



# City of Santa Clara

## Meeting Agenda

### Civil Service Commission

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**Monday, February 14, 2022**

**7:00 PM**

**Virtual Meeting**

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Pursuant to California Government Code Section 54953(e) and City of Santa Clara Resolution 22-9051, the Civil Service Commission will be held by teleconference only. No physical location will be available for this meeting, however, the City of Santa Clara continues to have methods for the public to participate remotely:

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**

*Pledge of Allegiance*

#### **CONSENT CALENDAR**

- 1.A 22-220** [Action to Approve the Civil Service Commission Meeting Minutes of January 10, 2022.](#)

**Recommendation:** Approve the Meeting Minutes of January 10, 2022.

- 1.B 22-247** [Note and File the Current Status and Requisition Report dated January 31, 2022](#)

**Recommendation:** Note and File the Current Status and Requisition Report dated January 31, 2022

#### **PUBLIC PRESENTATIONS**

#### **GENERAL BUSINESS**

- 2.A 22-241** [Action to Adjust the Examination Weighting Plan for Senior Accounting Technician \(Job Code 208\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)

**Recommendation:** Approve the modified weighting plan for Senior Accounting Technician (Job Code 208) to 100% Oral and a Qualifying Supplemental on a one-time basis

**2.B 22-253** [Action to Adjust the Examination Weighting Plan for Electric Utility Electrician \(Job Code 885\) to 100% Oral and a Qualifying Supplemental on a One-time Basis](#)

***Recommendation:*** Approve the modified weighting plan for Electric Utility Electrician (Job Code 885) to 100% Oral and a Qualifying Supplemental on a one-time basis

**2.C 22-244** [Action to Modify the Class Specification for Recreation Coordinator \(Job Code 693\)](#)

***Recommendation:*** Approve the modified class specification for Recreation Coordinator (Job Code 693)

**2.D 22-245** [Action to Abolish the Eligible List for Human Resources Technician \(Job Code 508\) and Adjust the Examination Weighting Plan on an Ongoing Basis to 100% Oral and a Qualifying Supplemental](#)

***Recommendation:*** Approve abolishing the eligible list for Human Resources Technician (Job Code 508) and adjust the weighting plan to 100% oral and qualifying supplemental on an ongoing 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."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

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# City of Santa Clara

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

## Agenda Report

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**22-220**

**Agenda Date: 2/14/2022**

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

#### **SUBJECT**

Action to Approve the Civil Service Commission Meeting Minutes of January 10, 2022.

#### **RECOMMENDATION**

Approve the Meeting Minutes of January 10, 2022.



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

01/10/2022

7:00 PM

Virtual Meeting

Pursuant to California Government Code Section 54953(e) and City of Santa Clara Resolution 21-9038, the Civil Service Commission will be held by teleconference only. No physical location will be available for this meeting, however, the City of Santa Clara continues to have methods for the public to participate remotely:

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<https://santaclaraca.zoom.us/j/97059145929?pwd=YnJ4a2NSNXplaDZrc0FOaFpIWDBKdz09>

Meeting ID: 970 5914 5929

Passcode: 793515

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

**Chair Felizardo called the meeting to order at 7:01 pm and led the meeting with the Pledge of Allegiance.**

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

#### **CONSENT CALENDAR**

[22-1772](#)

Action to Approve the Civil Service Commission Meeting Minutes of December 13, 2021.

**Recommendation:** Approve the Meeting Minutes of December 13, 2021.

**A motion was made by Commissioner McAllister, seconded by Vice Chair Naim, to approve the Civil Service Commission Meeting Minutes of December 13, 2021.**

**Aye:** 4 - Commissioner McAllister, Commissioner Brown Jr., Commissioner Casey, and Vice Chair Naim

**Abstained:** 1 - Chair Felizardo

[22-59](#)

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

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

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

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

### **PUBLIC PRESENTATIONS**

None

### **GENERAL BUSINESS**

[22-51](#)

