 1, 2019 - August 31, 2020**

<b>Req #</b>	<b>Title</b>	<b>Status</b>	<b>Department</b>	<b>Created</b>
19153	Journey Lineworker	Open	Electric Utility	9/11/2019
19157	Estimator	Open	Electric Utility	9/12/2019
19156	Principal Electric 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	Open	Parks and Recreation	10/11/2019
19180	Combination Inspector	Open	Community Development	10/22/2019
19182	Electric Utility Engineer	Open	Electric Utility	10/23/2019
19185	Customer Service Representative	Open	Community Development	10/25/2019
19188	Electric Engineering Aide	Open	Electric Utility	10/31/2019
19190	Staff Analyst I	Open	Water and Sewer Utilities	11/5/2019
19194/ 19195	Customer Service Representative	Open	Finance	11/13/2019
19200	Librarian II	Open	Library	11/17/2019
19201	Office Specialist II	Open	Community Development	11/20/2019
19202	Meter Data Analyst	Open	Finance	11/21/2019
19203	Senior Engineering Aide	Open	Electric Utility	11/21/2019
19205/ 19206	Deputy Fire Marshal II	Open	Fire	11/25/2019
19208	Water & Sewer Maintenance Worker I	Open	Water and Sewer Utilities	12/9/2019
19209	Library Program Coordinator	Open	Library	12/13/2019
19210/ 19211	Librarian I & II	Open	Library	12/16/2019
19214	Deputy Fire Marshal II	Open	Fire	12/17/2019
19213	Library Technology Assistant	Open	Library	12/17/2019
19212	Office Specialist II	Open	Parks and Recreation	12/17/2019
19215	Deputy Fire Marshal 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	1/2/2020
19223	Library Assistant	Open	Library	1/6/2020
19222	Utility Services Technician	Open	Electric Utility	1/6/2020
19231	Service Coordinator Inspector	Open	Electric Utility	1/13/2020
19230	Senior Engineering Aide	Open	Electric Utility	1/13/2020
19235	Office Specialist III	Open	Public Works	1/15/2020
19236	Senior Key Customer Service Representative	Open	Finance	1/21/2020
19237	Assistant Sanitary Sewer Superintendent	Open	Water and Sewer Utilities	1/23/2020
19238	Assistant Engineer (Civil)	Open	Public Works	1/27/2020
19241	Senior Electric Utility Engineer	Open	Electric Utility	1/29/2020
19243	Senior Plans Examiner	Open	Community Development	1/30/2020
19244	Associate Engineer (Civil)	Open	Public Works	1/31/2020

<b>Req #</b>	<b>Title</b>	<b>Status</b>	<b>Department</b>	<b>Created</b>
19246	Plans Examiner	Open	Community Development	2/3/2020
19245	Public Safety Dispatcher I	Open	Police	2/3/2020
19248	Electric Engineering Aide	Open	Electric Utility	2/12/2020
19247	Public Works Inspector	Open	Public Works	2/12/2020
19249	Engineering Aide	Open	Electric Utility	2/20/2020
20252	Assistant/Associate Planner	Open	Community Development	2/26/2020
19253	Plans Examiner	Open	Community Development	2/28/2020
19254	Staff Analyst I	Open	Community Development	2/28/2020
19256	Public Safety Dispatcher II	Open	Police	3/5/2020
19259	Police Officer	Open	Police	3/18/2020
19270	Utility Field Services Worker	Open	Electric Utility	7/1/2020
19271	Police Lieutenant	Open	Police	7/7/2020
20274	Electric Crew Foreperson	Open	Electric Utility	7/30/2020
20273	Electric Utility Electrician Technician	Open	Electric Utility	7/30/2020
20272	Electrician	Open	Electric Utility	7/30/2020
20276	Police Officer	Open	Police	7/30/2020
20275	Public Safety Dispatcher II	Open	Police	7/30/2020
20278	Code Enforcement Officer	Open	Public Works	8/10/2020



## Agenda Report

20-818

Agenda Date: 9/14/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Announcement of and Call for Applicants to the Salary Setting Commission

#### ACTION AND AUTHORITY

To announce and call for applicants to the Salary Setting Commission, per Charter Section 702.

#### DISCUSSION

Pursuant to Charter Section 702, the Civil Service Commission is announcing and calling for applicants for the City of Santa Clara Salary Setting Commission, which is charged with setting the salaries for the Mayor, Council, City Clerk, and Police Chief.

The Salary Setting Commission must be formed and its five (5) members appointed no later than January 1, 2021.

#### **Eligibility and Conflict of Interest**

Before serving on the Salary Setting Commission, any interested resident must meet eligibility requirements and, in order to avoid any potential or perceived conflict of interest, the following criteria will apply to each Commission member.

Before serving on the Commission, each member must establish:

- That she/he is a qualified elector of the City, and
- At the time of application, she/he must also provide two forms of proof of residency (e.g., driver's license, passport, utility bill, etc.).

Before serving, each member must also sign a waiver expressly providing:

- That she/he does not and will not work for a candidate for City of Santa Clara elective office while serving on the Commission;
- That she/he will not run for a City of Santa Clara elective office for the period of time during which his/her compensation decision is in effect;
- That she/he is not currently a City of Santa Clara registered lobbyist and will not register as a City of Santa Clara lobbyist for the period of time during which his/her compensation decision is in effect; and
- That she/he is not a family member, staff member, business partner/associate, or in any other way in a position to financially benefit from a decision made by the Commission
- That he/she will be required to complete a Form-700 filing.

#### **Communication Outreach Plan**

There will be two different communication outreach plans related to the Salary Setting Commission -

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one to inform the public of the roles and responsibilities of the Commission as it is created and one to promote the vacancies and seek interested residents to serve.

The communications outreach plan will include the following:

- Development of a city webpage and posting news items, social media posts and the City Manager's Blog with direct links to the page for more information
- Development of a flyer to post at City facilities
- Email flyer and information to constituent database
- Email flyer and information to the Interest List maintained by the City Clerk's Office
- Issue a press release to local media outlets

The schedule for alerting and educating the public and your Commission is as follows:

Week of September 14 - Begin promotion of the vacancies as described above

Thursday, October 15 by 5:00 p.m. - Applications due to the City Clerk's Office

Thursday, October 22 - Interviews and Appointment of Members to the Commission

Monday, November 9 - Oath of Office for all Commissioners and Orientation Meeting

### **FISCAL IMPACT**

There is no cost to the City to open the call for applicants other than administrative staff time.

### **COORDINATION**

This report has been coordinated with the City Attorney's Office, Finance Department and the City Clerk's Office.

### **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**

Announce and call for applicants to the Salary Setting Commission pursuant to Charter Section 702.

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



## Agenda Report

20-827

Agenda Date: 9/14/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Request to Extend Eligible List for Deputy Fire Marshal I (Job Code 372)

#### ACTION AND AUTHORITY

The Fire Department is requesting to extend the eligible list for Deputy Fire Marshal I (Job Code 372) pursuant to Civil Service Rule 4.3 (Duration of Lists) which provides that, "Eligible lists shall remain in force for a period of one (1) year. Eligible lists for sworn promotional positions in the police department shall remain in force for a period of two (2) years. The eligible list may be extended to two (2) years with the approval of the Commission. The eligible list for entry level Police Officers shall remain in force for six (6) months. The Director of Human Resources may abolish an eligible list if that list contains less than five (5) names."

#### BACKGROUND

The current eligible list for Deputy Fire Marshal I (Job Code 372) was established on September 6, 2019 and expired on September 6, 2020. The Fire Department is requesting approval for the Commission to retroactively extend the Deputy Fire Marshal I (Job Code 372) eligible list for one (1) year with a new expiration date of September 6, 2021.

#### DISCUSSION

The Fire Department anticipates future openings in the Deputy Fire Marshal I (Job Code 372) classification due to retirements. In order to quickly fill their positions with candidates from the existing list, it is recommended that the Commission retroactively approve the extension of the eligible list for one (1) year with a new expiration date of September 6, 2021. Extending the eligible list will allow the Fire Department to hire off of the current eligible list which has 12 active and qualified candidates remaining on the list. There is an extensive background process for this classification, so extending the eligibility list will expedite the recruitment process in the future.

#### 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

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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**

Staff recommends the Civil Service Commission approve the request to extend the eligible list for Deputy Fire Marshal I (Job Code 372) by one (1) year with a new expiration date of September 6, 2021.

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources





## Agenda Report

20-830

Agenda Date: 9/14/2020

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### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Electric Crew Foreperson (Job Code 550)

#### BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Electric Crew Foreperson (Job Code 550). 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

Due to the COVID-19 Pandemic, the Human Resources Department in coordination with Silicon Valley Power are recommending modifications to the examination weighting plan for Electric Crew Foreperson (Job Code 550) on a one-time basis. Currently, the examination weighting plan is 50% written and 50% oral. The proposed modification is to make the examination 100% oral due to guidelines pertaining to COVID-19. In order to minimize public contact to the extent possible, for the safety of our employees and the public, the examination weighting plan is recommended to be modified. In order to address the technical knowledge of the written exam questions, the department will ask technical questions relating to the job as part of the interview process.

There are no recommended changes to the class specification for Electric Crew Foreperson (Job Code 550).

#### 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

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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 weighting plan for Electric Crew Foreperson (Job Code 550)

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources