



City of Santa Clara

Meeting Agenda

Civil Service Commission

Monday, August 9, 2021

7:00 PM

Virtual Meeting

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/97059145929?pwd=YnJ4a2NSNXplaDZrc0FOaFplWDBKdz09>

Meeting ID: 970 5914 5929

Passcode: 793515

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

- 1a. 21-772** [Action to Approve the Civil Service Commission Meeting Minutes of April 12, 2021.](#)

Attachments: [Civil Service Commission Meeting Minutes - April 12, 2021](#)

- 1b. 21-765** [Action to Approve the Civil Service Commission Meeting Minutes of May 10, 2021.](#)

Attachments: [Civil Service Commission Meeting Minutes - May 10, 2021](#)

- 1c. 21-830** [Note and File the Current Status and Requisition Report dated July 31, 2021](#)

Attachments: [Current Status and Requisition Report Dated July,31, 2021](#)

PUBLIC PRESENTATIONS**GENERAL BUSINESS**

- 2a. 21-821 [Action to Retitle and Merge the Assistant Water Superintendent \(Job Code 229\) and Assistant Sanitary Sewer Superintendent \(Job Code 235\) Classifications Into One Classification Titled Assistant Water & Sanitary Sewer Superintendent \(Job Code 229\) and Delete the Assistant Sanitary Sewer Superintendent \(Job Code 235\) Classification](#)

Attachments: [Class Specification, clean, for Assistant Water & Sanitary Sewer Superintendent \(Job Code 229\) Class Specification, track changed version, for Assistant Water & Sanitary Sewer Superintendent \(Job Code 229\)](#)

- 2b. 21-1000 [Action to Abolish the Eligible List for Water and Sewer Maintenance Worker I \(Job Code 914\)](#)
- 2c. 21-1078 [Action to Adjust the Examination Weighting Plan for Public Works Inspector \(Job Code 680\) on a One-time Basis](#)
- 2d. 21-1096 [Action to Adjust the Examination Weighting Plan for Staff Aide I \(Job Code 794\) on a One-time Basis](#)
- 2e. 21-874 [Election of Civil Service Commission Chair and Vice-Chair](#)
- 2f. 21-883 [Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2022](#)

STAFF REPORT**COMMISSIONERS REPORT****ADJOURNMENT**

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.

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City of Santa Clara

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

Agenda Report

21-772

Agenda Date: 8/9/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of April 12, 2021.

RECOMMENDATION

Approve the Meeting Minutes of April 12, 2021.



City of Santa Clara

Meeting Minutes

Civil Service Commission

04/12/2021

7:00 PM

Virtual Meeting

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CALL TO ORDER AND ROLL CALL

Commissioner Brown called the meeting to order at 7:03 pm.

Present 3 - Vice Chair Carolyn McAllister, Chair Willie D. Brown Jr., and Commissioner Tahir Naim

Absent 2 - Commissioner Franklin Felizardo, and Commissioner John Casey

CONSENT CALENDAR

1A [21-385](#) Action to Approve the Civil Service Commission Meeting Minutes of February 22, 2021.

Recommendation: Approve the Meeting Minutes of February 22, 2021.

A motion was made by Vice Chair McAllister, seconded by Commissioner Naim, to approve the Civil Service Commission Meeting Minutes of February 22, 2021.

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

Absent: 2 - Commissioner Felizardo, and Commissioner Casey

2B [21-395](#) Note and File the Current Status and Requisition Report dated March 31, 2021

Recommendation: Note and File the Current Status and Requisition Report dated March 31, 2021

A motion was made by Commissioner Naim, seconded by Vice Chair McAllister, to note and file the Current Status and Requisition Report dated March 31, 2021.

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

Absent: 2 - Commissioner Felizardo, and Commissioner Casey

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS

1A [21-386](#) Action to Adjust the Examination Weighting Plan for Meter Reader (Job Code 595) on a One-time Basis

Recommendation: Approve the modified weighting plan for Meter Reader (Job Code 595) on a one-time basis

A motion was made by Vice Chair McAllister, seconded by Commissioner Naim, to adjust the Examination Weighting Plan for Meter Reader (Job Code 595) on a one-time basis.

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

Absent: 2 - Commissioner Felizardo, and Commissioner Casey

2B [21-558](#) Action to Adjust the Examination Weighting Plan for Human Resources Technician (Job Code 508) on a One-time Basis

Recommendation: Approve the modified weighting plan for Human Resources Technician (Job Code 508) on a one-time basis

A motion was made by Commissioner Naim, seconded by Vice Chair McAllister, to adjust the Examination Weighting Plan for Human Resources Technician (Job Code 508) on a one-time basis.

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

Absent: 2 - Commissioner Felizardo, and Commissioner Casey

STAFF REPORT

None

COMMISSIONERS REPORT

None

ADJOURNMENT

A motion was made by Vice Chair McAllister, seconded by Commissioner Naim, to adjourn the meeting at 7:26 pm.

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

Absent: 2 - Commissioner Felizardo, and Commissioner Casey

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Agenda Report

21-765

Agenda Date: 8/9/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of May 10, 2021.

RECOMMENDATION

Approve the Meeting Minutes of May 10, 2021.



City of Santa Clara

Meeting Minutes

Civil Service Commission

05/10/2021

7:00 PM

Virtual Meeting

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CALL TO ORDER AND ROLL CALL

Vice Chair McAllister called the Civil Service Commission meeting to order at 7:01 pm.

Present 3 - Vice Chair Carolyn McAllister, Commissioner Franklin Felizardo, and Commissioner John Casey

Absent 2 - Chair Willie D. Brown Jr., and Commissioner Tahir Naim

CONSENT CALENDAR

1a. [21-626](#) Action to Approve the Civil Service Commission Meeting Minutes of April 12, 2021.

Recommendation: Approve the Meeting Minutes of April 12, 2021.

There was not a quorum for the Civil Service Commission Meeting Minutes of April 12, 2021. This item will be continued to the June 14, 2021 meeting.

- 1b. [21-700](#) Note and File the Current Status and Requisition Report dated April 30, 2021

Recommendation: Note and File the Current Status and Requisition Report dated April 30, 2021

A motion was made by Commissioner Casey, seconded by Commissioner Felizardo to Note and File the Current Status and Requisition Report dated April 30, 2021.

Aye: 3 - Vice Chair McAllister, Commissioner Felizardo, and Commissioner Casey

Absent: 2 - Chair Brown Jr., and Commissioner Naim

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS

- 2a. [21-698](#) Action to Modify and Retitle the Class Specification for Water Resources Planner (Job Code 907)

Recommendation: Approve the modified and retitled class specification for Water Resources Specialist (Job Code 907)

A motion was made by Commissioner Casey, seconded by Commissioner Felizardo to modify and retitle the Class Specification for Water Resources Planner (Job Code 907)

Aye: 3 - Vice Chair McAllister, Commissioner Felizardo, and Commissioner Casey

Absent: 2 - Chair Brown Jr., and Commissioner Naim

- 2b. [21-699](#) Action to Modify and Make the Class Specifications for Human Resources Technician (Job Code 508) and Senior Human Resources Technician (Job Code 747) Flexibly Staffed

Recommendation: Approve the modified and flexibly staffed class specifications for Human Resources Technician (Job Code 508) and Senior Human Resources Technician (Job Code 747)

A motion was made by Commissioner Felizardo, seconded by Commissioner Casey to modify and make the Class Specifications for Human Resources Technician (Job Code 508) and Senior Human Resources Technician (Job Code 747) flexibly staffed.

Aye: 3 - Vice Chair McAllister, Commissioner Felizardo, and Commissioner Casey

Absent: 2 - Chair Brown Jr., and Commissioner Naim

STAFF REPORT

3a. [21-387](#) Informational Report Regarding City Recruitment Efforts

Recommendation: This item is for information only; no action is required at this time.

COMMISSIONERS REPORT

None

ADJOURNMENT

A motion was made by Commissioner Felizardo, seconded by Commissioner Casey to adjourn the Civil Service Commission Meeting at 7:40 pm.

Aye: 3 - Vice Chair McAllister, Commissioner Felizardo, and Commissioner Casey

Absent: 2 - Chair Brown Jr., and Commissioner Naim

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Agenda Report

21-830

Agenda Date: 8/9/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Note and File the Current Status and Requisition Report dated July 31, 2021

RECOMMENDATION

Note and File the Current Status and Requisition Report dated July 31, 2021

ATTACHMENT

1. Current Status and Requisition Report dated July 31, 2021

Current Status and Requisition Report
Dated July 31, 2021

Requisition	Classification	Department	Number of Positions Approved to Fill
19201	Office Specialist II	Community Development	2
20252	Assistant Associate Planner	Community Development	1
19180	Combination Inspector	Community Development	3
TBD	Office Assistant	Community Development	1
TBD	Permit Technician	Community Development	1
19246/19253	Plans Examiner	Community Development	3
TBD	Electric Maintenance Worker	Electric Utility	1
20273	Electric Utility Electrician Technician	Electric Utility	2
TBD	Electric Helper Driver	Electric Utility	1
20272	Electrician	Electric Utility	1
18037/18146	Electric Utility Programmer Analyst	Electric Utility	1
19154/19182	Electric Utility Engineer	Electric Utility	1
21319	Electric Water System Operator	Electric Utility	1
19153	Journey Lineworker	Electric Utility	TBD
TBD	Senior Electric Technician	Electric Utility	1
31-20-795	Staff Aide II	Electric Utility	1
TBD	Driver Engineer	Fire	TBD
21320	Office Specialist II	Fire	1
19200	Librarian I/II	Library	4.5
19209	Library Program Coordinator	Library	1
19121	Office Specialist II	Parks and Recreation	2
TBD	Parks Foreperson	Parks and Recreation	1
98-19-650C	Police Officer Recruit/Lateral	Police	7
19256/19262	Public Safety Dispatcher I/II	Police	2
TBD	Office Specialist	Police	1
12989	Senior Civil Engineer	Public Works	2
TBD	Assistant Engineer	Water and Sewer Utilities	1
TBD	Equipment Operator	Water and Sewer Utilities	1
TBD	Senior Civil Engineer	Water and Sewer Utilities	1
TBD	Water Resource Specialist	Water and Sewer Utilities	1
19237	Assistant Water/Sanitary Sewer Superintendent	Water and Sewer Utilities	2
19159/19208	Water and Sewer Maintenance Worker I	Water and Sewer Utilities	2



Agenda Report

21-821

Agenda Date: 8/9/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Retitle and Merge the Assistant Water Superintendent (Job Code 229) and Assistant Sanitary Sewer Superintendent (Job Code 235) Classifications Into One Classification Titled Assistant Water & Sanitary Sewer Superintendent (Job Code 229) and Delete the Assistant Sanitary Sewer Superintendent (Job Code 235) Classification

BACKGROUND

The Human Resources Department coordinated with the Water and Sewer Utilities to retitle, revise and merge the class specifications for Assistant Water Superintendent (Job Code 229) and Assistant Sanitary Sewer Superintendent (Job Code 235) to Assistant Water & Sanitary Sewer Superintendent (Job Code 229). The Administration is recommending deletion of the Assistant Sanitary Sewer Superintendent (Job Code 235) classification. The request for Commission approval of the modification is based on Personnel & Salary Resolution, Sec. 6(d) which states, "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

DISCUSSION

The revisions to the Assistant Water & Sanitary Sewer Superintendent (Job Code 229), formerly Assistant Water Superintendent (Job Code 229) and Assistant Sanitary Sewer Superintendent (Job Code 235), include various administrative changes to the class specification. The class specifications were formerly separated by the Divisions the classification was assigned to oversee. In order to allow for additional cross training opportunities and to better meet the operational needs of the Department, the classifications are proposed to be merged into one classification. It should be noted that employees who may promote into this classification are currently cross trained in these areas and merging the classifications will better align in the Department's succession planning and promotional opportunities for employees. Merging the two classifications will better support the essential and critical operations of the Department, including assisting in emergency situations and will allow the Department to streamline operations.

The class specification includes revisions to the *Description* section and the addition of the *Distinguishing Characteristics* section. The various revisions to the *Minimum Qualifications and Desirable Qualifications* consists of combining both specifications. Additionally, the revisions to the Licenses/Certifications includes clarifying the required certifications when assigned to a specific Division and when the certifications should be obtained. The revisions highlighted in green are from the former Assistant Sanitary Sewer Superintendent (Job Code 235) specification. Lastly, there are various proposed revisions to the *Typical Duties* and *Knowledge, Skills, and Abilities* sections to align with the actual duties required to be performed by the classification for each Division to meet industry standards. The revised class specification incorporates duties that were previously performed by the

previous incumbent.

The Department is proposing to retitle the classification from Assistant Water & Sanitary Sewer Superintendent (Job Code 229), formerly Assistant Water Superintendent (Job Code 229) and Assistant Sanitary Sewer Superintendent (Job Code 235) to reflect the merge for the specifications. Due to the merge of the two classifications, it is recommended that the Assistant Sanitary Sewer Superintendent (Job Code 235) be deleted. There are no recommended changes to the examination weighting for Assistant Water & Sanitary Sewer Superintendent (Job Code 229), formerly Assistant Water Superintendent (Job Code 229) and Assistant Sanitary Sewer Superintendent (Job Code 235).

The City met and conferred with the City of Santa Clara Employees Association (Unit 5,7,8) over the revisions to the class specification.

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 retitle and merge the class specification.

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 retitle, revision, and merge class specification for Assistant Water & Sanitary Sewer Superintendent (Job Code 229) and delete Assistant Sanitary Sewer Superintendent (Job Code 235) class specification

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification, clean, for Assistant Water & Sanitary Sewer Superintendent (Job Code 229)
2. Class Specification, track changed version, for Assistant Water & Sanitary Sewer Superintendent (Job Code 229)

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

TITLE: ASSISTANT WATER & SANITARY SEWER SUPERINTENDENT
(JOB CODE 229)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Water and Sewer Utility	Water & Sewer Superintendent	Non-Exempt

DESCRIPTION

The Assistant Water & Sanitary Sewer Superintendent is a supervisory position in the classified service, responsible for overseeing the Construction and/or Operations Divisions of the Water and/or Sanitary Sewer Divisions within the Water and Sewer Utilities Department. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED; and
- Four (4) years of increasingly responsible experience in the construction, maintenance, operations of water, recycled water distribution systems, or sanitary sewer collection systems, including at least two (2) years in a lead or supervisory capacity.

DESIRABLE QUALIFICATIONS

- Depending on position assignment, qualifying experience may be required in one of the following specific areas of water and/or recycled water distribution systems, or sewer collection system: construction, maintenance, or operations.
- For Sanitary Sewer Division: Registered departmental Legal Responsible Official (LRO) with the California Integrated Water Quality System (CIWQS) is desirable.

LICENSES/CERTIFICATIONS

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

- A valid California Class C driver's license.
- A valid Water Distribution Operators Certificate (Grade D-2 or above), issued by the California Department of Health Services.

The following certificates are required when assigned to the Water Construction and Operations Division:

- A valid Water Distribution Operators Certificate (Grade D-3 or above) within one (1) year of appointment and for the duration of appointment.
- A valid Backflow Prevention Assembly General Tester Certificate issued by the California- Nevada Section of the American Water Works Association within one (1) year of appointment and for the duration of appointment.
- A valid Cross-Connection Control Program Specialist Certificate issued by the California- Nevada Section of the American Water Works Association within one (1) year of appointment and for the duration of appointment.

Assistant Water & Sanitary Sewer Superintendent (Job Code 229)

The following certificates are required when assigned to the Sanitary Sewer Division:

- A valid Collection System Maintenance Certificate Grade 2 issued by the California Water Environment Association at the time of application and for the duration of appointment.
- A valid Collection System Maintenance Certificate Grade 3 or above issued by the California Water Environment Association within one (1) year of appointment and for the duration of appointment.