Action to Adjust the Examination Weighting Plan for Utility Crew Supervisor (Job Code 881) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Utility Crew Supervisor (Job Code 881) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to Adjust the Examination Weighting Plan for Utility Crew Supervisor (Job Code 881) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

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

[22-52](#)

Action to Adjust the Examination Weighting Plan for Key Customer Service Representative (Job Code 505) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Key Customer Service Representative (Job Code 505) to 100% Oral and a Qualifying Supplemental on a One-time basis

**A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to Adjust the Examination Weighting Plan for Key Customer Service Representative (Job Code 505) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

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

[22-53](#)

Action to Adjust the Examination Weighting Plan for Customer Service Representative (Job Code 364) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Customer Service Representative (Job Code 364) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Commissioner McAllister, seconded by Commissioner Brown, to Adjust the Examination Weighting Plan for Customer Service Representative (Job Code 364) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

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

[22-54](#)

Action to Adjust the Examination Weighting Plan for Customer Service Representative - Permit Center (Job Code 369) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Customer Service Representative - Permit Center (Job Code 369) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to Adjust the Examination Weighting Plan for Customer Service Representative - Permit Center (Job Code 369) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

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

[22-55](#)

Action to Adjust the Examination Weighting Plan for Senior Customer Service Representative (Job Code 724) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Senior Customer Service Representative (Job Code 724) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Vice Chair Naim, seconded by Commissioner Casey, to Adjust the Examination Weighting Plan for Senior Customer Service Representative (Job Code 724) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

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

22-56

Action to Adjust the Examination Weighting Plan for Combination Inspector (Job Code 336) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Combination Inspector (Job Code 336) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to Adjust the Examination Weighting Plan for Combination Inspector (Job Code 336) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

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

22-58

Action to Abolish the Eligible List for Office Specialist II (Job Code 936)

**Recommendation:** Approve abolishing the eligible list for Office Specialist II

**A motion was made by Commissioner McAllister, seconded by Commissioner Brown, to Abolish the Eligible List for Office Specialist II (Job Code 936).**

**Aye:** 3 - Commissioner McAllister, Commissioner Brown Jr., and Commissioner Casey

**Abstained:** 2 - Chair Felizardo, and Vice Chair Naim

22-57

Action to Adjust the Examination Weighting Plan for Office Specialist II (Job Code 936) to 100% Oral and a Qualifying Supplemental on a One-time Basis

**Recommendation:** Approve the modified weighting plan for Office Specialist II (Job Code 936) to 100% Oral and a Qualifying Supplemental on a one-time basis

**A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to Adjust the Examination Weighting Plan for Office Specialist II (Job Code 936) to 100% Oral and a Qualifying Supplemental on a One-time Basis.**

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

**STAFF REPORT**

None



**COMMISSIONERS REPORT**

Vice Chair Naim addressed revisions to the Civil Service Rules. Chair Felizardo addressed the annual summary with the City and the Commissioners.

**ADJOURNMENT**

**A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to adjourn the Civil Service Commission Meeting at 7:46 pm.**

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

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# City of Santa Clara

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

## Agenda Report

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22-247

Agenda Date: 2/14/2022

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### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Note and File the Current Status and Requisition Report dated January 31, 2022

#### RECOMMENDATION

Note and File the Current Status and Requisition Report dated January 31, 2022

#### ATTACHMENT

1. Current Status and Requisition Report dated January 31, 2022

Current Status and Requisition Report  
Dated January 31, 2022

Requisition Number	Classification	Department	Number of Positions Approved to Fill
19180	Assistant/Associate Planner	Community Development	2
21349	Building/Housing Inspector	Community Development	1
21301	Combination Inspector	Community Development	5
19185	Customer Service Representative - Permit Center	Community Development	1
TBD	Office Specialist II	Community Development	1
19162/19114	Plans Examiner	Community Development	3
19063/19116	Senior Inspector	Community Development	1
19063	Senior Plans Examiner	Community Development	1
21335	Business Analyst (Public Benefits)	Electric Utility	1
18037/18146	Electric Utility Electrician	Electric Utility	1
TBD	Electric Utility Engineer	Electric Utility	1
21348	Electric Utility Electrician Technician	Electric Utility	2
19032/21336	Electric Utility Programmer Analyst	Electric Utility	1
19249/19188	Energy Conservation Specialist	Electric Utility	1
TBD	Engineering Aide (Fiber)	Electric Utility	1
560C-CONT/19153	Engineering Aide (Electric)	Electric Utility	1
19322	Journey Lineworker	Electric Utility	5
TBD	Key Customer Service Representative	Electric Utility	
TBD	Senior Electric Crew Foreperson	Electric Utility	1
TBD	Senior Engineering Aide	Electric Utility	1
TBD	Senior Electric Utility Engineer	Electric Utility	1
19236	Senior Electric Utility Technician	Electric Utility	1
21363	Senior Key Customer Service Representative	Electric Utility	2
31-20-795	Service Coordinator Inspector	Electric Utility	2
TBD	Staff Aide II	Electric Utility	3
TBD	Time and Material Clerk	Electric Utility	1
TBD	Accountant	Finance	1
TBD	Accounting Technician	Finance	1
19194, 19195	Customer Service Representative	Finance	2
TBD	Senior Accounting Technician	Finance	1
20251	Senior Customer Service Representative	Finance	2
19061/19214	Battalion Chief	Fire	2
TBD	Deputy Fire Marshal I/II	Fire	3
TBD	Driver/Engineer	Fire	2
TBD	Firefighter Recruit	Fire	5
TBD	Fire Prevention Specialist	Fire	2
19341/19210/21323	Librarian I/II	Library	2.5
TBD	Recreation Coordinator	Parks and Recreation	1
TBD	Parks Foreperson	Parks and Recreation	2
98-19-650C/ 35-14-689C	Community Service Officer I/II	Police	5
19238	Office Specialist II	Police	1
19079	Police Officer Recruit/Lateral	Police	8
21347	Police Records Specialist II	Police	4
19256/20275/21321	Public Safety Dispatcher I/II	Police	5
19044/19065	Associate Engineer (Civil)	Public Works	1
TBD	Public Works Inspector	Public Works	1
21989/19242	Senior Civil Engineer	Public Works	2
21355	Street Maintenance Worker I	Public Works	3
19237	Office Specialist IV	Water and Sewer Utilities	1
TBD	Senior Water System Operator	Water and Sewer Utilities	1
TBD	Utility Crew Supervisor	Water and Sewer Utilities	2
TBD	Water and Sewer Maintenance Worker I	Water and Sewer Utilities	1
		<b>Total</b>	<b>102.5</b>



## Agenda Report

22-241

Agenda Date: 2/14/2022

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Senior Accounting Technician (Job Code 208) 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 Accounting Technician (Job Code 208). 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 Accounting Technician (Job Code 208) on a one-time basis. Currently, the examination weighting plan consists of 100% Oral Examination 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 Examination 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 technical components that would have also been assessed during the Performance Examination stage.

There are no recommended changes to the class specification for Senior Accounting Technician (Job Code 208)

#### 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 Senior Accounting Technician (Job Code 208) 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

22-253

Agenda Date: 2/14/2022

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Adjust the Examination Weighting Plan for Electric Utility Electrician (Job Code 885) 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 Electric Utility Electrician (Job Code 885). 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 Electric Utility Electrician (Job Code 885) on a one-time basis. Currently, the examination weighting plan consists of 50% Oral Examination 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 Examination 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. 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 Written 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 technical components that would have also been assessed during the Written Examination stage.

There are no recommended changes to the class specification for Electric Utility Electrician (Job Code 885).

#### 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**

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**RECOMMENDATION**

Approve the modified weighting plan for Electric Utility Electrician (Job Code 885) 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

22-244

Agenda Date: 2/14/2022

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Modify the Class Specification for Recreation Coordinator (Job Code 693)

#### BACKGROUND

The Human Resources Department coordinated with the Parks and Recreation Department and is proposing to modify the class specification for Recreation Coordinator (Job Code 693). 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 Recreation Coordinator (Job Code 693) include various administrative changes to the class specification, including updating the *Class Summary* and adding the *Distinguishing Characteristics* section. The *Licenses/Certifications* section was updated to include a Lifeguard Training Certification and Lifeguard Training Instructor Certification for those employees assigned to the Aquatics Program. The existing Water Safety Instructor Certification was moved to the Desirable Qualifications section. The *Typical Duties* and *Knowledge, Skills, and Abilities* sections were also updated to accurately reflect the current requirements of the position.

There are no recommended changes to the examination weighting plan for Recreation Coordinator (Job Code 693).

#### ENVIRONMENTAL REVIEW

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

#### FISCAL IMPACT

There is no fiscal impact to revising the class specifications.

#### PUBLIC CONTACT

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library.

**RECOMMENDATION**

Approve the modified class specification for Recreation Coordinator (Job Code 693)

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

**ATTACHMENTS**

1. Class Specification, clean, for Recreation Coordinator (Job Code 693)
2. Class Specification, track changed version, for Recreation Coordinator (Job Code 693)

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

**TITLE: RECREATION COORDINATOR**

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

**CLASS SUMMARY**

This classified position is responsible for coordinating programs within a specific recreation program (Performing Arts; Youth Development; Sports & Aquatics; Older Adults & Special Populations, Enrichment, or Marketing & Communications). The position may also be responsible for conducting administrative and promotional duties for community-wide activities or events in a specific recreation program. The incumbent may be required to oversee a specific recreation facility, perform routine program development, or oversight, and take specific responsibility for coordination of As-Needed staff and contract employees. Performs related work as required.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

- A Bachelor's Degree from an accredited college or university with a degree in Recreation, Recreation & Leisure Studies, Tourism, Leisure & Event Planning, Social Science, Kinesiology, or closely related field; AND
- Two (2) years of full-time paid experience coordinating a recreation program, including the supervision of recreation leadership personnel. These two (2) years may be a combination of full-time, part-time, or internship experience (2,000 hours of part-time and/or internship experience are equivalent to one (1) year of full-time work experience).

For Aquatics Program:

- Minimum of two (2) years of experience in various aquatics programs and in aquatic environment emergency response.

***ACCEPTABLE SUBSTITUTION***

Possible Substitution for Education:

- Graduation from high school or possession of a G.E.D. and five (5) years of additional paid full-time experience in the supervision of recreation personnel in a public recreation setting may be substituted for the college graduation requirement.

***LICENSES/CERTIFICATIONS***

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment; and
- CPR and First Aid is required within six (6) months of appointment and for the duration of employment.

## **RECREATION COORDINATOR (JOB CODE 693)**

For Aquatics Program:

- Title 22 First Aid and CPR certification are required at the time of appointment and for the duration of employment; and
- Lifeguard Training Certificate and Lifeguard Training Instructor Certificate are required at the time of appointment and for the duration of employment.

### ***DESIRABLE QUALIFICATIONS***

- Experience with program budgeting and program marketing is highly desirable;
- Experience using recreation registration software program is desirable; and
- When assigned to the Aquatics Program, Water Safety Instructor Certifications or other recognized Swim Lesson Instruction Certification is desirable.

### ***OTHER REQUIREMENTS***

- May be required to work evening shifts, weekends, and unusual hours to meet program and event requirements; and
- Must be able to perform all of the essential functions of the job.

### **DISTINGUISHING CHARACTERISTICS**

The Recreation Coordinator is an advanced journey level classification responsible for coordinating programs for a specified recreation program or recreation facility.

Incumbents regularly work on complex tasks that require discretion and independent judgment. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. The Recreation Coordinator differs from the lateral classification of Recreation Coordinator – Therapeutics in that the lateral classification specializes in therapeutics programs, whereas, the Recreation Coordinator performs general recreation work. The Recreation Coordinator is distinguished from the higher-level classification of Recreation Supervisor in that the later primarily performs supervisory functions over recreation programs, facilities, events and/or parks and supervises full-time personnel.

### **TYPICAL DUTIES**

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under direction, the incumbent will:

- Organizes and directs programs, classes, and city-wide special events
- Plans, coordinates and directs a variety of recreation classes including facility booking, program marketing, gathering of supplies and recordkeeping
- Plans, delivers and promotes a variety of activities and events for various age and interest groups
- Recruits, trains and coordinates As-Needed Recreation staff, contract employees and program instructors
- Interprets departmental policies to the general public
- Schedules and supervises the use of facilities for participant groups

## **RECREATION COORDINATOR (JOB CODE 693)**

- Performs general recreation work in areas such as city-wide special events, support at the Teen Center, the Senior Center, the Youth Activity Center, Aquatic complexes and pools, Sports Fields, gymnastics, tennis, and in the Performing Arts and Enrichment programs
- Monitors contracted user groups that implement recreational programs on behalf of the City
- Leads in-service trainings, including hiring, training, scheduling, and supervising As-Needed staff and volunteers
- Collects and accounts for fees and charges
- May coordinate the aquatics program, which may include management of pool rentals and contractors, public swim, classes, lap swim and aquatics events
- Assists in preparation and monitoring of program budgets, evaluates programs, studies trends, develops new activities, and makes recommendations to Recreation Supervisor or Recreation Manager
- Participates in the development and implementation of goals, objectives, policies and priorities for recreation programs and activities
- Prepares media releases, correspondence and special event promotional materials on behalf of the department or program
- Develops and prepares routine reports
- Perform other related duties as required

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

### Knowledge of:

- Principles, practices and techniques of recreation services and programs
- Principles and practices of staff supervision, including training and evaluation of employees
- Principles and practices of customer service
- Methods and techniques of a specific recreation program
- Basic methodology of organizing groups, programs and services in a recreational setting
- Managing sports tournaments, leagues, sports facilities, community partnerships, special events and public information
- Budget management
- Program marketing
- Environmental and office safety practices, procedures and standards

### Skills to:

- Effectively convey information and express thoughts and facts clearly, orally and in writing
- Demonstrate effective use of listening skills and display openness to other people's ideas and thoughts
- Utilize common business computer applications including, but not limited to MS Outlook, MS Word, MS PowerPoint, MS Teams, MS Excel and recreation software
- Develop effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution
- Act to align own unit's goals with the strategic direction of the organization

## **RECREATION COORDINATOR (JOB CODE 693)**

- Define tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives

### **Ability to:**

- Manage, schedule, evaluate and train As-Needed and contract employees
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Work cooperatively with co-workers and the general public
- Develop and maintain effective working relationships with supervisors, employees, the general public and others contacted in the course of work
- Work in a team-based environment and achieve common goals
- Communicate effectively to groups and individuals, both orally and in writing
- Exercise independent judgement and initiative with minimal supervision
- Walk, stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb, run, and lift as necessary to perform assigned duties
- Carry, restrain and/or lift a minimum of 50 pounds
- Perform work in various environments, including outdoors and inclement weather

### **For Aquatic Program:**

- Perform aquatic instruction in a pool for extended periods of time

### **SUPERVISION RECEIVED**

Works under the direction of a Recreation Supervisor, Recreation Manager, or Parks and Recreation Director.

### **SUPERVISION EXERCISED**

May supervise As-Needed Recreation staff and contract employees.

### **CLASSIFICATION HISTORY**

Created 1/2007; Rev. 12/2016; Rev. 02/2022

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

**TITLE: RECREATION COORDINATOR**

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

**CLASS SUMMARY**

This classified position is responsible for coordinating programs within a specific recreation program (~~Cultural Performing Arts; Children; Youth and Teens Youth Development; Aquatics; Sports & Aquatics; Older Adults & Special Populations, Enrichment, or Marketing & Communications; Sports and Seniors~~). The position may also be responsible for conducting administrative and promotional duties for community-wide activities or events in a specific recreation program. The incumbent may be required to oversee a specific recreation facility, perform routine program development, or oversight, and take specific responsibility for coordination of As-Needed staff and contract employees. Performs related work as required.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

- A Bachelor's Degree from an accredited college or university with a degree in Recreation, Recreation & Leisure Studies, Tourism, Leisure & Event Planning, Social Science, Kinesiology, or closely related field; AND
- Two (2) years of full-time paid experience coordinating a recreation program, including the supervision of recreation leadership personnel. These two (2) years may be a combination of full-time, part-time, or internship experience (2,000 hours of part-time and/or internship experience are equivalent to one (1) year of full-time work experience).

For Aquatics Program:

- Minimum of two (2) years of experience in various aquatics programs and in aquatic environment emergency response.

**ACCEPTABLE SUBSTITUTION**

Possible Substitution for Education:

- Graduation from high school or possession of a G.E.D. and five (5) years of additional paid full-time experience in the supervision of recreation personnel in a public recreation setting may be substituted for the college graduation requirement.

**LICENSES/CERTIFICATIONS**

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment; and
- CPR and First Aid is required within six (6) months of appointment and for the duration of employment.

**RECREATION COORDINATOR (JOB CODE 693)**

For Aquatics Program:

- Title 22 First Aid and CPR certification are required at the time of appointment and for the duration of employment; and
- Lifeguard Training Certificate and Lifeguard Training Instructor Certificate and ~~Water Safety Instructor Certifications~~ are required at the time of appointment and for the duration of employment.

***DESIRABLE QUALIFICATIONS***

- Experience with program budgeting and program marketing is highly desirable; ~~and~~
- Experience using recreation registration software program is desirable; ~~and~~
- When assigned to the Aquatics Program, Water Safety Instructor Certifications or other recognized Swim Lesson Instruction Certification is desirable.

***OTHER REQUIREMENTS***

- May be required to work evening shifts, weekends, and unusual hours to meet program and event requirements; and
- Must be able to perform all of the essential functions of the job.

**DISTINGUISHING CHARACTERISTICS**

The Recreation Coordinator is an advanced journey level classification responsible for coordinating programs for a specified recreation program or recreation facility. Incumbents regularly work on complex tasks that require discretion and independent judgment. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. The Recreation Coordinator differs from the lateral classification of Recreation Coordinator – Therapeutics in that the lateral classification specializes in therapeutics programs, whereas, the Recreation Coordinator performs general recreation work. The Recreation Coordinator is distinguished from the higher-level classification of Recreation Supervisor in that the later primarily performs supervisory functions over recreation programs, facilities, events and/or parks and supervises full-time personnel.

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Under direction, the incumbent will:

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- Recruits, trains and coordinates As-Needed Recreation staff, contract employees and program instructors
- Interprets departmental policies to the general public
- Schedules and supervises the use of facilities for participant groups



**RECREATION COORDINATOR (JOB CODE 693)**

- Performs general recreation work in areas such as city-wide special events, support at the Teen Center, the Senior Center, the Youth Activity Center, Aquatic complexes and pools,- Sports Fields, gymnastics, tennis, ~~early education enrichment~~ and in the ~~Performaing~~~~cultural arts~~~~Arts and Enrichment~~ programs
- Monitors contracted user groups that implement recreational programs on behalf of the City
- Leads in-service trainings, including hiring, training, scheduling, and supervising As-Needed staff and volunteers
- Collects and accounts for fees and charges
- May coordinate the aquatics program, which may include management of pool rentals and contractors, public swim, classes, lap swim and ~~a~~Aquatics ~~e~~Events
- Assists in preparation and monitoring of program budgets, ~~e~~Evaluates programs, studies trends, develops new activities, and makes recommendations to Recreation Supervisor or Recreation Manager
- Participates in the development and implementation of goals, objectives, policies and priorities for recreation programs and activities
- Prepares media releases, correspondence and special event promotional materials on behalf of the department or program
- Develops and prepares routine reports
- Perform other related duties as required.

**KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of:

- ~~Principles, practices and techniques used in the planning and coordination of recreation programs~~
- Principles, practices and techniques of recreation services and programs
- Principles and practices of staff supervision, including training and evaluation of employees
- Principles and practices of customer service
- Methods and techniques of a specific recreation program
- Basic methodology of organizing groups, programs and services in a recreational setting
- Managing sports tournaments, leagues, sports facilities, community partnerships, special events and public information
- Budget management
- Program marketing
- Environmental and office safety practices, procedures and standards
- ~~Computer proficiency in Microsoft Office Suite and recreation registration software~~

Skills to:

- Effectively convey information and express thoughts and facts clearly, orally and in writing
- Demonstrate effective use of listening skills and display openness to other people's ideas and thoughts
- Utilize common business computer applications including, but not limited to MS Outlook,

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**RECREATION COORDINATOR (JOB CODE 693)**

MS Word, MS PowerPoint, MS Teams, and MS Excel and recreation software

- Develop effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution
- Act to align own unit's goals with the strategic direction of the organization
- Define tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives

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Ability to:

- Manage, schedule, evaluate and train As-Needed and contract employees
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Work cooperatively with co-workers and the general public
- Develop and maintain effective working relationships with supervisors, employees, the general public and others contacted in the course of work
- Work in a team-based environment and achieve common goals
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- Carry, restrain and/or lift a minimum of 50 pounds
- Perform work in various environments, including outdoors and inclement weather

For Aquatic Program:

- Perform aquatic instruction in a pool for extended periods of time

**SUPERVISION RECEIVED**

Works under the direction of a Recreation Supervisor, Recreation Manager, or Parks and Recreation Director.

**SUPERVISION EXERCISED**

May supervise As-Needed Recreation staff and contract employees.

**CLASSIFICATION HISTORY**

Created 1/2007; Rev. 12/2016; Rev. 02/2022



## Agenda Report

22-245

Agenda Date: 2/14/2022

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### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Abolish the Eligible List for Human Resources Technician (Job Code 508) and Adjust the Examination Weighting Plan on an Ongoing Basis to 100% Oral and a Qualifying Supplemental

#### ACTION AND AUTHORITY

The Human Resources Department is requesting to abolish the Human Resources Technician (Job Code 508) 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 than 5 names remaining on the list, the Human Resources Department's practice is to bring eligible list abolishments to the Civil Service Commission. The Civil Service Commission has an established past practice of hearing and deciding on such requests.

Additionally, the Human Resources Department requests Commission approval of a modification to the examination weighting plan for Human Resources Technician (Job Code 508) on an ongoing basis. 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."

The Human Resources Technician (Job Code 508) is responsible for a variety of tasks associated with the administration of recruitments, classification and compensation, workers' compensation, benefits, and training.

#### DISCUSSION

The Human Resources Technician (Job Code 508) eligible list was established on May 3, 2021 and is scheduled to expire on May 3, 2022. The original eligible list included 14 active candidates. Human Resources staff interviewed all candidates on the eligible list. The top six (6) candidates were interviewed for a fit interview. Of those candidates three (3) were hired off the eligible list. The remaining eleven (11) candidates were not deemed as a fit for the Department based on additional desirable qualifications for the position. The Human Resources Department is requesting to abolish the list, so they can begin a new recruitment and not have to wait until the list is abolished in May 2022 to start a new recruitment.

The Human Resources Department is recommending modifications to the examination weighting plan for Human Resources Technician (Job Code 508) on an ongoing basis. Currently, the examination weighting plan consists of 100% oral and qualifying written examination. The proposed modification is to make the examination weighting a 100% oral with a qualifying supplemental questionnaire. 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.

### **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 abolish the eligible list and 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>> or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Approve abolishing the eligible list for Human Resources Technician (Job Code 508) and adjust the weighting plan to 100% oral and qualifying supplemental on an ongoing basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources