



City of Santa Clara

Meeting Agenda

Civil Service Commission

Monday, December 12, 2022

7:00 PM

Virtual Meeting

Pursuant to California Government Code Section 54953(e) and City of Santa Clara Resolution 22-9160, 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 22-1500** [Action to Approve the Civil Service Commission Meeting Minutes of November 14, 2022.](#)

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

- 1.B 22-1505** [Note and File the Current Status and Requisition Report dated November 30, 2022](#)

Recommendation: Note and File the Current Status and Requisition Report dated November 30, 2022

PUBLIC PRESENTATIONS

[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

2.A 22-1360 [Action to Modify and Retitle the Class Specification of Facilities Inspection Supervisor \(Job Code 467\) to Utility Inspection Supervisor \(Job Code 467\)](#)

Recommendation: Approve the modified class specification and retitle of Facilities Inspection Supervisor (Job Code 467) to Utility Inspection Supervisor (Job Code 467)

2.B 22-1371 [Action to Modify and Retitle the Class Specification of Facilities Technician \(Job Code 469\) to Utility Inspection Technician \(Job Code 469\)](#)

Recommendation: Approve the modified class specification and retitle of Facilities Technician (Job Code 469) to Utility Inspection Technician (Job Code 469)

2.C 22-1507 [Action to Extend Probationary Period for Assistant Water and Sanitary Sewer Superintendent \(Employee No. 05863\)](#)

Recommendation: Approve an Extension of the Probationary Period for Assistant Water and Sanitary Sewer Superintendent (Employee No. 05863) for a Maximum Three-Month Period

2.D 22-1523 [Action to Cancel December 2022 Dates for a Board of Review Hearing for Employee Disciplinary Appeal Matter and Reschedule Board of Review Hearing at a future Civil Service Commission Meeting](#)

Recommendation: Cancel December 2022 Dates for a Board of Review hearing for employee disciplinary appeal matter and reschedule Board of Review hearing at a future Civil Service Commission meeting.

2.E 22-1524 [Action to Set Date for a Board of Review Hearing for Employee Disciplinary Appeal Matter](#)

Recommendation: Take action to set date for a Board of Review hearing for employee disciplinary appeal matter.

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

22-1500

Agenda Date: 12/12/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

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

RECOMMENDATION

Approve the Meeting Minutes of November 14, 2022.



City of Santa Clara

Meeting Minutes

Civil Service Commission

11/14/2022

7:00 PM

Virtual Meeting

Pursuant to California Government Code Section 54953(e) and City of Santa Clara Resolution 22-9150, 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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Meeting ID: 970 5914 5929

Passcode: 793515

CALL TO ORDER AND ROLL CALL

Chair Felizardo called the meeting to order 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

1.A [22-609](#) Action to Approve the Civil Service Commission Meeting Minutes of April 11, 2022.

Recommendation: Approve the Meeting Minutes of April 11, 2022.

A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to approve the Civil Service Commission Meeting Minutes of April 11, 2022.

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

Absent: 1 - Commissioner Casey

Abstained: 1 - Commissioner Brown Jr.

- 1.B [22-1213](#) Action to Approve the Civil Service Commission Meeting Minutes of September 12, 2022.

Recommendation: Approve the Meeting Minutes of September 12, 2022.

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, to approve the Civil Service Commission Meeting Minutes of September 12, 2022.

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

Absent: 1 - Commissioner Casey

Abstained: 1 - Chair Felizardo

- 1.C [22-1358](#) Note and File the Current Status and Requisition Report dated October 31, 2022

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

A motion was made by Vice Chair Naim, seconded by Commissioner Brown, to Note and File the Current Status and Requisition Report dated October 31, 2022.

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

Absent: 1 - Commissioner Casey

PUBLIC PRESENTATIONS

GENERAL BUSINESS

- 2.A [22-1361](#) Informational Presentation to the Civil Service Commission Regarding Board of Review Rules and Procedures
Presentation by Alexander Abbe, Assistant City Attorney

- 2.B [22-1216](#) Action to Set Additional Dates for a Board of Review Hearing for Employee Disciplinary Appeal Matter

Recommendation: Set Additional Dates for a Board of Review Hearing for Employee Disciplinary Appeal Matter

A motion was made by Commissioner Brown, seconded by Commissioner McAllister, to set the additional dates of 12/12/2022, 12/19/2022 & 12/20/2022 (tentative) or 1/9/2023 if 12/20/2022 is not an option, for a Board of Review Hearing for an Employee Disciplinary Appeal Matter.

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

Absent: 1 - Commissioner Casey

2.C [22-916](#) 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 September 12, 2022 through June 30, 2023, or as soon thereafter as is practicable for holding the next Commission election.

A motion was made by Commissioner McAllister, seconded by Commissioner Brown, that Chair Felizardo and Vice Chair Naim, continue to serve as Chair and Vice Chair for the period of November 14, 2022 through June 30, 2023.

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

Absent: 1 - Commissioner Casey

2.D [22-977](#) Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2023

Recommendation: Approve Civil Service Commission meeting and Board of Review dates for 2023

A motion was made by Vice Chair Naim, seconded by Commissioner Brown, to establish the Civil Service Commission Meeting Dates on the second Monday of the month at 7 pm, and that Board of Review Meeting will be scheduled on alternate even numbered months and that January 9, 2023 is a tentatively scheduled Board of Review Meeting.

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

Absent: 1 - Commissioner Casey

STAFF REPORT

Data was provided to the Civil Service Commission in response to their question on current Santa Clara Police Department vacancies.

Assistant City Attorney Sujata Reuter reported that the Governor will be lifting the state of emergency related to Covid-19 in late February, 2023. Assuming this doesn't change, the Civil Service Commission will likely resume in person meetings after that date.

COMMISSIONERS REPORT

Commissioner Brown asked that the Board of Review meetings be added to their calendars as soon as possible. Ashley Lancaster responded that those calendar invites will be sent out the next day, November 15, 2022.

ADJOURNMENT

A motion was made by Commissioner McAllister, seconded by Vice Chair Naim, to adjourn the Civil Service Commission Meeting at 8:13 pm.

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.

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Civil Service Commission

Item #2.A: Board of Review Rules & Procedures

22-1361

November 14, 2022



Overview

- Why are we here?
- What is a board of review hearing?
- What happens before, during, after the hearing?
- What are some rules of conduct for the hearing?
- How do you reach a decision?

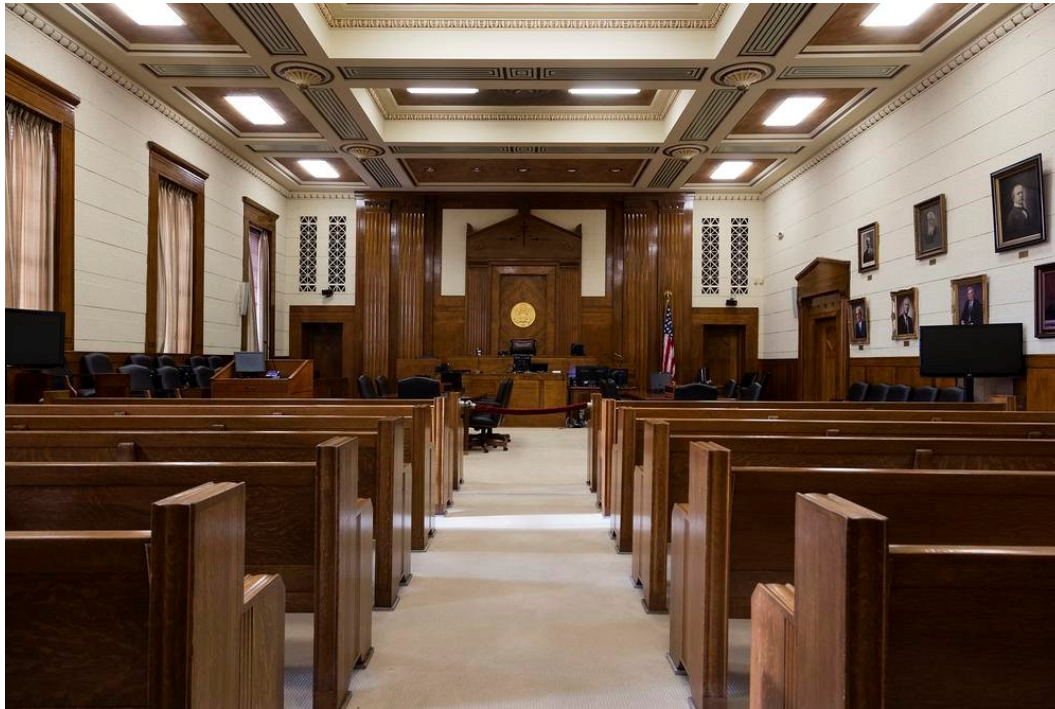


Why Are We Here?

- Allegation of Employee Misconduct
- Civil Service Rules & Regs
 - § 6.4: Causes for employee discipline
 - § 6.6: Notice of discipline
 - § 7.3: Right to appeal to Board of Review (BOR)



What is a BOR Hearing?



- Arguments from each party
- Usu. represented by counsel
 - Dif. attys for dept. & BOR
- Opening & closing arguments
- Both sides present evidence & call witnesses
- BOR adjourns to deliberate & render opinion



Rules & Procedures for BOR Hearings

Approved by Civil Service Commission 8/11/03
Revision Approved 9/15/03

CITY OF SANTA CLARA

Rules and Procedures for the Conduct of Hearings and Boards of Review

PREAMBLE:

- A. The Civil Service Commission shall meet and act as a Board of Review when required under the provisions of Section 7 of the Civil Service Rules and Regulations.
- B. The purpose of these Rules and Procedures is to provide a fair and impartial hearing in which the facts are developed in an expeditious manner.
- C. To guide the Board in its conduct involving a termination, suspension, demotion or reduction in pay as defined therein, the following rules and procedures shall be adhered to:
 1. The hearing shall be: informal, open to the public, unless otherwise ordered by the Board or at the request of the person involved.



Before the hearing...

- Employee notified in writing
- Employee has 10 days to appeal
- CSC sets date(s) for the hearing
- Parties submit witness lists & written statements
- Employee may request that hearing be closed to the public





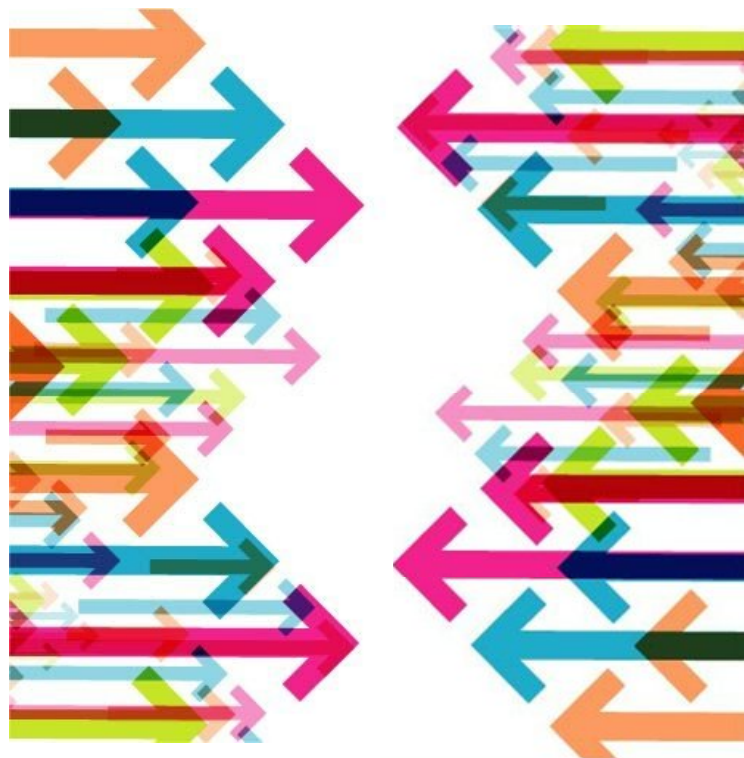
At the hearing...

- Procedural discussion
- Opening statements
- Present testimony (in person or by affidavit)
- Introduce exhibits
- Cross-examine witnesses
- Closing statements





Order of Proof



- Dept present evidence supporting the discipline
- Employee presents evidence in defense
- Parties may cross-examine witnesses after direct testimony
- Dept provides rebuttal
- Employee provides rebuttal



Conduct of the Hearing

- Make no assumptions about appropriateness of disciplinary action
- Be guided by the weight of the evidence presented; receive no evidence outside the hearing
- Ask additional questions of witnesses to understand the pertinent facts
- Must be disinterested, impartial arbiter
- Assist the Chair to ensure a fair & orderly hearing



Conduct of the Hearing

- Chair serves as presiding officer.
 - Opens & closes the hearing
 - Explains hearing procedures
 - Administers oaths





Conduct of the Hearing

- Chair serves as presiding officer.
 - Rules on objections



- Irrelevant
- Repetitious
- Already established
- Confusing

- Accepts evidence into the record¹



After the hearing...

- Board adjourns into closed session
- Board renders decision within 10 days
- Decision must be in writing
- Uphold, overturn, or modify department decision
- Decision is binding on the employee and the department





How do you Reach a Decision?



- Majority vote (3 / 5)
- Standard of Review is de novo
- Burden of proof is on the Department
- Make your decision on a preponderance of the evidence
- Ok to consider any prior disciplinary action



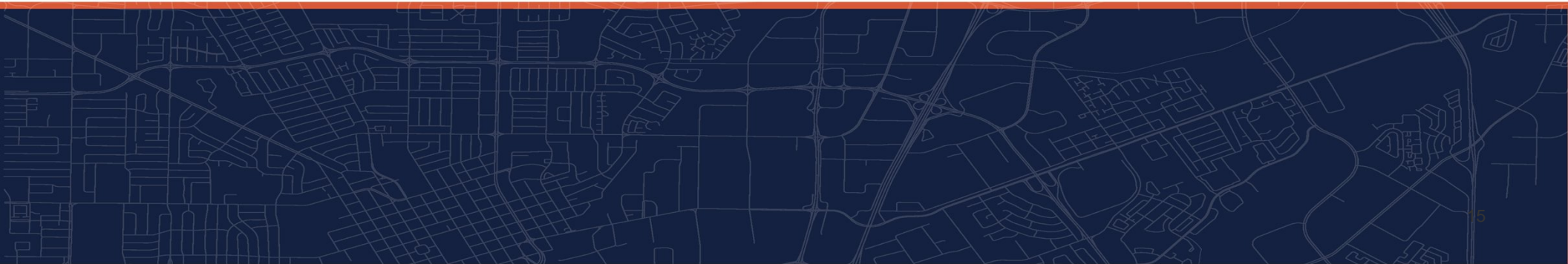
**City of
Santa Clara**
The Center of What's Possible

Questions



City of Santa Clara

The Center of What's Possible





City of Santa Clara

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

Agenda Report

22-1505

Agenda Date: 12/12/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Note and File the Current Status and Requisition Report dated November 30, 2022

RECOMMENDATION

Note and File the Current Status and Requisition Report dated November 30, 2022

ATTACHMENT

1. Current Status and Requisition Report dated November 30, 2022

Current Status and Requisition Report
Dated November 30, 2022

Requisition Number	Classification	Department	Number of Positions Approved to Fill
TBD	Office Records Specialist	City Clerk	1
21301; 22405	Combination Inspector	Community Development	2
TBD	Office Assistant	Community Development	1
TBD	Office Specialist II	Community Development	1
TBD	Plans Examiner	Community Development	1
22059	Senior Inspector	Community Development	1
TBD	Senior Planner	Community Development	2
TBD	Staff Analyst I	Community Development	1
TBD	Account Clerk II	Electric Utility	1
TBD	Energy Conservation Coordinator	Electric Utility	1
18037/18146	Electric Utility Electrician	Electric Utility	3
TBD	Electric Utility Engineer	Electric Utility	2
TBD	Electric Crew Foreperson	Electric Utility	1
TBD	Electric Utility Generation Technician	Electric Utility	1
22340	Electric Utility Programmer Analyst	Electric Utility	2
TBD	Electric Utility Network Administrator	Electric Utility	1
22445	Electric Water and Sewer Operator	Electric Utility	2
19322	Journey Lineworker	Electric Utility	5
TBD	Senior Instrument and Control Technician	Electric Utility	1
TBD	Senior Electrical Estimator	Electric Utility	1
TBD	Senior Electric Utility Engineer	Electric Utility	3
TBD	Senior Engineering Aide	Electric Utility	1
TBD	Senior Resource Analyst	Electric Utility	2
31-20-795	Service Coordinator Inspector	Electric Utility	2
TBD	Business Analyst	Finance	1
TBD	Customer Service Supervisor	Finance	1
22214	Deputy Fire Marshal I/II	Fire	2
TBD	Firefighter I	Fire	18
TBD	Fire Protection Engineer	Fire	1
TBD	Permit Technician	Fire	1
TBD	Grounds Maintenance Worker III	Parks and Recreation	1
TBD	Office Specialist III	Parks and Recreation	1
98-19-650C/35-14-689C	Community Service Officer I/II	Police	4
19079	Police Officer Recruit/Lateral	Police	3
21347	Police Records Specialist II	Police	1
19256/20275/21321	Public Safety Dispatcher I/II	Police	3
TBD	Office Specialist III	Police	1
22244	Associate Engineer	Public Works	3
TBD	Automotive Technician II	Public Works	1
22422	Senior Engineer	Public Works	2
22388	Senior Engineering Aide	Public Works	1
22421	Staff Aide I	Public Works	1
TBD	Staff Aide II - Environmental Progras	Public Works	1
22441	Street Maintenance Worker I	Public Works	2
22440	Street Maintenance Worker III	Public Works	2
22419	Tree Trimmer II	Public Works	1
TBD	Assistant Engineer	Water and Sewer Utilities	1
TBD	Associate Engineer	Water and Sewer Utilities	1
TBD	Equipment Operator	Water and Sewer Utilities	2
TBD	Facilities Inspection Supervisor	Water and Sewer Utilities	1
TBD	Facilities Technician	Water and Sewer Utilities	1
19237	Office Specialist III	Water and Sewer Utilities	1
TBD	Senior Inspection Technician	Water and Sewer Utilities	1
TBD	Senior Engineering Aide	Water and Sewer Utilities	1
TBD	Utility Business System Specialist	Water and Sewer Utilities	1

Current Status and Requisition Report
Dated November 30, 2022

TBD	Utility Crew Supervisor	Water and Sewer Utilities	1
22406	Water and Sewer Maintenance Worker I	Water and Sewer Utilities	1
Total			103

Excludes unclassified and as-needed positions.



Agenda Report

22-1360

Agenda Date: 12/12/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify and Retitle the Class Specification of Facilities Inspection Supervisor (Job Code 467) to Utility Inspection Supervisor (Job Code 467)

BACKGROUND

The Human Resources Department coordinated with the Water and Sewer Utilities Department and is proposing to modify the class specification for Facilities Inspection Supervisor (Job Code 467) and retitle the classification to Utility Inspection Supervisor (Job code 467). 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 Facilities Inspection Supervisor (Job Code 467) include a retitle to Utility Inspection Supervisor (Job Code 467) in order to better describe the classification duties. Other revisions include administrative changes to update the format of the classification and add the *Distinguishing Characteristics* section. The *Licenses/Certifications* section was updated to clarify the type of experience that would be accepted in order to meet the minimum qualifications in order to expand the candidate pool. Revisions to the following sections were made in order to align with current requirements of the position: *Class Summary*, *Typical Duties*, *Knowledge*, *Skills & Abilities*, *Supervision Received/Exercised* sections.

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

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 class specification and retitle of Facilities Inspection Supervisor (Job Code 467) to Utility Inspection Supervisor (Job Code 467)

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification, clean, for Facilities Inspection Supervisor (Job Code 467)
2. Class Specification, track changed version, for Facilities Inspection Supervisor (Job Code 467)

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

TITLE: UTILITY INSPECTION SUPERVISOR (JOB CODE 467)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Water & Sewer Utilities	Varies	Non-Exempt

CLASS SUMMARY

The Utility Inspection Supervisor is a supervisory classification in the Water and Sewer Utilities Department. The incumbent supervises the work of inspection staff responsible for the location of Water and Sewer Utilities' underground facilities for Underground Service Alert (U.S.A.), locating underground excavation, and inspection of all public water system construction by contractors for private and public development. The incumbent works closely with the public (residential and commercial) and with private contractors. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Utility Inspection Supervisor is a single incumbent position in the Water and Sewer Utilities inspection series. The Utility Inspection Supervisor works under general supervision and will receive instruction from a supervisor and develops own work sequences within established procedures and policies. An incumbent in this classification is responsible for performing the most challenging and technical duties. The Utility Inspection Supervisor differs from the lower level Utility Inspection Technician in that incumbents supervise and provide technical assistance and training to Utility Inspection Technicians.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED; and
- Three (3) years of experience performing work in locating underground facilities, underground excavation, and/or inspection of utilities construction; and
- Three (3) years of water, recycled water, and wastewater systems installation and maintenance experience, including at least two (2) years journey level experience performing heavy manual labor including but not limited to construction of a utility mains and/or services, repair leaks; and
- Experience in reading and interpreting plans and specifications.

ACCEPTABLE SUBSTITUTION

None

LICENSES/CERTIFICATIONS

Possession of the following certificates is required at time of application and for the duration of appointment:

- Possession of a valid Class C California driver's license is required at time of appointment;
- A valid Water Distribution System Operator Certificate (Grade D-2 or above) issued by the California Department of Health Services; and

UTILITY INSPECTION SUPERVISOR (467)

- A valid Collection System Maintenance Certificate (Grade 1 or above) issued by the California Water Environment Association.

DESIRABLE QUALIFICATIONS

- Possession of a valid Class A or B California Commercial driver's license is desirable.

OTHER REQUIREMENTS

- May be required to carry and use a City-issued electronic communications device during working hours.
- May be required to work weekends, holidays, special shifts, unusual hours in the performance of duties and emergency situations, and be available on an "on call" basis.
- Incumbents with a Class A or B Commercial driver's license 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 classification.

TYPICAL DUTIES

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

Under general supervision:

- Supervises staff performing the location of Water and Sewer Utilities' underground facilities for Underground Service Alert (U.S.A.), locating underground excavation, and inspection of all public water system construction by contractors for private and public development
- Trains assigned staff in the use of, and the standard procedures related to, utility location equipment
- Performs complex inspections for compliance with plan and specification requirements
- Performs skilled work to locate and mark various utility service lines for contractors before the start of excavation, either independently or as a member of a crew
- Reviews the work of the Utility Inspection Technicians for compliance with standard practices and procedures
- Monitors project safety of construction projects within street rights-of-way, public easements including but not limited to rail/light rail crossings and on any City property
- Maintains records and generates reports on work in progress and general construction operations
- Is a primary contact for interpretation of plans and specifications
- Makes contact with general public insofar as projects affect adjacent property owners and public use of area within project limits
- Responds to inquiries and complaints from the public by researching information, inspecting area of concern, advising contractors of problems, and recommending corrective actions
- Researches information pertaining to construction projects, documents, findings, and related subjects, and prepares reports and correspondence to communicate findings and recommendations to management and/or engineers
- Coordinates work with other departments, divisions, sections, utilities, and customers
- Reviews construction drawings, blueprints, utility plans, and utility locate requests

UTILITY INSPECTION SUPERVISOR (467)

- Assists in verifying compliance with rules and regulations for water, recycled water, and wastewater
- Inspects water, recycled water and wastewater utility construction
- Ensures compliance with all public utilities inspection and construction requirements
- Certifies the acceptability of each water and wastewater facility construction upon its completion
- Checks utilities records and prepares and preserves as-built plans
- Verifies location of mapped utilities and assists engineering staff in confirming revisions to utility maps in AutoCAD and/or GIS and/or other mapping tools
- May coordinate points of City utilities using a handheld Global Positioning System
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Standards and procedures pertaining to the installation, operation, maintenance, and repair of water, recycled water, and wastewater system utilities
- Street construction practices
- Layout of City and location of all facilities of the Water and Sewer Utilities
- Proper use and maintenance of utility locating equipment for underground utilities
- Construction standards, drawings, blueprints, specifications, and utility plans, for underground utilities
- Traffic control
- Confined space safety practices
- Supervisory practices and procedures

Ability to:

- Deal tactfully and courteously with others
- Work effectively with contractors and the public in enforcing contract provisions
- Supervise and train assigned staff
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including contractors and the general public
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Read and interpret construction drawings, blueprints, SCADA, utility plans and specifications
- Maintain records or log of activities concerning inspections and discussions with contractors
- Effectively use assigned electronic communication devices, including but not limited to Microsoft Office Suite and other City software
- Communicate clearly, concisely, and effectively, both orally and in writing
- Follow written and verbal instructions
- Lift 90 pounds of static weight
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties
- Walk or stand for extended periods of time

UTILITY INSPECTION SUPERVISOR (467)

SUPERVISION RECEIVED

Works under the general supervision of an Assistant Water and Sewer Superintendent, Water and Sewer Superintendent, Principal Engineer, Utility Engineers, or other supervisor as assigned.

SUPERVISION EXERCISED

Supervises and trains Utility Inspection Technicians and other staff as assigned.

CLASSIFICATION HISTORY

Established 12/2016; Rev. 12/2016; Rev. 12/2022

CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION

TITLE: UTILITY FACILITIES INSPECTION SUPERVISOR (JOB CODE 467)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Water & Sewer Utilities</u>	<u>Varies</u>	<u>Non-Exempt</u>

DESCRIPTION CLASS SUMMARY

The ~~Utility Facilities~~ Inspection Supervisor is a ~~lead~~ supervisory classification in the Water and Sewer Utilities Department. ~~An incumbent in this classification is responsible for performing the most difficult and technical duties.~~ The incumbent supervises the work of inspection staff responsible for the location of Water and Sewer Utilities' underground facilities for Underground Service Alert (U.S.A.), locating underground excavation, and inspection of all public water system construction by contractors for private and public development. The incumbent works closely with the public (residential and commercial) and with private contractors. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Utility Inspection Supervisor is a single incumbent position in the Water and Sewer Utilities inspection series. The Utility Inspection Supervisor works under general supervision and will receive instruction from a supervisor and develops own work sequences within established procedures and policies. An incumbent in this classification is responsible for performing the most challenging and technical duties. The Utility Inspection Supervisor differs from the lower level Utility Inspection Technician in that incumbents supervise and provide technical assistance and training to Utility Inspection Technicians.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or possession of a GED;
- Three (3) years of experience as a Facilities Technician performing work in locating underground facilities, underground excavation, and/or inspection of utilities construction; and
- Three (3) years of water, recycled water, and wastewater systems installation and maintenance experience, including at least two (2) years journey level experience at a level equivalent to Water/Sewer Maintenance Worker II performing heavy manual labor including but not limited to construction of a utility mains and/or services, repair leaks; and
- Experience in reading and interpreting plans and specifications.

ACCEPTABLE SUBSTITUTION

None

UTILITY FACILITIES INSPECTION SUPERVISOR (467)

LICENSES/CERTIFICATIONS

Possession of the following certificates is required at time of application and for the duration of appointment:

- Possession of a valid Class C California driver's license is required at time of appointment;
- ~~Possession of a valid Class A or B California Commercial driver's license is desirable~~

CERTIFICATES

~~Possession of the following certificates is required at time of application and for the duration of appointment:~~

- A valid Water Distribution System Operator Certificate (Grade D-2 or above) issued by the California Department of Health Services; and
- A valid Collection System Maintenance Certificate (Grade 1 or above) issued by the California Water Environment Association.

DESIRABLE QUALIFICATIONS

- Possession of a valid Class A or B California Commercial driver's license is desirable.

OTHER REQUIREMENTS

- May be required to carry and use a City-issued electronic communications device during working hours.
- May be required to work weekends, holidays, special shifts, unusual hours in the performance of duties and emergency situations, and be available on an "on call" basis.
- Incumbents with a Class A or B Commercial driver's license 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 classification.

TYPICAL DUTIES

Duties include, but are not limited to the following.

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

Under general supervision:

- Supervises staff performing the location of Water and Sewer Utilities' underground facilities for Underground Service Alert (U.S.A.), locating underground excavation, and inspection of all public water system construction by contractors for private and public development
- Trains assigned staff in the use of, and the standard procedures related to, utility location equipment
- Performs complex inspections for compliance with plan and specification requirements
- Performs skilled work to locate and mark various utility service lines for contractors before the start of excavation, either independently or as a member of a crew
- Reviews the work of the Facilities-Utility Technicians for compliance with standard practices and procedures

UTILITY FACILITIES INSPECTION SUPERVISOR (467)

- Monitors project safety of construction projects within street rights-of-way, public easements including but not limited to rail/light rail crossings and on any City property
- Maintains records and generates reports on work in progress and general construction operations
- Is ~~a the~~ primary contact for interpretation of plans and specifications
- Makes contact with general public insofar as projects affect adjacent property owners and public use of area within project limits
- Responds to inquiries and complaints from the public by researching information, inspecting area of concern, advising contractors of problems, and recommending corrective actions
- Researches information pertaining to construction projects, documents, findings, and related subjects, and prepares reports and correspondence to communicate findings and recommendations to management and/or engineers
- Coordinates work with other departments, divisions, sections, utilities, and customers
- Reviews construction drawings, blueprints, utility plans, and utility locate requests
- Assists in verifying compliance with rules and regulations for water, recycled water, and wastewater
- Inspects water, ~~and~~ recycled water and wastewater facility-utility construction
- Ensures compliance with all City public utilities inspection and construction requirements
- Certifies the acceptability of each water and wastewater facility jobconstruction upon its completion
- Checks utilities facility records and and preserves prepares as-built plans
- Verifies location of mapped ~~facili~~ utilities and assists engineering staff -in confirming revisions to revising utility maps in AutoCAD and/or GIS and/or other mapping tools
- May coordinate points of City utilities facilities using a handheld Global Positioning System
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Standards and procedures pertaining to the installation, operation, maintenance, and repair of water, recycled water, and wastewater system utilities facilities
- Street construction practices
- Layout of City and location of all facilities of the Water and Sewer Utilities
- Proper use and maintenance of utility locating equipment for underground utilities facilities
- Construction standards, and construction drawings, blueprints, specifications, and utility plans, for underground utilities facilities
- Traffic control
- ~~Confined~~ Confined space safety practices
- Supervisory practices and procedures

Ability to:

- Deal tactfully and courteously with others
- Work effectively with contractors and the public in enforcing contract provisions

UTILITY FACILITIES INSPECTION SUPERVISOR (467)

- Supervise and train assigned staff
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including contractors and the general public
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Read and interpret construction drawings, blueprints, SCADA, utility plans and specifications
- Maintain records or log of activities concerning inspections and discussions with contractors
- Effectively use assigned electronic communication devices, including but not limited to Microsoft Office Suite and other City software
- Communicate clearly, concisely, and effectively, both orally and in writing
- Follow written and verbal instructions
- Lift 90 pounds of static weight
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties
- Walk or stand for extended periods of time

Supplemental Information

SUPERVISION RECEIVED

Works under the general supervision -of ~~the-an~~ Assistant Water and Sewer Superintendent, Water and Sewer Superintendent, the Senior Water Utility Engineer Principal Engineer, Utility Engineers, or other supervisor as assigned-

SUPERVISION EXERCISED

Supervises and trains ~~Facilities-Utility Inspection~~ Technicians and other staff as assigned.

CLASSIFICATION HISTORY

Established 12/2016; Rev. 12/2016; Rev. 12/2022



Agenda Report

22-1371

Agenda Date: 12/12/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify and Retitle the Class Specification of Facilities Technician (Job Code 469) to Utility Inspection Technician (Job Code 469)

BACKGROUND

The Human Resources Department coordinated with the Water and Sewer Utilities Department and is proposing to modify the class specification for Facilities Technician (Job Code 469) and retitle the classification to Utility Inspection Technician (Job code 469). 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 Facilities Technician (Job Code 469) include a retitle to Utility Inspection Technician (Job Code 469) in order to better describe the classification duties. Other revisions include administrative changes to update the format of the classification and add the *Distinguishing Characteristics* section. The *Licenses/Certifications* section was updated to clarify the type of experience that would be accepted in order to meet the minimum qualifications in order to expand the candidate pool. Revisions to the following sections were made in order to align with current requirements of the position: *Class Summary*, *Typical Duties*, *Knowledge*, *Skills & Abilities*, *Supervision Received/Exercised* sections.

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

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 class specification and retitle of Facilities Technician (Job Code 469) to Utility Inspection Technician (Job Code 469)

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification, clean, for Facilities Technician (Job Code 469)
2. Class Specification, track changed version, for Facilities Technician (Job Code 469)

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

TITLE: UTILITY INSPECTION TECHNICIAN (JOB CODE 469)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Water & Sewer Utilities	Varies	Non-Exempt

CLASS SUMMARY

The Utility Inspection Technician position is responsible for the location of Water and Sewer Utilities' underground facilities for Underground Service Alert (U.S.A.), locating underground excavation, and inspection of all public water, recycled water and wastewater system construction by contractors for private and public development. The incumbent works closely with the public (residential and commercial) and with public and private contractors. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Utility Inspection Technician is the lower-level classification in the Water and Sewer Utilities Inspection Series. Incumbents in this classification are responsible for performing routine duties and work under the general supervision of the Utility Inspection Supervisor or other supervisor as assigned. This classification differs from the Utility Inspection Supervisor, in that the latter is the supervisory position performing more complex work and providing training and instruction to the Utility Inspection Technicians.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED; and
- Three (3) years of water, recycled water, and wastewater systems installation and maintenance experience, including at least two (2) years journey level experience, performing heavy manual labor including but not limited to construction of a utility mains and/or services, repair leaks; and
- Experience in reading and interpreting plans and specifications.

ACCEPTABLE SUBSTITUTION

None

LICENSES/CERTIFICATIONS

Possession of the following certificates is required at time of application and for the duration of appointment:

- Possession of a valid Class C California driver's license is required at time of appointment;
- A valid Water Distribution System Operator Certificate (Grade D-2 or above) issued by the California Department of Health Services; and
- A valid Collection System Maintenance Certificate (Grade 1 or above) issued by the California Water Environment Association.

UTILITY INSPECTION TECHNICIAN (469)

DESIRABLE QUALIFICATIONS

Possession of a valid Class A or B California Commercial driver's license is desirable.

OTHER REQUIREMENTS

- May be required to carry and use a City-issued electronic communications device during working hours.
- May be required to work weekends, holidays, special shifts, unusual hours in the performance of duties and emergency situations, and be available on an "on call" basis.
- Incumbents with a Class A or B Commercial driver's license 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 classification.

TYPICAL DUTIES

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

Under general supervision:

- Performs skilled work to locate and mark various utility service lines for contractors (public and private) before and/or during the excavation, either independently or as a member of a crew
- May train personnel in the use of, and the standard procedures related to, utility location equipment
- Coordinates work with other departments, divisions, sections, utilities, and customers
- Reviews construction drawings, blueprints, utility plans, and utility locate requests
- Assists in verifying compliance with rules, regulations, and standards for water, recycled water, and wastewater
- Creates and maintains records and generates reports on work in progress and general construction operations
- Inspects water, recycled water and wastewater utility construction
- Ensures compliance with all public utilities inspection and construction requirements
- May certify at the discretion of the supervisor, the acceptability of each water, recycled water and wastewater utility construction upon its completion
- Checks utilities records and prepares and preserves as-built plans
- Verifies location of mapped utilities and assists engineering staff in confirming revisions to utility maps in AutoCAD and/or GIS and/or other mapping tools
- Inspects street re-surfacing projects for raising water and sewer surface facilities (manholes, outboxes, valve boxes, vaults and related items)
- May coordinate points of City utilities using a handheld Global Positioning System
- May assist in the training of personnel as assigned
- Performs other related duties as assigned

UTILITY INSPECTION TECHNICIAN (469)

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Standards and procedures pertaining to the installation, operation, maintenance, and repair of water, recycled water, and wastewater system utilities
- Street construction practices
- Layout of City and location of all facilities of the Water and Sewer Utilities
- Proper use and maintenance of utility locating equipment for underground utilities
- Construction standards, drawings, blueprints, specifications and utility plans, especially for underground utilities
- Traffic control
- Confined space safety practices

Ability to:

- Deal tactfully and courteously with others
- Establish and maintain effective working relationships with those contacted in the course of work
- Work in a team-based environment and achieve common goals
- Read and interpret construction drawings, blueprints, SCADA, utility plans and specifications
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Maintain records or log of activities concerning inspections and discussions with contractors
- Effectively use assigned electronic communication devices, including but not limited to Microsoft Office Suite and other City software
- Communicate clearly, concisely, and effectively, both orally and in writing
- Follow written and verbal instructions
- Lift 90 pounds of static weight
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the general supervision of the Utility Inspection Supervisor, Assistant Water and Sewer Superintendents, Water and Sewer Superintendent, Principal Engineer, the Utility Engineer, or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training of personnel as assigned.

CLASSIFICATION HISTORY

Established 5/2007; Rev. 12/2022

CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION

TITLE: UTILITY INSPECTION FACILITIES TECHNICIAN (JOB CODE 469)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Water & Sewer Utilities</u>	<u>Varies</u>	<u>Non-Exempt</u>

Description- CLASS SUMMARY

The Utility- Inspection Facilities Technician position is responsible for the location of Water and Sewer Utilities' underground facilities for Underground Service Alert (U.S.A.), locating underground excavation, and inspection of all public water, recycled water and wastewater system construction by contractors for private and public development. The incumbent works closely with the public (residential and commercial) and with public and private contractors. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Utility Inspection Technician is the lower-level classification in the Water and Sewer Utilities Inspection Series. Incumbents in this classification are responsible for performing routine duties and work under the general supervision of the Utility Inspection Supervisor or other supervisor as assigned. This classification differs from the Utility Inspection Supervisor, in that the latter is the supervisory position performing more complex work and providing training and instruction to the Utility Inspection Technicians.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or possession of a GED; and
- Three (3) years of water, recycled water, and wastewater systems installation and maintenance experience, including at least two (2) years journey level experience at a level equivalent to Water/Sewer Maintenance Worker II, performing heavy manual labor including but not limited to construction of a utility mains and/or services, repair leaks; and
- Experience in reading and interpreting plans and specifications.

ACCEPTABLE SUBSTITUTION

None

LICENSES/CERTIFICATIONS

Possession of the following certificates is required at time of application and for the duration of appointment:

- Possession of a valid Class C California driver's license is required at time of appointment;
- ~~• Possession of a valid Class A or B California Commercial driver's license is desirable~~
- A valid Water Distribution System Operator Certificate (Grade D-2 or above) issued by the California Department of Health Services; and
- A valid Collection System Maintenance Certificate (Grade 1 or above) issued by the California Water Environment Association.

UTILITY INSPECTION FACILITIES TECHNICIAN (469)

DESIRABLE QUALIFICATIONS

- Possession of a valid Class A or B California Commercial driver's license is desirable.

CERTIFICATES

~~Possession of the following certificates is required at time of application and for the duration of appointment:~~

- ~~• A valid Water Distribution System Operator Certificate (Grade D-2 or above) issued by the California Department of Health Services; and~~
- ~~• A valid Collection System Maintenance Certificate (Grade 1 or above) issued by the California Water Environment Association~~

OTHER REQUIREMENTS

- May be required to carry and use a City-issued ~~pager and/or other~~ electronic communications device during working hours.
- May be required to work weekends, holidays, special shifts, unusual hours in the performance of duties and emergency situations, and be available on an "on call" basis.
- Incumbents with a Class A or B Commercial driver's license 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 classification.

TYPICAL DUTIES

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

Under general supervision:

- Performs skilled work to locate and mark various utility service lines for contractors (public and private) before and/or during the ~~the start of~~ excavation, either independently or as a member of a crew
- May train personnel in the use of, and the standard procedures related to, utility location equipment
- Coordinates work with other departments, divisions, sections, utilities, and customers
- Reviews construction drawings, blueprints, utility plans, and utility locate requests
- Assists in verifying compliance with rules ~~and~~, regulations, and standards for water, recycled water, and wastewater
- Creates and maintains records and generates reports on work in progress and general construction operations
- Inspects water, ~~and~~ recycled water and wastewater utility facility construction
- Ensures compliance with all City-public utilities inspection and construction requirements
- May certify ~~Certifies at the discretion of the supervisor,~~ the acceptability of each water, recycled water and wastewater utility facility job construction upon its completion
- Checks utilities facility records and prepares and preserves as-built plans
- Verifies location of mapped facilities-utilities and assists engineering staff in confirming revisions to ~~in revising~~ utility maps in AutoCAD and/or GIS and/or other mapping tools
- Inspects street re-surfacing projects for raising water and sewer surface facilities (manholes,

UTILITY INSPECTION FACILITIES TECHNICIAN (469)

outboxes, valve boxes, vaults and related items)

- May coordinate points of City utilities facilities using a handheld Global Positioning System
- May assist in the training of personnel as assigned
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Standards and procedures pertaining to the installation, operation, maintenance, and repair of water, recycled water, and wastewater system facilitiesutilities
- Street construction practices
- Layout of City and location of all facilities of the Water and Sewer Utilities
- Proper use and maintenance of utility locating equipment for underground facilitiesutilities
- Construction standards, and construction drawings, blueprints, specifications and utility plans, especially for underground facilitiesutilities
- Traffic control
- Confined space safety practices

Ability to:

- Deal tactfully and courteously with others
- Establish and maintain effective working relationships with those contacted in the course of work
- Work in a team-based environment and achieve common goals
- Read and interpret construction drawings, blueprints, SCADA, utility plans and specifications
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Maintain records or log of activities concerning inspections and discussions with contractors
- Effectively use assigned electronic communication devices, including but not limited to Microsoft Office Suite and other City software
- Communicate clearly, concisely, and effectively, both orally and in writing
- Follow written and verbal instructions
- Lift 90 pounds of static weight
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties

Supplemental Information

SUPERVISION RECEIVED

Works under the general supervision of the Utility Inspection Supervisor, Assistant Water and Sewer Superintendents, Water and Sewer Superintendent, Principal Engineer, the Senior Water Utility Engineer, or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training of personnel as assigned.

CLASSIFICATION HISTORY

Established 5/2007; Rev. 12/2022



Agenda Report

22-1507

Agenda Date: 12/12/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Extend Probationary Period for Assistant Water and Sanitary Sewer Superintendent (Employee No. 05863)

ACTION AND AUTHORITY

The Water & Sewer Utilities Department is requesting to extend the probationary period for an Assistant Water and Sanitary Sewer Superintendent (Job Code 229) pursuant to Civil Service Rule 4.20(b) which provides that, "Any permanent employee who is an applicant for promotion may have their probationary period extended by the Commission to permit the acquisition of required licenses or certificates or completion of training. Regular classified employees may have their probationary period extended by the Commission for reasons of sickness or absence."

DISCUSSION

An Assistant Water and Sanitary Sewer Superintendent (Employee No. 05863) who has permanent status with the City as a Facilities Inspection Supervisor, was promoted to the classification of Assistant Water and Sanitary Sewer Superintendent on January 9, 2022. The minimum qualifications for this position require incumbents to possess a valid Backflow Prevention Assembly General Tester Certificate (Backflow Certificate) issued by the California- Nevada Section of the American Water Works Association (AWWA) within one (1) year of appointment and for the duration of appointment and a valid Cross-Connection Control Program Specialist Certificate (Cross Connection Certificate) issued by the California- Nevada Section of the AWWA within one (1) year of appointment and for the duration of appointment.

Both certification tests are administered by the AWWA; one must possess the Backflow Certificate to qualify to take the test for the Cross-Connection Certificate. The employee previously took the Backflow certification test and was unsuccessful. The employee scheduled a second test administration on November 19, 2022 but was not able to attend due to illness.

AWWA certification testing is highly impacted with limited attendance capacity. Currently, the employee is waitlisted for the next two Backflow Certificate test administrations. Once the employee passes the Backflow Certificate exam, they will be eligible to take the Cross Connection Certificate exam. Therefore, the Department is requesting an extension of the probationary period by approximately three (3) months. This should allow adequate time for the employee to obtain the required certifications.

The employee's original probation end date is January 9, 2022; therefore, the new probation end date will be adjusted by approximately three (3) months or upon receipt of the required certificates, if sooner than three (3) month extension.

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

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

PUBLIC CONTACT

Public contact was made by posting the Council 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 an Extension of the Probationary Period for Assistant Water and Sanitary Sewer Superintendent (Employee No. 05863) for a Maximum Three-Month Period

Reviewed by: Ashley Lancaster, Division Manager, Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



Agenda Report

22-1523

Agenda Date: 12/12/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Cancel December 2022 Dates for a Board of Review Hearing for Employee Disciplinary Appeal Matter and Reschedule Board of Review Hearing at a future Civil Service Commission Meeting

DISCUSSION

An employee disciplinary appeal hearing was previously scheduled to be held on December 12th, December 19th and December 20th, 2022. We are recommending that these hearing dates be cancelled and that we will return to the Commission to reschedule this disciplinary appeal hearing at a future Commission meeting.

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 set additional hearing dates.

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

Cancel December 2022 Dates for a Board of Review hearing for employee disciplinary appeal matter and reschedule Board of Review hearing at a future Civil Service Commission meeting.

Reviewed by: Marco Mercado, Assistant Director of Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



Agenda Report

22-1524

Agenda Date: 12/12/2022

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Set Date for a Board of Review Hearing for Employee Disciplinary Appeal Matter

DISCUSSION

An employee has requested a disciplinary appeal hearing with the Board of Review. We are recommending that the disciplinary appeal hearing be scheduled on either of the dates below, both of which have been previously reserved as Board of Review dates:

February 13, 2023; OR
April 10, 2023

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 set additional hearing dates.

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

Take action to set date for a Board of Review hearing for employee disciplinary appeal matter.

Reviewed by: Marco Mercado, Assistant Director of Human Resources

Approved by: Aracely Azevedo, Director of Human Resources