



City of Santa Clara

Meeting Agenda

Civil Service Commission

Monday, April 11, 2022

7:00 PM

Virtual Meeting

Pursuant to California Government Code Section 54953(e) and City of Santa Clara Resolution 22-9067, 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

- 1A. 22-388** [Action to Approve the Civil Service Commission Meeting Minutes of February 14, 2022.](#)

Recommendation: Approve the Meeting Minutes of February 14, 2022.

- 1B. 22-527** [Note and File the Current Status and Requisition Report dated March 31, 2022](#)

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

PUBLIC PRESENTATIONS

I [This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

GENERAL BUSINESS

2A. 22-515 [Action to Adjust the Examination Weighting Plan for Utility Crew Supervisor \(Job Code 881\) to the Original Weighting Plan of 50% Written Examination and 50% Oral Examination](#)

Recommendation: Approve the modified weighting plan for Utility Crew Supervisor (Job Code 881) to the Original Weighting Plan of 50% Written Examination and 50% Oral Examination

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

MEETING DISCLOSURES

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.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



City of Santa Clara

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

Agenda Report

22-388

Agenda Date: 4/11/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of February 14, 2022.

RECOMMENDATION

Approve the Meeting Minutes of February 14, 2022.



City of Santa Clara

Meeting Minutes

Civil Service Commission

02/14/2022

7:00 PM

Virtual Meeting

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Meeting ID: 970 5914 5929

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CALL TO ORDER AND ROLL CALL

Chair Felizardo called the meeting to order at 7:02 pm and led the meeting with the Pledge of Allegiance.

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

Absent 1 - Commissioner John Casey

CONSENT CALENDAR

A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to approve the Balance of the Consent Calendar.

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

Absent: 1 - Commissioner Casey

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

None

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

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, to approve the modified weighting plan for Senior Accounting Technician (Job Code 208) to 100% Oral and a Qualifying Supplemental on a one-time basis.

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

Absent: 1 - Commissioner Casey

- 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

A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to approve the modified weighting plan for Electric Utility Electrician (Job Code 885) to 100% Oral and a Qualifying Supplemental on a one-time basis.

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

Absent: 1 - Commissioner Casey

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)

A motion was made by Commissioner McAllister, seconded by Vice Chair Naim, to 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

An amended motion was made by Commissioner McAllister, seconded by Commissioner Brown, to approve abolishing the eligible list for Human Resources Technician (Job Code 508) and adjust the weighting plan to 100% oral and qualifying supplemental on a one time basis.

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

Absent: 1 - Commissioner Casey

STAFF REPORT

None

COMMISSIONERS REPORT

None

ADJOURNMENT

A motion was made by Vice Chair Naim, seconded by Commissioner Brown, the adjourn the Civil Service Commission meeting at 7:45 pm.

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

Absent: 1 - Commissioner Casey

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Agenda Report

22-527

Agenda Date: 4/11/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

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

RECOMMENDATION

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

ATTACHMENT

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

Current Status and Requisition Report
Dated March 31, 2022

Requisition Number	Classification	Department	Number of Positions Approved to Fill
21349	Building/Housing Inspector	Community Development	1
21301	Combination Inspector	Community Development	3
19185	Customer Service Representative	Community Development	3
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	2
18037/18146	Electrician	Electric Utility	3
TBD	Electric Crew Foreperson	Electric Utility	1
TBD	Electric Helper/Driver	Electric Utility	1
TBD	Electric Utility Engineer	Electric Utility	1
TBD	Electric Utility Generation Technician	Electric Utility	1
TBD	Electric Utility Electrician Technician	Electric Utility	1
19032/21336	Electric Utility Programmer Analyst	Electric Utility	1
TBD	Electric Utility Network Administrator	Electric Utility	1
TBD	Electric Water and Sewer Operator	Electric Utility	3
19249/19188	Energy Conservation Specialist	Electric Utility	1
560C-CONT/19153	Engineering Aide (Fiber/Electric)	Electric Utility	2
19322	Journey Lineworker	Electric Utility	5
TBD	Key Customer Service Representative	Electric Utility	1
TBD	Resource Analyst II	Electric Utility	1
TBD	Senior Engineering Aide	Electric Utility	1
TBD	Senior Electric Utility Engineer	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	Accountant	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	2
TBD	Driver-Engineer	Fire	1
TBD	Firefighter Recruit	Fire	7
TBD	Fire Prevention Engineer	Fire	1
TBD	Fire Prevention Specialist	Fire	2
TBD	Human Resources Technician	HR	1
19341/19210	Librarian I/II-Mission Branch	Library	1.5
TBD	Library Program Coordinator	Library	1
TBD	Grounds Maintenance Worker III	Parks and Recreation	1
TBD	Recreation Coordinator	Parks and Recreation	1
98-19-650C/35-14-689C	Community Service Officer I/II	Police	9
19238	Office Specialist II	Police	1
19079	Police Officer Recruit/Lateral	Police	3
21347	Police Records Specialist II	Police	4
19256/20275/21321	Public Safety Dispatcher I/II	Police	3
19044/19065	Associate Engineer (Civil)	Public Works	1
TBD	Equipment Operator	Public Works	1
TBD	Public Works Inspector	Public Works	1
21989/19242	Senior Civil Engineer (Field Services/LPD)	Public Works	2
TBD	Senior Engineering Aide	Public Works	1
TBD	Street Maintenance Worker III	Public Works	2
TBD	Facilities Inspection Supervisor	Water and Sewer Utilities	1
19237	Office Specialist IV	Water and Sewer Utilities	1

Current Status and Requisition Report

Dated March 31, 2022

TBD	Utility Crew Supervisor	Water and Sewer Utilities	2
TBD	Water and Sewer Maintenance Worker I	Water and Sewer Utilities	3
		Total	108.5



Agenda Report

22-515

Agenda Date: 4/11/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Adjust the Examination Weighting Plan for Utility Crew Supervisor (Job Code 881) to the Original Weighting Plan of 50% Written Examination and 50% Oral Examination

BACKGROUND

The Human Resources Department requests Commission approval of a modification to the approved examination weighting plan for Utility Crew Supervisor (Job Code 881). 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

On January 10, 2022, the Civil Service Commission approved the adjustment of the Utility Crew Supervisor (Job Code 881) on a one-time basis to a qualifying supplemental evaluation and 100% oral examination. Given the COVID-19 restrictions for interviews and examinations have been lifted by the Administration, the recommendation is to reinstate the original weighting plan of 50% written examination and 50% oral examination for the Utility Crew Supervisor (Job Code 881) recruitment.

There are no recommended changes to the class specification for Utility Crew Supervisor (Job Code 881).

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

RECOMMENDATION

Approve the modified weighting plan for Utility Crew Supervisor (Job Code 881) to the Original Weighting Plan of 50% Written Examination and 50% Oral Examination

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources