



# City of Santa Clara

## Meeting Agenda

### Civil Service Commission

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Thursday, October 14, 2021

7:00 PM

Virtual Meeting

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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=YnJ4a2NSNXplaDZrc0FOaFpIWDBKdz09>

Meeting ID: 970 5914 5929

Passcode: 793515

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

#### **CONSENT CALENDAR**

**21-1149** [Action to Approve the Civil Service Commission Meeting Minutes of August 9, 2021.](#)

**Recommendation:** Approve the Meeting Minutes of August 9, 2021.

**21-1150** [Action to Approve the Civil Service Commission Meeting Minutes of May 10, 2021.](#)

**Recommendation:** Approve the Meeting Minutes of May 10, 2021.

**21-1248** [Note and File the Current Status and Requisition Report dated September 30, 2021](#)

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

#### **PUBLIC PRESENTATIONS**

#### **GENERAL BUSINESS**

- 21-76** [Action to Approve the Creation of the Senior Electric Crew Foreperson \(Job Code 551\) Class Specification](#)
- Recommendation:*** Approve the Creation of the Senior Electric Crew Foreperson Class Specification (Job Code 551).
- 21-1375** [Action to Adjust the Examination Weighting Plan for Assistant Engineer \(Civil\) \(Job Code 228\) to 100% Oral and a Qualifying Supplemental on an On-going Basis](#)
- Recommendation:*** Approve the modified weighting plan for Assistant Engineer (Civil) (Job Code 228) on an on-going basis
- 21-1371** [Action to Adjust the Examination Weighting Plan for Accountant \(Job Code 205\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)
- Recommendation:*** Approve the modified weighting plan for Accountant (Job Code 205) on a one-time basis
- 21-1372** [Action to Adjust the Examination Weighting Plan for Accounting Technician I/II \(Job Code 216/217\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)
- Recommendation:*** Approve the modified weighting plan for Accounting Technician I/II (Job Code 216/217) on a one-time basis
- 21-1455** [Action to Adjust the Examination Weighting Plan for Assistant/Associate Planner \(Job Code 232/240\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)
- Recommendation:*** Approve the modified weighting plan for Assistant/Associate Planner (Job Code 232/240) on a one-time basis
- 21-1452** [Action to Adjust the Examination Weighting Plan for Building/Housing Inspector \(Job Code 245\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)
- Recommendation:*** Approve the modified weighting plan for Building/Housing Inspector (Job Code 245) to 100% Oral and a Qualifying Supplemental on a one-time basis

- 21-1447** [Action to Adjust the Examination Weighting Plan for Community Services Officer I/II \(Job Code 347/348\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)
- Recommendation:*** Approve the modified weighting plan for Community Services Officer I/II (Job Code 347/348) to 100% Oral and a Qualifying Supplemental on a one-time basis
- 21-1426** [Action to Adjust the Examination Weighting Plan for Deputy Fire Marshall II \(Job Code 372\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)
- Recommendation:*** Approve the modified weighting plan for Deputy Fire Marshall II (Job Code 372) to 100% Oral and a Qualifying Supplemental on a one-time basis
- 21-1450** [Action to Adjust the Examination Weighting Plan for Energy Conservation Specialist \(Job Code 913\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)
- Recommendation:*** Approve the modified weighting plan for Energy Conservation Specialist (Job Code 913) to 100% Oral and a Qualifying Supplemental on a one-time basis
- 21-1368** [Action to Adjust the Examination Weighting Plan for Office Records Specialist \(Job Code 934\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)
- Recommendation:*** Approve the modified weighting plan for Office Records Specialist (Job Code 934) on a one-time basis
- 21-1212** [Action to Adjust the Examination Weighting Plan for Office Specialist IV \(Job Code 939\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)
- Recommendation:*** Approve the modified weighting plan for Office Specialist IV (Job Code 939) on a one-time basis
- 21-1453** [Action to Adjust the Examination Weighting Plan for Police Records Specialist II \(Job Code 643\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)
- Recommendation:*** Approve the modified weighting plan for Police Records Specialist II (Job Code 643) to 100% Oral and a Qualifying Supplemental on a one-time basis.

**21-1448** [Action to Adjust the Examination Weighting Plan for Senior Engineering Aide \(Job Code 745\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)

**Recommendation:** Approve the modified weighting plan for Senior Engineering Aide (Job Code 745) to 100% Oral and a Qualifying Supplemental on a one-time basis

**21-1454** [Action to Adjust the Examination Weighting Plan for Service Coordinator - Inspector \(Job Code 792\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)

**Recommendation:** Approve the modified weighting plan for Service Coordinator - Inspector (Job Code 792) to 100% Oral and a Qualifying Supplemental on a one-time basis

**21-1449** [Action to Adjust the Examination Weighting Plan for Staff Aide II \(Job Code 795\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)

**Recommendation:** Approve the modified weighting plan for Staff Aide II (Job Code 795) to 100% Oral and a Qualifying Supplemental on a one-time basis

**21-1373** [Action to Adjust the Examination Weighting Plan for Street Maintenance Worker I \(Job Code 811\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)

**Recommendation:** Approve the modified weighting plan for Street Maintenance Worker I (Job Code 811) on a one-time basis

**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.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

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# City of Santa Clara

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

## Agenda Report

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21-1149

Agenda Date: 10/14/2021

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### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of August 9, 2021.

#### RECOMMENDATION

Approve the Meeting Minutes of August 9, 2021.



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

08/09/2021

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.

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Meeting ID: 970 5914 5929

Passcode: 793515

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

**Chair Brown called the meeting to order at 7:01 pm.**

**Present** 4 - Willie D. Brown Jr., Carolyn McAllister, Franklin Felizardo, and Tahir Naim

**Absent** 1 - John Casey

#### **CONSENT CALENDAR**

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

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

**A motion was made by Commissioner Naim, seconded by Vice Chair McAllister, to approve the Civil Service Commission Meeting Minutes of April 12, 2021.**

**Aye:** 3 - Brown Jr., McAllister, and Naim

**Absent:** 1 - Casey

**Abstained:** 1 - Felizardo

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

**Recommendation:** Approve the Meeting Minutes of May 10, 2021.

**There was not a quorum for the Civil Service Commission Meeting Minutes of May 10, 2021. This item will be continued to the September 13, 2021 meeting.**

- 1c. [21-830](#) 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

**A motion was made by Vice Chair McAllister, seconded by Commissioner Naim, to Note and File the Current Status and Requisition Report dated July 31, 2021.**

**Aye:** 4 - Brown Jr., McAllister, Felizardo, and Naim

**Absent:** 1 - Casey

## **PUBLIC PRESENTATIONS**

None

## **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

**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

**A motion was made by Vice Chair McAllister, seconded by Commissioner Naim, to Retitle and Merge the Assistant Water 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.**

**Aye:** 4 - Brown Jr., McAllister, Felizardo, and Naim

**Absent:** 1 - Casey



- 2b. [21-1000](#) Action to Abolish the Eligible List for Water and Sewer Maintenance Worker I (Job Code 914)
- Recommendation:** Approve abolishing the eligible list for Water and Sewer Maintenance Worker (Job Code 914)
- A motion was made by Commissioner Naim, seconded by Commissioner Felizardo, to Abolish the Eligible List for Water and Sewer Maintenance Worker I (Job Code 914).**
- Aye:** 4 - Brown Jr., McAllister, Felizardo, and Naim
- Absent:** 1 - Casey
- 2c. [21-1078](#) Action to Adjust the Examination Weighting Plan for Public Works Inspector (Job Code 680) on a One-time Basis
- Recommendation:** Approve the modified weighting plan for Public Works Inspector (Job Code 680) on a one-time basis
- A motion was made by Vice Chair McAllister, seconded by Commissioner Felizardo, to Adjust the Examination Weighting Plan for Public Works Inspector (Job Code 680) on a One-time Basis.**
- Aye:** 3 - Brown Jr., McAllister, and Felizardo
- Nay:** 1 - Naim
- Absent:** 1 - Casey
- 2d. [21-1096](#) Action to Adjust the Examination Weighting Plan for Staff Aide I (Job Code 794) on a One-time Basis
- Recommendation:** Approve the modified weighting plan for Staff Aide I (Job Code 794) on a one-time basis
- A motion was made by Vice Chair McAllister, seconded by Commissioner Naim, to Adjust the Examination Weighting Plan for Staff Aide I (Job Code 794) on a One-time Basis.**
- Aye:** 4 - Brown Jr., McAllister, Felizardo, and Naim
- Absent:** 1 - Casey
- 2e. [21-874](#) Election of Civil Service Commission Chair and Vice-Chair
- 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.
- A motion was made by Chair Brown, seconded by Commissioner Felizardo, to nominate Vice Chair McAllister to Civil Service Commission Chair. Chair Brown withdrew the nomination.**

**A motion was made by Vice Chair McAllister, seconded by Chair Brown, to nominate Commissioner Felizardo as Chair of the Civil Service Commission.**

**Aye:** 3 - Brown Jr., McAllister, and Naim

**Absent:** 1 - Casey

**Abstained:** 1 - Felizardo

**A motion was made by Vice Chair McAllister, seconded by Commissioner Felizardo, to nominate Commissioner Naim as Vice Chair of the Civil Service Commission.**

**Aye:** 3 - Brown Jr., McAllister, and Felizardo

**Absent:** 1 - Casey

**Abstained:** 1 - Naim

- 2f. [21-883](#) Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2022

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

**A motion was made by Commissioner Naim, seconded by Vice Chair McAllister, to Establish Civil Service Commission Meeting and Board of Review Dates for 2022 at 7:00 PM.**

**Aye:** 4 - Brown Jr., McAllister, Felizardo, and Naim

**Absent:** 1 - Casey

### **STAFF REPORT**

None

### **COMMISSIONERS REPORT**

Vice Chair McAllister thanked Chair Brown for his service as Chair. Chair Brown thanked Vice Chair McAllister for her service. Chair Brown thanked all the Commissioners for their service and congratulated the new Chair and Vice Chair.

Commissioner Naim thanked Vice Chair McAllister for her service as Vice Chair.

### **ADJOURNMENT**

**A motion was made by Commissioner Naim, seconded by Vice Chair McAllister, to adjourn the meeting at 8:12 pm.**

**Aye:** 4 - Brown Jr., McAllister, Felizardo, and Naim

**Absent:** 1 - Casey

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# City of Santa Clara

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## Agenda Report

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21-1150

Agenda Date: 10/14/2021

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### **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

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.

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Meeting ID: 970 5914 5929

Passcode: 793515

#### **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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# City of Santa Clara

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

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21-1248

Agenda Date: 10/14/2021

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

#### **SUBJECT**

Note and File the Current Status and Requisition Report dated September 30, 2021

#### **RECOMMENDATION**

Note and File the Current Status and Requisition Report dated September 30, 2021

#### **ATTACHMENT**

1. Current Status and Requisition Report dated September 30, 2021

**Current Status and Requisition Report  
Dated September 30, 2021**

Requisition	Classification	Department	Number of Positions Approved to Fill
TBD	Office Records Specialist	City Clerk	1
TBD	Office Specialist II	Community Development	1
20252	Assistant Associate Planner	Community Development	1
TBD	Code Enforcement Technician	Community Development	1
19180	Combination Inspector	Community Development	3
TBD	Housing Inspector	Community Development	1
21344	Office Assistant	Community Development	1
TBD	Permit Technician	Community Development	1
19246/19253	Plans Examiner	Community Development	3
19162	Senior Inspector	Community Development	1
19063	Senior Plans Examiner	Community Development	1
TBD	Code Enforcement Technician	Community Development	1
TBD	Recreation Supervisor	Parks and Recreation	1
21335	Business Analyst (Public Benefits)	Electric Utility	1
TBD	Electric Maintenance Worker	Electric Utility	1
TBD	Engineering Aide – Fiber and Electric	Electric Utility	2
TBD	Energy Conservation Specialist	Electric Utility	1
TBD	Senior Electric Meter Technician	Electric Utility	1
20273	Electric Utility Electrician Technician	Electric Utility	2
21348	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
560C-CONT/19153	Journey Lineworker	Electric Utility	5
TBD	Senior Electric Technician	Electric Utility	1
TBD	Senior Engineering Aide	Electric Utility	1
TBD	Senior Key Customer Representative	Electric Utility	1
31-20-795	Staff Aide II	Electric Utility	3
TBD	Time and Material Clerk	Electric Utility	1
TBD	Accountant	Finance	1
TBD	Accounting Technician	Finance	1
TBD	Utility Services Technician	Finance	1
TBD	Battalion Chief	Fire	2
TBD	Driver Engineer	Fire	10
	Deputy Fire Marshal I	Fire	2
19200	Librarian I/II	Library	4.5
TBD	Recreation Supervisor	Parks and Recreation	1
TBD	Parks Foreperson	Parks and Recreation	1

**Current Status and Requisition Report  
Dated September 30, 2021**

TBD	Community Service Officer I/II	Police	3
98-19-650C/35-14-689C	Police Officer Recruit/Lateral	Police	11
19347	Police Sergeant	Police	2
19256/19262	Public Safety Dispatcher I/II	Police	2
TBD	Office Specialist II	Police	1
21328	Code Enforcement Technician	Public Works	1
19045	Public Works Inspector	Public Works	1
TBD	Public Works Supervisor	Public Works	1
21989/21338	Senior Civil Engineer	Public Works	2
19242	Street Maintenance Worker I	Public Works	2
TBD	Assistant Engineer (Civil)	Water and Sewer Utilities	1
TBD	Office Specialist IV	Water and Sewer Utilities	1
19237	Assistant Water/Sanitary Sewer Superintendent	Water and Sewer Utilities	3
19159/19208	Water and Sewer Maintenance Worker I	Water and Sewer Utilities	2
<b>Total Classified Positions Approved to Fill</b>			<b>97.5 FTE</b>



## Agenda Report

21-76

Agenda Date: 10/14/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Approve the Creation of the Senior Electric Crew Foreperson (Job Code 551) Class Specification

#### BACKGROUND

Silicon Valley Power (SVP) is requesting to create a new classified job specification of Senior Electric Crew Foreperson (Job Code 551) based on the authority of Personnel & Salary Resolution, Sec. 6 (d), "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

#### DISCUSSION

The Human Resources Department coordinated with the Silicon Valley Power (SVP) to create the newly proposed Senior Electric Crew Foreperson (Job Code 551) classification to manage the high demand of new and existing capital improvement projects as well as manage the differing contractors utilized by SVP.

#### Senior Electric Crew Foreperson (Job Code 551)

This is a new classification in the classified service responsible for directing, monitoring, and auditing the work of contractors. This is the advanced supervisory level classification in the Electric Crew Foreperson series and may supervise multiple crews in the operations, maintenance, and construction of underground and electrical distributions lines. Additional duties include assisting in the planning and leading the training program for Journey Lineworkers and Journey Lineworker Apprentices, and performing other duties as assigned.

This classification will report to the Electric Division Manager (Job Code 104) and will be the bridge between the Electric Division Manager (Job Code 104) classification and the Electric Crew Foreperson (Job Code 550) classification. This classification requires the ability to hold a Safety Clearance and direct work at the Electric Utility under this clearance. This Senior Electric Crew Foreperson (Job Code 551) classification differs from the lower level Electric Crew Foreperson (Job Code 550) classification in that it has a larger scope of supervisory and training responsibility. The salary range for the classification is \$163,538.18 - \$208,845.00 (Steps 1-7). Additionally, the proposed exam weight for this classification is 100% Oral.

Human Resources reviewed this classification with the International Brotherhood of Electrical Workers, Local Union 1245 (Unit 3) and they are in agreement with the adoption of the new classification.

#### ENVIRONMENTAL REVIEW

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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 creating the class specification other than staff time. SVP intends to reclassify a vacant Underground Crew Leader (Job Code 887) position to the newly created classification of Senior Electric Crew Foreperson (Job Code 551). This budgetary action will be taken to Council for approval through the regular budget approval process.

**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 Creation of the Senior Electric Crew Foreperson Class Specification (Job Code 551).

Reviewed by: Ashley Lancaster, Division Manager, Human Resources

Approved by: Aracely Azevedo, Director, Human Resources

**ATTACHMENTS**

1. Senior Electric Crew Foreperson Class Specification (Job Code 551)

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

**01/2021**

**TITLE: SENIOR ELECTRIC CREW FOREPERSON (551)**

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

**CLASS SUMMARY**

Under general direction, this classification is responsible for directing, monitoring, and auditing the work of contractors; may supervise multiple crews in the operations, maintenance, and construction of underground and electrical distributions lines; and assists in planning and leading the training program for Journey Lineworkers and Journey Lineworker Apprentices. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

- Graduation from high school or possession of a G.E.D. *AND*
- Eight (8) years of experience as a Journey-Level Lineworker of which three (3) years have been in a lead or supervisory capacity over an electric crew.

**LICENSES & CERTIFICATION**

- Possession of a valid Class C license at the time of appointment.
- Required to be rubber glove certified as a condition of holding the classification of Senior Electric Crew Foreperson at time of appointment.

***DESIRABLE QUALIFICATIONS***

- Possession of a valid Class A license is desirable.

***ACCEPTABLE SUBSTITUTIONS***

None

**DISTINGUISHING CHARACTERISTICS**

The Senior Electric Crew Foreperson is an advanced supervisory level classification in the series responsible for directing and monitoring the work of contractors and may supervise multiple crews within a work group. This classification reports to the Electric Division Manager. Incumbents in this classification are assigned to supervise the most complex tasks which require considerable discretion and independent judgment. This classification requires the ability to hold a Safety Clearance and direct work under this clearance. This classification differs from the lower level Electric Crew Foreperson classification in that it has a larger scope of supervisory responsibility, including the supervision of Electric Crew Forepersons and contractors. This classification differs from the higher-level Electric Division Manager in that the latter has the responsibility of managing and setting the overall strategic direction for a division.

An incumbent in this position demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example, and correctly applies the tenets of the City's Code of Ethics and Values.

## **SENIOR ELECTRIC CREW FOREPERSON (continued)**

### **TYPICAL DUTIES**

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

- Supervises crews in the operation, maintenance, and construction of overhead and underground distribution and transmission lines;
- Directs, monitors, and audits the work of contractors, including scheduling and coordinating workflows, ensuring appropriate practices and standards are upheld, inspecting contractor work, and providing feedback to correct issues;
- Assists in the coordination and planning of power shutdowns;
- Supervises and assists crews in the construction of electrical distribution and transmission systems consisting of poles, duct work, cables, cable splices and terminators, wires, transformers, switches and other auxiliary equipment;
- Supervises and may assist in the setting of power poles, manholes and vaults, changing of circuits, transferring of services, installation of transformers, vacuum and oil switches, capacitors and other control devices, and the repair and removal of defective wires, cables, cable splices and terminations, poles, cross-arms and related equipment;
- Climbs poles as required;
- In coordination with the Electric Division Manager, provides oversight to and assists in planning the on-the-job training of Journey Lineworkers, Journey Lineworker Apprentices and any other classifications who are assigned to his/her crew in the approved methods and practices of electrical overhead and underground work;
- Inspects for unsafe working conditions and take steps to correct/remedy them and report them to higher authority;
- Assists in setting day to day priorities and provides direction to subordinate supervisors, work crews and contractors regarding projected work schedules, necessary materials and crew requirements in terms of equipment and man hours;
- Prepares and may review time, materials, and job reports;
- Assists in planning and leading various training programs for staff in the division;
- Evaluates the performance of personnel under his/her supervision including contractors;
- May assist the Electric Division Manager in setting the strategic direction for the division; As assigned, may act as a manager in the absence of the Electric Division Manager; and
- Perform other related work as required.

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

Knowledge of:

- Principles of electrical utility planning, including construction, operational methods, and maintenance of high and low voltage lines, and the tools and materials commonly used in overhead and underground work;
- Principles of electrical theory and the methods, equipment and materials used in constructing and connecting residential, commercial and industrial circuits, and substation equipment;
- Principles of supervision and training; Necessary safety requirements and precautions used in working on high voltage overhead and underground electric circuits;
- Applicable laws, codes and safety orders covering electrical utility work;
- Pertinent first-aid principles and techniques including resuscitation methods;
- General Order #95, "Rules for Overhead Line Constructing" and General Order #128, "Rules

## **SENIOR ELECTRIC CREW FOREPERSON (continued)**

for Construction of Underground Electric Systems” issued by California Public Utilities Commission.

Ability to:

- Climb poles and perform difficult electrical work under hazardous conditions;
- Effectively manage and maintain cooperative relationships with contractors, stakeholders, and the general public;
- Set priorities and train staff in electrical work;
- Coordinate and schedule work, tracking and input of job status information;
- Keep time and materials records;
- Provide, follow, and understand oral and written instructions;
- Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties;
- Effectively handle and supervise multiple priorities, organize workload, and meet strict deadlines;
- Ability to supervise, train and evaluate assigned staff;
- Work in a team-based environment and achieve common goals.

### **SUPERVISION RECEIVED**

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

### **SUPERVISION EXERCISED**

Has immediate charge of a line or construction crews, supervising Electric Crew Forepersons, Journey Lineworkers, Journey Lineworker Apprentices, Electric Utility Equipment Operators, Electric Helper/Drivers, Electric Utility Helpers and other assigned personnel.

### **SPECIAL CONDITIONS & REQUIREMENTS**

- Incumbents of this classification may be required to work outside their regularly scheduled hours, and to be available for emergency and/or pre-arranged work whenever called upon.
- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- Must be able to perform all of the essential functions of the job assignment.





## Agenda Report

21-1375

Agenda Date: 10/14/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Assistant Engineer (Civil) (Job Code 228) to 100% Oral and a Qualifying Supplemental on an On-going Basis

#### BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Assistant Engineer (Civil) (Job Code 228). 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 Assistant Engineer (Civil) (Job Code 228) on an ongoing basis. Currently, the examination weighting plan consists of a 50% Oral and 50% Written Examination. The Departments who utilize this classification have reviewed the written examination and have determined the examination is obsolete for assessing the candidates qualifications into the position, given this is an entry level examination and the *Minimum Qualifications* for the position require candidates to possess either an Engineering degree or an Engineer-in-Training (EIT) certification. This education and background in Engineering would be sufficient for the Department to evaluate supplemental screening questions to determine which candidates are recommended to proceed in the recruitment process. Additionally, the change in weighting plan will align with the weighting plan of the other Engineer classifications in the series. Removing the written examination will expand the candidate pool and allow more opportunities for prospective applicants.

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 Assistant Engineer (Civil) (Job Code 228).

#### 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 Assistant Engineer (Civil) (Job Code 228) on an on-going basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



## Agenda Report

21-1371

Agenda Date: 10/14/2021

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

#### **SUBJECT**

Action to Adjust the Examination Weighting Plan for Accountant (Job Code 205) to 100% Oral and a Qualifying Supplemental on a One-time Basis

#### **BACKGROUND**

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Accountant (Job Code 205). 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 Accountant (Job Code 205) on a one-time basis. Currently, the examination weighting plan consists of 50% Oral, and 50% Written Examination. Due to the COVID-19 pandemic, the City has made the determination to limit (to the extent it can) in-person recruitment written examinations, practical's and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. 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 Accountant (Job Code 205).

#### **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**

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**RECOMMENDATION**

Approve the modified weighting plan for Accountant (Job Code 205) on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



## Agenda Report

21-1372

Agenda Date: 10/14/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Accounting Technician I/II (Job Code 216/217) to 100% Oral and a Qualifying Supplemental on a One-time Basis

#### BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Accounting Technician I/II (Job Code 216/217). 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 Accounting Technician I/II (Job Code 216/217) on a one-time basis. Currently, the examination weighting plan consists of a Qualifying Written Examination, Qualifying Performance Examination, 100% Oral Examination. Due to the COVID-19 pandemic, the City has made the determination to limit (to the extent it can) in-person recruitment written examinations, practical's and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. 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 Accounting Technician I/II (Job Code 216/217).

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

**RECOMMENDATION**

Approve the modified weighting plan for Accounting Technician I/II (Job Code 216/217) on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



## Agenda Report

21-1455

Agenda Date: 10/14/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Assistant/Associate Planner (Job Code 232/240) to 100% Oral and a Qualifying Supplemental on a One-time Basis

#### BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Assistant/Associate Planner (Job Code 232/240). 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 Assistant/Associate Planner (Job Code 232/240) on a one-time basis. Currently, the examination weighting plan consists of 50% Oral and 50% Written Examination. Due to the COVID-19 pandemic, the City has made the determination to limit (to the extent it can) in-person activities, which include recruitment in-person written exams, practical's, and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. 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 Assistant/Associate Planner (Job Code 232/240).

#### 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**

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**RECOMMENDATION**

Approve the modified weighting plan for Assistant/Associate Planner (Job Code 232/240) on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources





## Agenda Report

21-1452

Agenda Date: 10/14/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Building/Housing Inspector (Job Code 245) to 100% Oral and a Qualifying Supplemental on a One-time Basis

#### BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Building/Housing Inspector (Job Code 245). 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 Building/Housing Inspector (Job Code 245) on a one-time basis. Currently, the examination weighting plan consists of 100% Oral and a Qualifying Written Examination. Due to the COVID-19 pandemic, the City has made the determination to limit (to the extent it can) in-person activities, which include recruitment in-person written exams, practical's, and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. 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 Building/Housing Inspector (Job Code 245).

#### 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**

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**RECOMMENDATION**

Approve the modified weighting plan for Building/Housing Inspector (Job Code 245) to 100% Oral and a Qualifying Supplemental on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



## Agenda Report

21-1447

Agenda Date: 10/14/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Community Services Officer I/II (Job Code 347/348) to 100% Oral and a Qualifying Supplemental on a One-time Basis

#### BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Community Services Officer I/II (Job Code 347/348). 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 Community Services Officer I/II (Job Code 347/348) on a one-time basis. Currently, the examination weighting plan consists of 100% Oral and a Qualifying Written Examination. Due to the COVID-19 pandemic, the City has made the determination to limit (to the extent it can) in-person activities, which include recruitment in-person written exams, practical's, and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. 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 Community Services Officer I/II (Job Code 347/348).

#### 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**

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**RECOMMENDATION**

Approve the modified weighting plan for Community Services Officer I/II (Job Code 347/348) to 100% Oral and a Qualifying Supplemental on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



## Agenda Report

21-1426

Agenda Date: 10/14/2021

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

#### **SUBJECT**

Action to Adjust the Examination Weighting Plan for Deputy Fire Marshall II (Job Code 372) to 100% Oral and a Qualifying Supplemental on a One-time Basis

#### **BACKGROUND**

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Deputy Fire Marshall II (Job Code 372). 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 Deputy Fire Marshall II (Job Code 372) on a one-time basis. Currently, the examination weighting plan consists of a Qualifying Written and 100% Oral Examination. Due to the COVID-19 pandemic, the City has made the determination to limit (to the extent it can) in-person activities, which include recruitment in-person written exams, practical's, and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. 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 Deputy Fire Marshall II (Job Code 372).

#### **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) [<mailto:clerk@santaclaraca.gov>](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the modified weighting plan for Deputy Fire Marshall II (Job Code 372) to 100% Oral and a Qualifying Supplemental on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



## Agenda Report

21-1450

Agenda Date: 10/14/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Energy Conservation Specialist (Job Code 913) to 100% Oral and a Qualifying Supplemental on a One-time Basis

#### BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Energy Conservation Specialist (Job Code 913). 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 Energy Conservation Specialist (Job Code 913) on a one-time basis. Currently, the examination weighting plan consists of 100% Oral and a Qualifying Performance Examination. Due to the COVID-19 pandemic, the City has made the determination to limit (to the extent it can) in-person activities, which include recruitment in-person written exams, practical's, and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. In order to address the technical abilities normally assessed at the performance exam, the department will ask technical questions on the job application. These will be rated against established criteria by the subject matter expert and Human Resources. The most competitive candidates will be evaluated and moved forward to the Oral Examination stage of the process. During the Oral Examination, the Department will have the ability to ask technical questions that would have otherwise been evaluated at the Performance Examination stage. Additionally, the Department will also have the probationary period to assess the technical knowledge and abilities of the applicant. The probationary period will allow the Department the opportunity to assess practical components that would have also been assessed during the Performance Examination stage.

There are no recommended changes to the class specification for Energy Conservation Specialist (Job Code 913).

#### ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California

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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 Energy Conservation Specialist (Job Code 913) to 100% Oral and a Qualifying Supplemental on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources





## Agenda Report

21-1368

Agenda Date: 10/14/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Office Records Specialist (Job Code 934) to 100% Oral and a Qualifying Supplemental on a One-time Basis

#### BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Office Records Specialist (Job Code 934). 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 Office Records Specialist (Job Code 934) on a one-time basis. Currently, the examination weighting plan consists of a Qualifying Written Examination, Performance Examination, and 100% Oral Examination. Due to the COVID-19 pandemic, the City has made the determination to limit (to the extent it can) in-person activities, which include in-person recruitment written examinations, practical's and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. 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 Office Records Specialist (Job Code 934).

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

**RECOMMENDATION**

Approve the modified weighting plan for Office Records Specialist (Job Code 934) on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



## Agenda Report

21-1212

Agenda Date: 10/14/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Office Specialist IV (Job Code 939) to 100% Oral and a Qualifying Supplemental on a One-time Basis

#### BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Office Specialist IV (Job Code 939). 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 Office Specialist IV (Job Code 939) on a one-time basis. Currently, the examination weighting plan consists of a Qualifying Performance Examination, 50% Oral, and 50% Written Examination. Given the recent increase in the COVID-19 Delta variant, the City has made the determination to limit (to the extent it can) in-person activities, which include testing and in person practical's and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. 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 Office Specialist IV (Job Code 939).

#### 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**

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**RECOMMENDATION**

Approve the modified weighting plan for Office Specialist IV (Job Code 939) on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



## Agenda Report

21-1453

Agenda Date: 10/14/2021

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### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Police Records Specialist II (Job Code 643) to 100% Oral and a Qualifying Supplemental on a One-time Basis

#### BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Police Records Specialist II (Job Code 643). 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 Police Records Specialist II (Job Code 643) on a one-time basis. Currently, the examination weighting plan consists of 100% Oral and a Qualifying Written Examination and Performance. Due to the COVID-19 pandemic, the City has made the determination to limit (to the extent it can) in-person activities, which include recruitment in-person written exams, practical's, and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. 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 Police Records Specialist II (Job Code 643).

#### 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**

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**RECOMMENDATION**

Approve the modified weighting plan for Police Records Specialist II (Job Code 643) to 100% Oral and a Qualifying Supplemental on a one-time basis.

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



## Agenda Report

21-1448

Agenda Date: 10/14/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Senior Engineering Aide (Job Code 745) to 100% Oral and a Qualifying Supplemental on a One-time Basis

#### BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Senior Engineering Aide (Job Code 745). 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 Senior Engineering Aide (Job Code 745) on a one-time basis. Currently, the examination weighting plan consists of 100% Oral and a Qualifying Written Examination. Due to the COVID-19 pandemic, the City has made the determination to limit (to the extent it can) in-person activities, which include recruitment in-person written exams, practical's, and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. 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 Senior Engineering Aide (Job Code 745).

#### 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**

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**RECOMMENDATION**

Approve the modified weighting plan for Senior Engineering Aide (Job Code 745) to 100% Oral and a Qualifying Supplemental on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources





## Agenda Report

21-1454

Agenda Date: 10/14/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Service Coordinator - Inspector (Job Code 792) to 100% Oral and a Qualifying Supplemental on a One-time Basis

#### BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Service Coordinator - Inspector (Job Code 792). 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 Service Coordinator - Inspector (Job Code 792) on a one-time basis. Currently, the examination weighting plan consists of 50% Oral and 50% Written Examination. Due to the COVID-19 pandemic, the City has made the determination to limit (to the extent it can) in-person activities, which include recruitment in-person written exams, practical's, and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. 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 Service Coordinator - Inspector (Job Code 792).

#### 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**

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**RECOMMENDATION**

Approve the modified weighting plan for Service Coordinator - Inspector (Job Code 792) to 100% Oral and a Qualifying Supplemental on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



## Agenda Report

21-1449

Agenda Date: 10/14/2021

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

#### **SUBJECT**

Action to Adjust the Examination Weighting Plan for Staff Aide II (Job Code 795) to 100% Oral and a Qualifying Supplemental on a One-time Basis

#### **BACKGROUND**

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Staff Aide II (Job Code 795). 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 II (Job Code 795) on a one-time basis. Currently, the examination weighting plan consists of 50% Oral and 50% Written Examination. Due to the COVID-19 pandemic, the City has made the determination to limit (to the extent it can) in-person activities, which include recruitment in-person written exams, practical's, and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. 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 II (Job Code 795).

#### **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**

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**RECOMMENDATION**

Approve the modified weighting plan for Staff Aide II (Job Code 795) to 100% Oral and a Qualifying Supplemental on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



## Agenda Report

21-1373

Agenda Date: 10/14/2021

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Street Maintenance Worker I (Job Code 811) to 100% Oral and a Qualifying Supplemental on a One-time Basis

#### BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Street Maintenance Worker I (Job Code 811). 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 Street Maintenance Worker I (Job Code 811) on a one-time basis. Currently, the examination weighting plan consists of a 100% Performance Examination. Due to the COVID-19 pandemic, the City has made the determination to limit (to the extent it can) in-person activities, which include recruitment in-person written exams, practical's, and interviews. This decision has been made for the safety of the candidates and City staff and will be evaluated as COVID case updates become available.

The proposed modification is to make the examination weighting a 100% Oral and a Qualifying Supplemental to expedite the recruitment and not to delay the recruitment until such time the City has made the determination to resume in person testing. 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 Street Maintenance Worker I (Job Code 811).

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

**RECOMMENDATION**

Approve the modified weighting plan for Street Maintenance Worker I (Job Code 811) on a one-time basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources