



City of Santa Clara

Meeting Agenda

Civil Service Commission

Monday, August 14, 2023

7:00 PM

City Hall - Council Chambers/Virtual
1500 Warburton Avenue
Santa Clara, CA 95050

The City of Santa Clara is conducting the Civil Service Commission in a hybrid manner (in-person and a method for the public to participate remotely).

• Via Zoom:

o <https://santaclaraca.zoom.us/j/86351228305?pwd=eFd5aDRVU0cyYUc0dFhaMjJiUWVSdz09>

Webinar ID: 863 5122 8305

Passcode: 761380

OR

o Phone: 1(669) 900-6833

CALL TO ORDER AND ROLL CALL

Pledge of Allegiance

CONSENT CALENDAR

1a. 23-641 [Action to Approve the Civil Service Commission Meeting Minutes of April 10, 2023.](#)

Recommendation: Approve the Meeting Minutes of April 10, 2023.

1b. 23-755 [Action to Approve the Civil Service Commission Meeting Minutes of May 8, 2023.](#)

Recommendation: Approve the Meeting Minutes of May 8, 2023.

1c. 23-957 [Note and File the Current Status and Requisition Report dated July 31, 2023](#)

Recommendation: Note and File the Current Status and Requisition Report dated July 31, 2023

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. **23-749** [Action to Abolish the Eligible List for Senior Electric Utility Engineer \(Job Code 730\)](#)

 Recommendation: Approve abolishing the eligible list for Senior Electric Utility Engineer (Job Code 730)
3. **23-969** [Action to Abolish the Eligible List for Water & Sewer Maintenance Worker I \(Job Code 914\)](#)

 Recommendation: Approve abolishing the eligible list for Water & Sewer Maintenance Worker I (Job Code 914)
4. **23-944** [Action to Adjust the Examination Weighting Plan for Assistant Planner \(Job Code 232\) on an Ongoing Basis](#)

 Recommendation: Approve the modified weighting plan for Assistant Planner (Job Code 232) on an Ongoing Basis
5. **23-1008** [Action to Adjust the Examination Weighting Plan for Street Sweeper Operator \(Job Code 825\) on an Ongoing Basis](#)

 Recommendation: Approve the modified weighting plan for Street Sweeper Operator (Job Code 825) on an Ongoing Basis
6. **23-943** [Election of Civil Service Commission Chair and Vice-Chair](#)

 Recommendation: Staff recommends that the Commission conduct an election for the roles of Chair and Vice-Chair the period of August 14, 2023 through June 30, 2024, or as soon thereafter as is practicable for holding the next Commission election.
7. **23-942** [Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2024](#)

 Recommendation: Approve Civil Service Commission meeting and Board of Review dates for 2024

STAFF REPORT

- 8. **23-941** [Informational Presentation and Overview of Relevant Provisions of Brown Act, Robert's Rules of Order, and Public Records Act](#)

- 9. **23-949** [Informational Presentation to the Civil Service Commission Regarding Board of Review Rules and Procedures](#)

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.

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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

23-641

Agenda Date: 8/14/2023

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of April 10, 2023.

RECOMMENDATION

Approve the Meeting Minutes of April 10, 2023.



City of Santa Clara

Meeting Minutes

Civil Service Commission

04/10/2023

7:00 PM

Hybrid Meeting
 City Hall Council Chambers/Virtual
 1500 Warburton Avenue
 Santa Clara, CA 95050

The City of Santa Clara is conducting the Civil Service Commission in a hybrid manner (in-person and a method for the public to participate remotely).

- Via Zoom:
 - o [https://santaclaraca.zoom.us/j/83088756618?](https://santaclaraca.zoom.us/j/83088756618?pwd=VE1udjBmeS9tZXZoVEt1SERrbWFQUT09)
[pwd=VE1udjBmeS9tZXZoVEt1SERrbWFQUT09](https://santaclaraca.zoom.us/j/83088756618?pwd=VE1udjBmeS9tZXZoVEt1SERrbWFQUT09)

Webinar ID: 830 8875 6618

Passcode: 035432

OR

- o Phone: 1(669) 444-9171

CALL TO ORDER AND ROLL CALL

Chair Felizardo called the meeting to order at 6:59 PM and led the meeting with the Pledge of Allegiance.

Present 3 - Commissioner Carolyn McAllister, Chair Franklin Felizardo, and Vice Chair Tahir Naim

Absent 1 - Commissioner Willie D. Brown Jr.

CONSENT CALENDAR

- 1.A** [23-460](#) Action to Approve the Civil Service Commission Meeting Minutes of March 13, 2023

Recommendation: Approve the Meeting Minutes of March 13, 2023

A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to approve the Civil Service Commission Meeting Minutes of March 13, 2023.

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

Absent: 1 - Commissioner Brown Jr.

- 1.B [23-489](#) Note and File the Current Status and Requisition Report dated March 31, 2023

Recommendation: Note and File the Current Status and Requisition Report dated March 31, 2023

A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to Note and File the Current Status and Requisition Report dated March 31, 2023.

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

Absent: 1 - Commissioner Brown Jr.

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS

- 2.A [23-490](#) Action to Modify the Weighting Plan and Remove the Typing Certification Requirement for Various Class Specifications Listed on Attachment A

Recommendation: Approve the modification to the weighting plan and remove the typing certification requirement for various class specifications listed on Attachment A

Item was pulled by staff.

- 2.B [23-505](#) Action to Approve an Exception to the Board and Commissions Recruitment and Interview Policy, and Conduct Applicant Interviews and Appointment to the Salary Setting Commission

Recommendation:

1. Approve an exception to the Board and Commissions Recruitment and Interview Policy adopted by the City Council; and
2. Conduct applicant interviews
3. Take action on appointment to the Salary Setting Commission.

A motion was made by Commissioner McAllister, seconded by Vice Chair Naim to approve an exception to the Board and Commissions Recruitment and Interview Policy adopted by the City Council

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

Absent: 1 - Commissioner Brown Jr.

The Civil Service Commission conducted one applicant interview.

A motion was made by Vice Chair Naim, seconded by Commissioner McAllister, to appoint Natasha Humphries to the Salary Setting Commission.

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

Absent: 1 - Commissioner Brown Jr.

2.C [23-514](#) Board of Review Hearing for Appeal of Public Employee Disciplinary Action of Pump Maintenance Technician (677)

Board of Review Hearing was not commenced and referred to further scheduling at the May 8, 2023 Civil Service Commission Meeting.

2.D [23-515](#) Closed Session - Pursuant to Government Code Section 54957(b)(1), a Closed Session of the Board of Review regarding PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE for the Purpose of Deliberation

Item Deferred

STAFF REPORT

None

COMMISSIONERS REPORT

None

ADJOURNMENT

A motion was made by Vice Chair Naim, seconded by Commissioner McAllister to adjourn the Civil Service Commission meeting at 8:34 PM

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

Absent: 1 - Commissioner Brown Jr.

MEETING DISCLOSURES

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Agenda Report

23-755

Agenda Date: 8/14/2023

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of May 8, 2023.

RECOMMENDATION

Approve the Meeting Minutes of May 8, 2023.



City of Santa Clara

Meeting Minutes

Civil Service Commission

05/08/2023

7:00 PM

City Hall - Council Chambers

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- Via Zoom:
 - o <https://santaclaraca.zoom.us/j/83088756618?pwd=VE1udjBmeS9tZXZoVEt1SERrbWFQUT09>

Webinar ID: 830 8875 6618

Passcode: 035432

OR

- o Phone: 1(669) 444-9171

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 3 - Commissioner Carolyn McAllister, Commissioner Willie D. Brown Jr., and Chair Franklin Felizardo

Absent 1 - Vice Chair Tahir Naim

CONSENT CALENDAR

- 1.a [23-641](#) Action to Approve the Civil Service Commission Meeting Minutes of April 10, 2023.

Recommendation: Approve the Meeting Minutes of April 10, 2023.

This item was deferred to the next Civil Service Commission meeting.

- 1.b [23-578](#) Note and File the Current Status and Requisition Report dated April 30, 2023

Recommendation: Note and File the Current Status and Requisition Report dated April 30, 2023

A motion was made by Commissioner Brown, seconded by Commissioner McAllister, to Note and File the Current Status and Requisition Report dated April 30, 2023.

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

Absent: 1 - Vice Chair Naim

PUBLIC PRESENTATIONS

Chair Kumar from the Salary Setting Commission provided a status update to the Civil Service Commission on the Salary Setting Commission progress.

GENERAL BUSINESS

2. [23-598](#) Action to Modify the Code Enforcement Technician Class Specification (Job Code 329)

Recommendation: Approve the modified Code Enforcement Technician (Job Code 329) class specification

A motion was made by Commissioner Brown, seconded by Commissioner McAllister to Modify the Code Enforcement Technician Class Specification (Job Code 329).

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

Absent: 1 - Vice Chair Naim

3. [23-612](#) Action to Reschedule the Board of Review Hearing for Employee Disciplinary Appeal Matter to September 11, 2023

Recommendation: Reschedule the Board of Review disciplinary appeal hearing for a Pump Maintenance Technician (677) to September 11, 2023.

A motion was made by Commissioner Brown, seconded by Commissioner McAllister to Reschedule the Board of Review Hearing for Employee Disciplinary Appeal Matter to September 11, 2023.

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

Absent: 1 - Vice Chair Naim

STAFF REPORT

None

COMMISSIONERS REPORT

None

ADJOURNMENT

A motion was made by Commissioner McAllister, seconded by Commissioner Brown to adjourn the Civil Service Commission meeting at 7:19 PM.

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

Absent: 1 - Vice Chair Naim

MEETING DISCLOSURES

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Agenda Report

23-957

Agenda Date: 8/14/2023

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Note and File the Current Status and Requisition Report dated July 31, 2023

RECOMMENDATION

Note and File the Current Status and Requisition Report dated July 31, 2023

ATTACHMENT

1. Current Status and Requisition Report dated July 31, 2023

Current Status and Requisition Report

Dated July 31, 2023

Requisition Number	Classification	Department	Number of Positions Approved to Fill
19472	Assistant/Associate Planner	Community Development	2
21301; 22405	Combination Inspector	Community Development	2
21349	Housing Inspector	Community Development	1
TBD	Office Specialist II	Community Development	1
TBD	Permit Technician	Community Development	2
TBD	Account Clerk II	Electric Utility	1
TBD	Assistant Electric Utility Engineer	Electric Utility	1
TBD	Electrical Estimator	Electric Utility	1
TBD	Electric Utility Electrician	Electric Utility	3
TBD	Electric Utility Network Administrator	Electric Utility	2
22340	Electric Utility Programmer Analyst	Electric Utility	2
TBD	Electric Utility Engineer	Electric Utility	2
22445	Electric Water and Sewer Operator	Electric Utility	1
22249	Engineering Aide	Electric Utility	1
TBD	Journey Lineworker/Apprentice	Electric Utility	2
TBD	Senior Electric System Operator	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
TBD	Utility Conservation/Efficiency Coordinator	Electric Utility	1
TBD	Accountant	Finance	1
TBD	Customer Service Representative	Finance	1
2319484	Office Assistant	Fire	1
2319483	Office Specialist II	Fire	1
23441	Permit Technician	Fire	1
2319482	Staff Aide I	Fire	1
TBD	Staff Analyst I	Fire	1
TBD	Librarian I/II	Library	2
TBD	Library Circulation Supervisor	Library	1
TBD	Grounds Maintenance Worker I	Parks & Recreation	1
TBD	Grounds Maintenance Worker III	Parks & Recreation	2
TBD	Recreation Coordinator	Parks & Recreation	1
TBD	Office Specialist II	Parks & Recreation	1
TBD	Crime Analyst	Police	1
98-19-650C/35-14-689C	Community Service Officer I/II	Police	4
TBD	Jail Services Officer	Police	1
19079	Office Specialist III	Police	1
21347	Police Officer Recruit/Lateral	Police	5
19256/20275/21321	Police Records Specialist II	Police	1
TBD	Public Safety Dispatcher I/II	Police	4
TBD	Automotive Technician II	Public Works	1
2319474	Building Maintenance Worker	Public Works	1
TBD	Public Works Supervisor	Public Works	1
22441	Street Maintenance Worker I	Public Works	4
TBD	Street Maintenance Worker IV	Public Works	1
2319479	Street Sweeper Operator	Public Works	1
TBD	Assistant Engineer	Water and Sewer Utilities	1

Current Status and Requisition Report
Dated July 31, 2023

Requisition Number	Classification	Department	Number of Positions Approved to Fill
TBD	Associate Engineer	Water and Sewer Utilities	2
TBD	Code Enforcement Technician	Water and Sewer Utilities	1
TBD	Equipment Operator	Water and Sewer Utilities	1
TBD	Pump Maintenance Technician	Water and Sewer Utilities	1
TBD	Sewer Inspection Technician	Water and Sewer Utilities	1
TBD	Utility Business System Specialist	Water and Sewer Utilities	1
TBD	Water Service Technician	Water and Sewer Utilities	1
TBD	Water & Sewer Maintenance Worker I	Water and Sewer Utilities	4
Total			86

*Report only includes classified positions, covered by the Civil Service Rules, excludes unclassified and as-needed recruitments.



Agenda Report

23-749

Agenda Date: 8/14/2023

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Abolish the Eligible List for Senior Electric Utility Engineer (Job Code 730)

ACTION AND AUTHORITY

Eligible lists generally shall remain in force for a period of one year (if not extended) for non-sworn positions, pursuant to Civil Service Rules, Sec. 4.3. The Electric Utility Department, Silicon Valley Power (SVP), is requesting to abolish the Senior Electric Utility Engineer (Job Code 730) 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." If the eligible list contains more than five names, and the list is proposed to be established, the action is brought to the Civil Service Commission for approval.

The Senior Electric Utility Engineer (Job Code 730) performs field and office work in design, construction and/or maintenance programs; provides technical assistance in the implementation of plans and programs; and may work with the public and consultants on various projects providing guidance and information. This classification is a journey level professional engineer expected to perform the full range of professional engineering duties.

DISCUSSION

The Senior Electric Utility Engineer (Job Code 730) eligible list is used in the Electric Utility Department. The Department conducted a recruitment in June 2022 to fill five (5) vacancies. An eligible list containing ten (10) candidates was created in September 2022. Three (3) candidates were subsequently hired, leaving two (2) vacancies and seven (7) candidates remaining on the eligible list. The Department conducted second-round interviews; however, it was determined none of the remaining candidates were a viable selection for the remaining positions. The Department determined these candidates did not possess the desirable qualifications the Department was looking for to fill the vacant positions.

As the recruitment was posted continuous, a second round of oral board examinations was held in March 2023, whereby an additional four (4) candidates were added to the eligible list. Since the establishment of the eligible list, all candidates on the list have been invited to a department second-round interview. Two (2) candidates were extended offers, however both declined; two (2) candidates waived the interview opportunity, and it was determined the remaining seven (7) candidates were not the best selection for the vacant positions based on the desirable qualifications. The eligible list is set to expire on March 7, 2024.

Abolishing the eligible list would allow Human Resources to conduct another recruitment and create a new eligible list for Senior Electric Utility Engineer (Job Code 730).

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

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

PUBLIC CONTACT

Public contact was made by posting the Civil Service Commission agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email clerk@santaclaraca.gov [<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 Senior Electric Utility Engineer (Job Code 730)

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources



Agenda Report

23-969

Agenda Date: 8/14/2023

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

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

ACTION AND AUTHORITY

Eligible lists generally shall remain in force for a period of one year (if not extended) for non-sworn positions, pursuant to Civil Service Rules, Sec. 4.3. The Water & Sewer Utilities Department is requesting to abolish the Water & Sewer Maintenance Worker I (Job Code 914) eligible list based on the authority of Civil Service Rules, Sec. 4.8, "Eligible lists may be abolished by the Director of Human Resources under the following conditions: a) If the list contains fewer than five (5) names." If the eligible list contains more than five names, and the list is proposed to be established, the action is brought to the Civil Service Commission for approval.

The Water & Sewer Maintenance Worker I (Job Code 914) is the entry level maintenance position for the Water and Sewer Utility. Incumbents are typically assigned to a crew to perform semi-skilled work on water or sewer infrastructure.

DISCUSSION

The Water & Sewer Maintenance Worker I (Job Code 914) eligible list is used in the Water & Sewer Utilities Department. The Department conducted a continuous recruitment from March 2022 through December 2022 to fill multiple vacancies. An initial eligible list comprised of eight (8) candidates was created in June 2022. Additional testing was done in August 2022 and November 2022, which added five (5) and eight (8) candidates, respectively, to the eligible list, for a total of twenty-one (21) candidates.

Since the establishment of the eligible list, all candidates on the list have been invited to a department second-round interview; all candidates participated, except for one (1) candidate, who did not report to the interview at the scheduled time. Ten (10) candidates in total were hired from the eligible list, and the department determined the remaining ten (10) candidates did not possess the desirable qualifications for the position. As of June 23, 2023, four (4) candidates were removed from the list due to expired eligibility, leaving six (6) candidates on the active eligible list. The eligible list is currently set to expire on December 1, 2023.

Abolishing the eligible list would allow Human Resources to conduct another recruitment and create a new eligible list for Water & Sewer Maintenance Worker I (Job Code 914).

ENVIRONMENTAL REVIEW

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

in the environment.

FISCAL IMPACT

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

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RECOMMENDATION

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

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources



Agenda Report

23-944

Agenda Date: 8/14/2023

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Adjust the Examination Weighting Plan for Assistant Planner (Job Code 232) on an Ongoing Basis

BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Assistant Planner (Job Code 232). 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." This request has been coordinated with the Community Development Department.

DISCUSSION

The Human Resources Department in coordination with Community Development Department are recommending modifications to the examination weighting plan for Assistant Planner (Job Code 232) on an ongoing basis. Currently, the Assistant Planner (Job Code 232) examination weighting plan is 50% written examination and 50% oral board examination. The proposed modification is to make the examination weighting plan 100% oral board examination. This change will align with the examination weighting plan of the flexibly staffed position of Associate Planner (Job Code 240).

Given this is a flexibly staffed series, this change will streamline the recruitment process and allow the Department to conduct one recruitment and fill the position at either the Assistant Planner (Job Code 232) or Associate Planner (Job Code 240) level. Candidates may be hired at either level, as long as they meet the minimum qualifications for the position. Additionally, our primary test vendor does not offer a written examination for this classification. The City would need to work with the vendor to develop a written examination specific to this classification, which would delay the recruitment process. As this is an entry level classification to the series, the minimum qualifications do not require candidates to have prior planning experience; therefore, removing the written examination component (which generally assesses technical knowledge) will allow the candidate pool to be expanded and attract candidates who demonstrate the ability to learn technical knowledge and skills on the job. If there are any necessary technical knowledge and skills to assess, the Department will have the opportunity to further assess these items or ability to demonstrate them through the application supplemental screening questions, oral examination interviews (first-round interview), and Department interviews (second-round interview).

There are no recommended changes to the class specification for Assistant Planner (Job Code 232).

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 specification other than staff time.

PUBLIC CONTACT

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

RECOMMENDATION

Approve the modified weighting plan for Assistant Planner (Job Code 232) on an Ongoing Basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



Agenda Report

23-1008

Agenda Date: 8/14/2023

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Adjust the Examination Weighting Plan for Street Sweeper Operator (Job Code 825) on an Ongoing Basis

BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Street Sweeper Operator (Job Code 825). 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." This request has been coordinated with the Department of Public Works.

DISCUSSION

The Human Resources Department in coordination with Department of Public Works is recommending modifications to the examination weighting plan for Street Sweeper Operator (Job Code 825) on an ongoing basis. Currently, the Street Sweeper Operator (Job Code 825) examination weighting plan consists of a qualifying written examination and 100% performance examination. The proposed modification is to make the examination weighting plan 50% performance examination and 50% oral board examination. This change will result in removing the qualifying written examination and the addition of a formal oral board examination.

In the Department's review of the written examination, they determined the test questions are outdated and not applicable to the current duties that are performed by the Street Sweeper Operator (Job Code 825) classification. The written examination components include a section on the ability to follow oral instructions, knowledge of traffic laws, street sweeper operations, heavy equipment operations, safety, and working relationships.

The Department is updating the performance examination and candidates will be tested on their ability to follow oral instructions based on the task assigned. The performance examination is a hands-on assessment, which will assess the candidate's familiarity with Street Sweeper vehicle parts, operations, and maintenance. The performance examination will include an assessment of technical skills including but not limited to street sweeping speed, gutter broom operations, raising/lowering the hopper, maneuverability of the vehicle, minor maintenance, and utilizing proper safety techniques. Additionally, since incumbents are required to have a Class A or B driver's license as a minimum qualification, they should be up to date on current traffic laws. If there are any necessary technical knowledge and skills to assess, the Department will have the opportunity to further assess these items through the application supplemental screening questions, oral board examination (first round), and Department (second round) interview.

There are no recommended changes to the class specification for Street Sweeper Operator (Job Code 825).

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 specification other than staff time.

PUBLIC CONTACT

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

RECOMMENDATION

Approve the modified weighting plan for Street Sweeper Operator (Job Code 825) on an Ongoing Basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



Agenda Report

23-943

Agenda Date: 8/14/2023

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Election of Civil Service Commission Chair and Vice-Chair

BACKGROUND

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

DISCUSSION

The City Charter requires that commissions elect one of its members to serve as presiding officer. Traditionally, the Commission has elected a Chair and a Vice Chair who may serve as the Chair interchangeably as needed in the absence of the Chair. Franklin Felizardo, who serves as the current Civil Service Commission Chair, and Tahir Naim, who serves as the current Vice Chair, assumed their positions effective September 12, 2022 through June 30, 2023. The Civil Service Commission may vote to elect a Chair and Vice Chair to serve a term ending on June 30, 2024, or as soon thereafter as is practicable for holding the next Commission election. There is no restriction against Commissioners serving multiple or sequential terms as Chair or Vice Chair if so elected.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT

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

PUBLIC CONTACT

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

RECOMMENDATION

Staff recommends that the Commission conduct an election for the roles of Chair and Vice-Chair the period of August 14, 2023 through June 30, 2024, or as soon thereafter as is practicable for holding

the next Commission election.

Reviewed by: Ashley Lancaster, Division Manager of Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



Agenda Report

23-942

Agenda Date: 8/14/2023

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2024

BACKGROUND

No City Charter or City Code provision specifies the frequency of the Civil Service Commission meetings. Section 1003 of the Charter only requires a meeting occur “as soon as practicable” after the first of July every year to elect a presiding officer. City Code section 2.120.030 provides that “ Each board or commission of the City with members thereon appointed by the City Council shall hold regular meetings at the times and on the days indicated by resolution of the City Council except when such day falls on a City holiday, and shall hold such special meetings as it may require. The times and days for holding regular meetings are subject to amendment from time to time by resolution of the City Council. A copy of the applicable resolution(s) is and will be available for public inspection in the office.” Historically, City practice has been that the Commission meets at least every two months and when necessary as a hearing board.

DISCUSSION

For 2023, the Civil Service Commission approved a meeting schedule of every second Monday of each month (except if the Monday falls on a holiday) beginning in January, with a start time of 7:00 p.m.

For the 2024 calendar year, the Administration is recommending scheduling monthly meetings on the second Monday (except if the Monday falls on a holiday) of the month at 6:00 pm. Alternatively, City staff are available to meet as soon as 5:00 pm. For each alternating month, it is recommended that, if necessary, the Board of Review convene immediately following the conclusion of the Civil Service Commission meeting. The meeting dates proposed for 2024 are as follows:

January 8, 2024
February 12, 2024*
March 11, 2024
April 8, 2024*
May 13, 2024
June 10, 2024*
July 8, 2024
August 12, 2024*
September 12, 2024**
October 17, 2024*/**
November 14, 2024**
December 9, 2024*

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

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

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

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

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

PUBLIC CONTACT

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RECOMMENDATION

Approve Civil Service Commission meeting and Board of Review dates for 2024

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources



City of Santa Clara

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Agenda Report

23-941

Agenda Date: 8/14/2023

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Informational Presentation and Overview of Relevant Provisions of Brown Act, Robert's Rules of Order, and Public Records Act

DISCUSSION

Public meetings require adherence to state open meeting laws (the Ralph M. Brown Act) and are generally conducted in accordance with Robert's Rules of Order. Commissioners are also subject to the Public Records Act. Staff will provide a brief presentation on both to assist in the Commission's business and governance.

This is an informational report, no action is to be taken by the Commission.



City of Santa Clara

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Agenda Report

23-949

Agenda Date: 8/14/2023

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Informational Presentation to the Civil Service Commission Regarding Board of Review Rules and Procedures

DISCUSSION

This is an informational presentation to the Civil Service Commission from the City Attorney's Office regarding rules and procedures applicable to Board of Review hearings, presented in anticipation of upcoming Board of Review Hearings.

As this is an informational report only, no action is taken by the Commission.