OTHER REQUIREMENTS

- Because of the possibility of emergency situations, it is required that the incumbent that is assigned to Sanitary Sewer Division be able to respond in person within forty-five (45) minutes and those assigned to Water Construction and Operations respond in person within forty-five (45) minutes to the City's Utility Center, located at 1705 Martin Avenue.
- May be required to work unusual hours in emergency situations and needs to be available on an "on call" basis as assigned.
- Must be able to perform the essential functions of the job assignment.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level classification responsible for performing the full range of responsibilities involving overseeing the Construction and Operations Divisions of the Water and/or Sanitary Sewer Utility within the Water and Sewer Utilities Department. Incumbents work under general direction and are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures of the Division. The Assistant Water and Sanitary Sewer Superintendent is distinguished from the Utility Crew Supervisor because the latter is responsible for the technical duties and supervising the work of an assigned crew in a specialty area such as water construction and operations, water meter testing and maintenance, and sewer system construction and maintenance. This classification is distinguished from the Water & Sewer Superintendent in that the latter is a Division Manager with overall responsibility for field operations of the Water and Sanitary Sewer Utility.

TYPICAL DUTIES

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

When assigned to any division:

- Supervises, schedules, prioritizes, and coordinates the work of employees engaged in the day-to-day activities of the Construction, and Operations of Water Division and/or Sanitary Sewer Division;
- Performs the most complex duties and provides technical assistance to crews in the assigned Division;
- Schedules and coordinates Division operations with customers, contractors, utilities, and other individuals and agencies;
- Monitors, implements, and ensures compliance with pertinent Federal, State, and

Assistant Water & Sanitary Sewer Superintendent (Job Code 229)

local laws, codes, and ordinances; inspects work in progress and upon completion; recommends corrective action when necessary;

- Responds to emergencies affecting assigned Division; ensures that emergency work is addressed in an effective, timely manner;
- Investigates complaints and inquiries from the public and other agencies; recommends corrective action as necessary;
- Supervises, trains, and evaluates assigned personnel and subordinates;
- Inspects work in progress and inspects completed work for compliance with plans, specifications and City standards;
- Recommends and assists in the implementation of department goals and objectives; implements policies and procedures;
- Coordinates and facilitates with engineering staff to obtain all necessary permits for any water and/or sewer repairs and related work;
- Uses computer and/or other electronic devices for data entry and report generation of records of maintenance, service calls and work orders;
- Prepares a variety of written documents such as activity reports, purchase request and requisitions, and accident reports;
- Participates in the process of hiring, promotion, discipline, grievance, and related actions;
- Confers with the Water and Sewer Superintendent to review and discuss day-to-day operations and to plan major work for optimum effectiveness in personnel and material utilization;
- Assists in the preparation and monitoring of the department operating and capital improvement budgets;
- Schedules work, equipment and materials; prepares work schedules to provide shift coverage; approves vacation, leave, and overtime requests while communicating and coordinating with the Water and Sewer Superintendent;
- Supervises and trains for water and sewer telemetry installations including modifications of computer SCADA system;
- May be assigned to support another division and supervise staff;
- Performs other related duties, as assigned.

When assigned to the Water Construction Division:

- Conducts pre-construction meetings with designated personnel;
- Schedules and inspects cross connection tests at recycled water use locations;
- Schedules Citywide backflow and water meter testing;
- Participates in leak repair, installs service connections, large meter installation, vault construction and demolition or make ready work for related items;
- Maintains accurate records for all of the computerized maintenance management systems (CMMS) systems relating to meter database/Lucity; and
- Coordinates with Engineering team on all phases of new or existing construction and rehabilitation projects for all water distribution infrastructure.

Assistant Water & Sanitary Sewer Superintendent (Job Code 229)

When assigned to the Water Operations Division:

- Participates in leak repair, installs service connections, large meter installation, vault construction and demolition or make ready work for related items;
- Is heavily involved with new installs / maintains well heads and well sites, tank sites, large valves, water generators and related appurtenances to the water distribution system;
- Responsible for all phases of the Solar program;
- Coordinates with Engineering team on all phases of new or existing construction and rehabilitation projects for all water distribution infrastructure.

When assigned to the Sanitary Sewer Division:

- Coordinates with Engineering team on all phases of new or existing construction and rehabilitation projects for all sanitary sewer;
- Plans, organizes, and directs the work of field staff engaged in the operations and maintenance of City's sanitary sewage collection system and storm drain pump stations including, but not limited to, sanitary sewer mains, manholes, service laterals, excavating trenches, installing pipe, tapping sanitary sewer mains, backfilling excavations, servicing pump and lift stations, installing temporary sidewalk and pavement replacements, and related tasks;
- Participates in implementing the City's Sewer System Management Plan, and performs reviews and enters data in the State Water Resource Control Boards' database California Integrated Water Quality System (CIWQS) for sanitary sewer overflows as the Data Submitter and/or LRO; and
- Schedules and coordinates work with customer, contractors, public agencies, utilities or other entities for the operation and maintenance of the sanitary sewer collection system and storm drain pump stations.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Methods, materials, and equipment used in assigned Division of water and/or recycled water distribution systems and/or sanitary sewer collection systems and/or storm drain pump stations;
- Pertinent Federal, State, and local laws, codes, and ordinances (e.g., OSHA, DOT, USA, DDW);
- Principles and practices of safety pertaining to assigned area of responsibility;
- Principles and practices of effective supervision;
- Principles and practices of budget preparation and administration;
- Personal computers and standard business software applications;
- The City of Santa Clara Water Department design standards and specifications;
- City's Rules and Regulations for Water and Sanitary Sewer service;
- Environmental and safety practices, procedures, and standards; and

Assistant Water & Sanitary Sewer Superintendent (Job Code 229)

- Including but not limited to: computerized maintenance management systems (CMMS) and asset management, SCADA use and navigation, office safety practices, procedures, and standards, upkeep of phone and call out lists etc.

For the Water Construction and Operations Division:

- Common underground construction practices and applications (e.g., trenching, shoring, backfill techniques, compaction techniques, reading and understanding plans) and rules and regulations for potable and recycled water, general maintenance practices and applications to maintain water systems;
- Water system flushing and valve turning program protocol;
- The theory and practice of water pumps and reservoirs;
- Familiarity with the City's SCADA computer system and ability to learn and use the City's SCADA computer system;
- Understand and formulate control logic used in SCADA and pump controls; and
- Rules and regulations for potable water and recycled water.

For the Sanitary Sewer Division:

- Common underground construction practices and applications (e.g., trenching, shoring, backfill techniques, compaction techniques, reading and understanding plans);
- The City's Sewer System Management Plan, CIWQS for sanitary sewer overflows and related rules and regulations; and
- Sewer collection system condition assessment and maintenance industry best practices.

Ability to:

- Have a working knowledge of equipment used in assigned Division;
- Interpret and explain pertinent Federal, State, and local laws, codes, and ordinances;
- Interpret and explain engineering drawings, plans, and specifications;
- Identify other underground utilities (e.g. gas, electric, telephone, fiberoptics);
- Supervise, train, motivate, counsel, and evaluate subordinate staff;
- Provide technical assistance and guidance to assigned staff;
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines;
- Effectively handle multiple priorities, organize workload for self and others, and meet strict deadlines;
- Establish and maintain effective working relationships with employees, public officials, contractors, the general public, and others contacted in the course of work;
- Work in a team-based environment to achieve common goals;
- Prepare and maintain accurate and precise written documents such as reports, records, forms, and correspondence;
- Communicate clearly and effectively, both orally and in writing;
- Read and understand survey staking for underground utility construction;
- Read and understand plans for construction of water utility facilities: pipes, services, backflows, pump stations, and well, sewer and storm pump stations facilities;
- Manage multiple contracts with contractors working on behalf of the Water and Sewer Utilities;

Assistant Water & Sanitary Sewer Superintendent (Job Code 229)

- Inspect water and/or recycled water and/or sanitary sewer construction work;
- Deal tactfully and courteously with others; and
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Receives general direction from the Water and Sewer Superintendent, Water and Sewer Operations Manager, Assistant Director, Director, or other supervisor as assigned.

SUPERVISION EXERCISED

Provides general supervision to Utility Crew Supervisors and other personnel, as assigned.

CLASSIFICATION HISTORY

Established Date: 09/2009, Rev. 08/2021

CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION

TITLE: ASSISTANT WATER & SANITARY SEWER SUPERINTENDENT
(JOB CODE 229)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Water and Sewer Utility</u>	<u>Water & Sewer Superintendent</u>	<u>Non-Exempt</u>

DESCRIPTION

The Assistant Water & Sanitary Sewer Superintendent is a supervisory position in the classified service, responsible for overseeing the Construction ~~and/or Maintenance, or Operations Program Divisions~~ of the Water ~~and/or Sanitary Sewer Divisions~~ Utility within the Water and Sewer Utilities Department. ~~Performs other related duties as assigned. This classification is distinguished from the Water Superintendent in that the latter is a Division Manager with overall responsibility for field operations of the Water Utility.~~

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED; and
- Four (4) years of increasingly responsible experience in the construction, maintenance, ~~and/or~~ operations of water, ~~and/or~~ recycled water distribution systems, ~~or sanitary sewer collection systems~~, including at least two (2) years in a lead or supervisory capacity.

DESIRABLE QUALIFICATIONS

- Depending on position assignment, qualifying experience may be required in one of the following specific areas of water and/or recycled water distribution systems, ~~or sewer collection system~~: construction, maintenance, or operations.
- ~~For Sanitary Sewer Division: Registered departmental Legal Responsible Official Owner (LRO) with the California Integrated Water Quality System (CIWQS) is desirable.~~

LICENSES/CERTIFICATIONS

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

- ~~A valid California Class C driver's license.~~
- A valid Water Distribution Operators Certificate (Grade D-2 or above), issued by the California Department of Health Services ~~is required at time of application.~~

~~In addition, the following are required when assigned to the Maintenance Program:~~ The following certificates are required when assigned to the Water Construction and Operations Division:

- ~~Incumbent must obtain~~ A valid Water Distribution Operators Certificate (Grade D-3 ~~certificate~~ or above) within one (1) year of appointment and for the duration of appointment.
- ~~A valid Backflow Prevention Assembly General Tester Certificate issued by the California- Nevada Section of the American Water Works Association~~ within one (1) year of appointment and for the duration of appointment.

Assistant Water & Sanitary Sewer Superintendent

- A valid Cross-Connection Control Program Specialist Certificate issued by the California- Nevada Section of the American Water Works Association within one (1) year of appointment and for the duration of appointment.

The following certificates are required when assigned to the Sanitary Sewer Division:

- A valid Collection System Maintenance Certificate Grade 2 issued by the California Water Environment Association at the time of application and for the duration of appointment.
- A valid Collection System Maintenance Certificate Grade 3 or above issued by the California Water Environment Association within one (1) year of appointment and for the duration of appointment.

OTHER REQUIREMENTS

- Because of the possibility of emergency situations, it is required that the incumbent applicant that is assigned to Sanitary Sewer Division be able to respond in person within forty-five (45) ~~thirty (30)~~ minutes and those assigned to Water Construction and Operations respond in person within ~~forty-five~~ sixty(60) minutes to the City's Utility Center, located at 1705 Martin Avenue.
- May be required to work unusual hours in emergency situations and needs to be available on an "on call" basis as assigned.
- Must be able to perform the essential functions of the job assignment.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level classification responsible for performing the full range of responsibilities involving overseeing the Construction and Operations Divisions of the Water and/or Sanitary Sewer Utility within the Water and Sewer Utilities Department. Incumbents work under general direction and are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures of the Division. The Assistant Water and Sanitary Sewer Superintendent is distinguished from the Utility Crew Supervisor because the latter is responsible for the technical duties and supervising the work of an assigned crew in a specialty area such as water construction and operations, water meter testing and maintenance, and sewer system construction and maintenance. This classification is distinguished from the Water & Sewer Superintendent in that the latter is a Division Manager with overall responsibility for field operations of the Water and Sanitary Sewer Utility.

TYPICAL DUTIES

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

- Supervises, schedules, prioritizes, and coordinates the work of employees engaged in the day-to-day activities of the Water, Construction, and Operations; Maintenance of Water Division; and/or Sanitary Sewer Division; Operations Programs;
- Performs the most complex duties and provides technical assistance to

Assistant Water & Sanitary Sewer Superintendent

- crews in the assigned Program-Division
- Schedules and coordinates Program-Division operations with customers, contractors, utilities, and other individuals and agencies;
- Monitors, implements, and ensures compliance with pertinent Federal, State, and local laws, codes, and ordinances; inspects work in progress and upon completion; recommends corrective action when necessary;
- Responds to emergencies affecting assigned Program-Division; ensures that emergency work is addressed in an effective, timely manner;
- Investigates complaints and inquiries from the public and other agencies; recommends corrective action as necessary;
- Supervises, trains, and evaluates assigned personnel and subordinates;
- Inspects work in progress and inspects completed work for compliance with plans, specifications and City standards;
- Recommends and assists in the implementation of department goals and objectives; implements policies and procedures.
- Coordinates and facilitates with engineering staff to obtain all necessary permits for any water and/or sewer repairs and related work.
- Uses computer and/or other electronic devices for data entry and report generation of records of maintenance, service calls and work orders;
- Prepares a variety of written documents such as activity reports, purchase request and requisitions, and accident reports;
- Participates in the process of hiring, promotion, discipline, grievance, and related actions;
- Confers with the Water and Sewer Superintendent to review and discuss day-to-day operations and to plan major work for optimum effectiveness in personnel and material utilization;
- Assists in the preparation and monitoring of the -department operating and capital improvement budgets;
- Schedules work, equipment and materials; prepares work schedules to provide shift coverage; approves vacation, leave, and overtime requests while communicating and coordinating with the Water and Sewer Superintendent;
- ~~Incumbents assigned to the Construction Program: Conducts pre-construction meetings with designated personnel;~~
- ~~Incumbents assigned to the Operations Program: Supervises and trains for water and sewer telemetry installations including modifications of computer SCADA system;~~
- ~~Incumbents assigned to the Maintenance Program: Schedules and inspects cross connection tests at recycled water use locations; schedules Citywide backflow and water meter testing.~~
- May be assigned to support another division and supervise staff;
- Performs other related duties, as assigned.

When assigned to the Water Construction Division:

- Conducts pre-construction meetings with designated personnel;

Assistant Water & Sanitary Sewer Superintendent

- Schedules and inspects cross connection tests at recycled water use locations;
- Schedules Citywide backflow and water meter testing;
- Participates in leak repair, installs service connections, large meter installation, vault construction and demolition or make ready work for related items;
- Maintains accurate records for all of the computerized maintenance management systems (CMMS) systems relating to meter database /Lucity;
- Coordinates with Engineering team on all phases of new or existing construction and rehabilitation projects for all water distribution infrastructure.

When assigned to the Water Operations Division:

- Participates in leak repair, installs service connections, large meter installation, vault construction and demolition or make ready work for related items;
- Is heavily involved with new installs / maintains well heads and well sites, tank sites, large valves, water generators and related appurtenances to the water distribution system;
- Responsible for all phases of the Solar program;
- Coordinates with Engineering team on all phases of new or existing construction and rehabilitation projects for all water distribution infrastructure;

When assigned to the Sanitary Sewer Division:

- Coordinates with Engineering team on all phases of new or existing construction and rehabilitation projects for all sanitary sewer;
- Plans, organizes, and directs the work of field staff engaged in the operations and maintenance of City's sanitary sewage collection system and storm drain pump stations including, but not limited to, sanitary sewer mains, manholes, service laterals, excavating trenches, installing pipe, tapping sanitary sewer mains, backfilling excavations, servicing pump and lift stations, installing temporary sidewalk and pavement replacements, and related tasks;
- Participates in implementing the City's Ssewer Ssystems Mmanagement Pplan, and performs reviews and enters data in the State Water Resource Control Boards' database California Integrated Water Quality System (CIWQS) for sanitary sewer overflows as the Data Submitter and/or LRO;
and
- Schedules and coordinates work with customer, contractors, public agencies, utilities or other entities for the operation and maintenance of the sanitary sewer collection system and storm drain pump stations.

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KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

Assistant Water & Sanitary Sewer Superintendent

- Methods, materials, and equipment used in assigned Division Program of water and/or recycled water distribution systems and/or sanitary sewer collection systems and/or storm drain pump stations;
- Pertinent Federal, State, and local laws, codes, and ordinances (e.g., OSHA, DOT, USA, DDW);
- Principles and practices of safety pertaining to assigned area of responsibility;
- Principles and practices of effective supervision;
- Principles and practices of budget preparation and administration;
- Personal computers and standard business software applications;
- The City of Santa Clara Water Department design standards and specifications;
- City's Rules and Regulations for Water and Sanitary Sewer service;
- Environmental and safety practices, procedures, and standards; and
- Including but not limited to: computerized maintenance management systems (CMMS) and asset management, SCADA use and navigation, office safety practices, procedures, and standards, upkeep of phone and call out lists etc.

For the Water Construction and Operations Division: In addition to the Knowledge, Skills, and Abilities listed above, incumbents in the Construction Program should possess knowledge of:

- Common underground construction practices and applications (e.g., trenching, shoring, backfill techniques, compaction techniques, reading and understanding plans) and rules and regulations for potable and recycled water, general maintenance practices and applications to maintain water systems;
- In addition to the Knowledge, Skills, and Abilities listed above, incumbents in the Operations Program should possess knowledge of: Water system flushing and valve turning program protocol;
- The theory and practice of water pumps and reservoirs;
- And the ability to: Familiarity with the City's SCADA computer system and ability to learn and use the City's SCADA computer system; and
- Understand and formulate control logic used in SCADA and pump controls
- In addition to the Knowledge, Skills, and Abilities listed above, incumbents in the Maintenance Program should possess knowledge of: Rules and regulations for potable water and recycled water.

For the Sanitary Sewer Division:

- Common underground construction practices and applications (e.g., trenching, shoring, backfill techniques, compaction techniques, reading and understanding plans);
- The City's Sewer Systems Management Plan, CIWQS for sanitary sewer overflows and related rules and regulations; and
- Sewer collection system condition assessment and maintenance industry best practices.

Ability to:

- Effectively operate Have a working knowledge of equipment used in assigned Division Program;

Assistant Water & Sanitary Sewer Superintendent

- Interpret and explain pertinent Federal, State, and local laws, codes, and ordinances;
- Interpret and explain ~~blueprints, engineering drawings,~~ plans, and specifications;
- Identify other underground utilities (e.g. gas, electric, telephone, fiberoptics);
- Supervise, train, motivate, counsel, and evaluate subordinate staff;
- Provide technical assistance and guidance to assigned staff;
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines;
- Effectively handle multiple priorities, organize workload for self and others, and meet strict deadlines;
- Establish and maintain effective working relationships with employees, public officials, contractors, the general public, and others contacted in the course of work;
- Work in a team-based environment to achieve common goals;
- Prepare and maintain accurate and precise written documents such as reports, records, forms, and correspondence;
- Communicate clearly and effectively, both orally and in writing;
- Read and understand survey staking for underground utility construction;
- Read and understand plans for construction of water utility facilities: pipes, services, backflows, pump stations, and well, sewer and storm pump stations facilities;
- Manage multiple contracts with contractors working on behalf of the Water and Sewer Utilities;
- Inspect water and/or recycled water and/or sanitary sewer construction work;
- Deal tactfully and courteously with others; and
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties.

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SUPERVISION RECEIVED

Receives general direction from the Water and Sewer Superintendent, Water and Sewer Operations Manager, Assistant Director, Director, or other supervisor as assigned.

SUPERVISION EXERCISED

Provides general supervision to Utility Crew Supervisors and other ~~field crew~~ personnel, as assigned.

CLASSIFICATION HISTORY

Established Date: 09/2009, Rev. 08/2021



Agenda Report

21-1000

Agenda Date: 8/9/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Abolish the Eligible List for Water and Sewer Maintenance Worker I (Job Code 914)

ACTION AND AUTHORITY

The Department of Water and Sewer Utilities is requesting to abolish the Water and Sewer Maintenance Worker I (Job Code 914) eligible list based on the authority of Civil Service Rules, Sec. 4.8, "Eligible lists may be abolished by the Director of Human Resources under the following conditions: a) If the list contains fewer than five (5) names." In those cases where the list has 5 or more names remaining on the list, the Human Resources Department's practice is to bring eligible list to the Commission to be abolished.

DISCUSSION

The Water and Sewer Maintenance Worker I (Job Code 914) is an entry level classification in the Water and Sewer Utilities Department that performs heavy manual labor for utility maintenance and construction. The Department of Water and Sewer Utilities recently conducted an Open/Competitive recruitment in March 2021 for Water and Sewer Maintenance Worker I (Job Code 914). An eligible list was created and department interviews were conducted. The department offered one (1) candidate the position who declined the job. References were completed for the remaining candidates, but it was determined that none of the remaining candidates on the list were a fit for the position.

The Water and Sewer Utilities Department has three (3) vacancies approved to fill and would like a new recruitment to begin to fill this position. Abolishing the eligible list would allow Human Resources to conduct another recruitment and create a new eligible list.

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

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

PUBLIC CONTACT

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

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

RECOMMENDATION

Approve abolishing the eligible list for Water and Sewer Maintenance Worker (Job Code 914)

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. None



Agenda Report

21-1078

Agenda Date: 8/9/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Adjust the Examination Weighting Plan for Public Works Inspector (Job Code 680) on a One-time Basis

BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Public Works Inspector (Job Code 680). 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."

DISCUSSION

The Human Resources Department is recommending modifications to the examination weighting plan for Public Works Inspector (Job Code 680) on a one-time basis. Currently, the examination weighting plan consists of 100% written examination. The proposed modification is to make the examination weighting a 100% oral to expedite the recruitment. In order to address the technical abilities normally assessed at the written exam, the department will ask technical questions on the job application and oral examination which will be evaluated to determine the most competitive applicants to move forward to the next phase of the recruitment process. Additionally, the Department will also have the probationary period to assess the technical knowledge and abilities of the applicant.

There are no recommended changes to the class specification for Public Works Inspector (Job Code 680).

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 revise the examination weighting plan 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 or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified weighting plan for Public Works Inspector (Job Code 680) on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



Agenda Report

21-1096

Agenda Date: 8/9/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Adjust the Examination Weighting Plan for Staff Aide I (Job Code 794) on a One-time Basis

BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Staff Aide I (Job Code 794). 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."

DISCUSSION

The Human Resources Department is recommending modifications to the examination weighting plan for Staff Aide I (Job Code 794) on a one-time basis. Currently, the examination weighting plan consists of 100% Oral and a Qualifying written and Qualifying Performance Examination. The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment. In order to address the technical abilities normally assessed at the written exam, the department will ask technical questions on the job application and oral examination which will be evaluated to determine the most competitive applicants to move forward to the next phase of the recruitment process. Additionally, the Department will also have the probationary period to assess the technical knowledge and abilities of the applicant.

There are no recommended changes to the class specification for Staff Aide I (Job Code 794).

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 revise the examination weighing plan other than staff time.

PUBLIC CONTACT

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

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

RECOMMENDATION

Approve the modified weighting plan for Staff Aide I (Job Code 794) on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



Agenda Report

21-874

Agenda Date: 8/9/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Election of Civil Service Commission Chair and Vice-Chair

BACKGROUND

City Charter, Article X, Section 1003 provides, "As soon as practicable, following the first day of July of every year, each of such boards and commissions shall organize by electing one of its members to serve as presiding officer at the pleasure of such board or commission."

DISCUSSION

The City Charter requires that commissions elect one of its members to serve as presiding officer. Traditionally, the Commission has elected a Chair and a Vice Chair who may serve as the Chair interchangeably as needed in the absence of the Chair. In November 2020, Willie Brown continued the role of Civil Service Commission Chair and Carolyn McAllister continued as the Vice Chair. The Civil Service Commission may vote to elect a Chair and Vice Chair to serve a term ending in June 2022, or as soon thereafter as is practicable for holding the next Commission election. There is no restriction against Commissioners serving multiple or sequential terms as Chair or Vice Chair if so elected.

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(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT

There is no fiscal impact associated with this item aside from administrative cost and expenses.

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 or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Staff recommends that the Commission conduct an election for the roles of Chair and Vice-Chair the period of August 9, 2021 through June 30, 2022, or as soon thereafter as is practicable for holding

the next Commission election.

Reviewed by: Ashley Lancaster, Division Manager of Human Resources

Approved by: Aracely Azevedo, Director, Human Resources



Agenda Report

21-883

Agenda Date: 8/9/2021

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2022

BACKGROUND

No City Charter or City Code provision specifies the frequency of the Civil Service Commission meetings. Historically, City practice has been that the Commission meets at least every two months and when necessary as a hearing board.

DISCUSSION

For 2021, the Civil Service Commission approved a meeting schedule of every second Monday of each month (except if the Monday falls on a holiday) beginning in January, with a start time of 7:00 p.m.

For the 2022 calendar year, the Administration is recommending scheduling monthly meetings on the second Monday (except if the Monday falls on a holiday) of the month. It is also recommended that the meetings begin at 6:30 p.m., as that would provide additional time in the event a board of review hearing was to follow the Civil Service Commission meeting. In addition, in the event departmental staff attends to provide information to the Commission in support of the department's request, the earlier start time would aid in securing attendance of the correct staff members. For each alternating month, it is recommended that, if necessary, the Board of Review convene immediately following the conclusion of the Civil Service Commission meeting. The meeting dates proposed for 2022 are as follows:

- January 10, 2022
- February 14, 2022*
- March 14, 2022
- April 11, 2022*
- May 9, 2022
- June 13, 2022*
- July 11, 2022
- August 8, 2022*
- September 12, 2022
- October 13, 2022*/**
- November 14, 2022
- December 12, 2022*

* The Board of Review will commence immediately following the conclusion of the CSC meeting, if necessary.

**Original Monday falls on a City Holiday. Recommend having meeting on Thursday of the same week.

If approved by the Commission, these dates and the modified start time will be brought to Council for approval as the regular meeting dates of the Civil Service Commission.

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

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

PUBLIC CONTACT

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

RECOMMENDATION

Approve Civil Service Commission meeting and Board of Review dates for 2022

Reviewed by: Ashley Lancaster Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources