



# City of Santa Clara

## Meeting Agenda

### Civil Service Commission

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Thursday, April 11, 2024

7:00 PM

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

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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:

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

Webinar ID: 863 5122 8305

Passcode: 761380

OR

Phone: 1 (669) 900-6833

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

*Pledge of Allegiance*

#### **CONSENT CALENDAR**

**1.A 24-284** [Action to Approve the Civil Service Commission Meeting Minutes of February 8, 2024](#)

**Recommendation:** Approve the Meeting Minutes of February 8, 2024.

**1.B 24-277** [Note and File the Current Status and Requisition Report Dated March 31, 2024](#)

**Recommendation:** Note and file the Current Status and Requisition Report dated March 31, 2024

#### **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      24-349      [Action to Modify Staff Analyst I Class Specification \(Job Code 796\)](#)

**Recommendation:** Approve the modified Staff Analyst I (Job Code 796) class specification.

- 3      24-313      [Action to Abolish the Eligible List for Library Circulation Supervisor \(Job Code 529\)](#)

**Recommendation:** Approve abolishing the eligible list for Library Circulation Supervisor (Job Code 529)

- 4      24-276      [Discussion and Approval of Civil Service Commission's Presentation at the City Council and Commission Joint Dinner Including the Commission's List of Accomplishments and Goals](#)

**Recommendation:** Discussion and Approval of Civil Service Commission's Presentation at the City Council and Commission Joint Dinner Including the Commission's List of Accomplishments and Goals

**STAFF REPORT**

**COMMISSIONERS REPORT**

**ADJOURNMENT**

*The next scheduled regular meeting is on May 9, 2024 at 7 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.

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

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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

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**24-284**

**Agenda Date: 4/11/2024**

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

#### **SUBJECT**

Action to Approve the Civil Service Commission Meeting Minutes of February 8, 2024

#### **RECOMMENDATION**

Approve the Meeting Minutes of February 8, 2024.



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

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02/08/2024

7:00 PM

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

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Webinar ID: 863 5122 8305

Passcode: 761380

OR

Phone: 1 (669) 900-6833

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

**Chair Felizardo called the meeting to order at 7:02 PM and lead the meeting with the Pledge of Allegiance.**

**Present** 3 - Chair Franklin Felizardo, Commissioner Ron Billingsley, and Commissioner Arti Purohit

**Absent** 2 - Vice Chair Tahir Naim, and Commissioner Wesley Dudzinski

#### **CONSENT CALENDAR**

**1.A**     [24-85](#)     Action to Approve the Civil Service Commission Meeting Minutes of December 11, 2023

**Recommendation:** Approve the Meeting Minutes of December 11, 2023.

**A motion was made by Commissioner Purohit, seconded by Commissioner Billingsley, to Approve the Civil Service Commission Meeting Minutes of December 11, 2023.**

**Aye:** 3 - Chair Felizardo, Commissioner Billingsley, and Commissioner Purohit

**Absent:** 2 - Vice Chair Naim, and Commissioner Dudzinski

- 1.B [24-130](#) Action to Approve the Civil Service Commission Meeting Minutes of December 18, 2023

**Recommendation:** Approve the Meeting Minutes of December 18, 2023.

**A motion was made by Commissioner Purohit, seconded by Commissioner Billingsley, to Approve the Civil Service Commission Meeting Minutes of December 18, 2023.**

**Aye:** 3 - Chair Felizardo, Commissioner Billingsley, and Commissioner Purohit

**Absent:** 2 - Vice Chair Naim, and Commissioner Dudzinski

- 1.C [24-119](#) Note and File the Current Status and Requisition Report Dated January 31, 2024

**Recommendation:** Note and file the Current Status and Requisition Report dated January 31, 2024

**A motion was made by Commissioner Purohit, seconded by Commissioner Billingsley, to Note & File the Current Status and Requisition Report dated January 31, 2024.**

**Aye:** 3 - Chair Felizardo, Commissioner Billingsley, and Commissioner Purohit

**Absent:** 2 - Vice Chair Naim, and Commissioner Dudzinski

**PUBLIC PRESENTATIONS**

None.

**GENERAL BUSINESS**

- 2 [24-83](#) Action to Modify Various Class Specifications Listed on Attachment A to: (1) Modify the Weighting Plan, and (2) Remove the Typing Certification Requirement

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

**A motion was made by Commissioner Purohit, seconded by Commissioner Billingsley to modify various class specifications listed on Attachment A to: (1) Modify the Weighting Plan, and (2) Remove the Typing Certification Requirement.**

**Aye:** 3 - Chair Felizardo, Commissioner Billingsley, and Commissioner Purohit

**Absent:** 2 - Vice Chair Naim, and Commissioner Dudzinski

- 3      [24-125](#)      Action to Extend Eligible List for Firefighter I (Job Code 487) to February 6, 2025

**Recommendation:** Approve the request to extend the eligible list for Firefighter I (Job Code 487) by one (1) year with a new expiration date of February 6, 2025

**A motion was made by Commissioner Billingsley, seconded by Commissioner Purohit to extend Eligible List for Firefighter I (Job Code 487) to February 6, 2025.**

**Aye:** 3 - Chair Felizardo, Commissioner Billingsley, and Commissioner Purohit

**Absent:** 2 - Vice Chair Naim, and Commissioner Dudzinski

- 4      [24-1620](#)      Action to Adjust the Examination Weighting Plan for Housing Inspector (Job Code 500) on an Ongoing Basis

**Recommendation:** Approve the modified weighting plan to 100% oral board examination for Housing Inspector (Job Code 500) on an ongoing basis

**A motion was made by Commissioner Billingsley, seconded by Commissioner Purohit to adjust the Examination Weighting Plan for Housing Inspector (Job Code 500) on an Ongoing Basis.**

**Aye:** 3 - Chair Felizardo, Commissioner Billingsley, and Commissioner Purohit

**Absent:** 2 - Vice Chair Naim, and Commissioner Dudzinski

- 5      [24-127](#)      Reappoint John Sontag to the Salary Setting Commission for a Four (4) Year Term Ending December 31, 2027

**Recommendation:** Reappoint John Sontag to the Salary Setting Commission for a Four (4) Year Term Ending December 31, 2027

**A motion was made by Commissioner Purohit, seconded by Commissioner Billingsley to reappoint John Sontag to the Salary Setting Commission for a Four (4) Year Term Ending December 31, 2027.**

**Aye:** 3 - Chair Felizardo, Commissioner Billingsley, and Commissioner Purohit

**Absent:** 2 - Vice Chair Naim, and Commissioner Dudzinski

## **STAFF REPORT**

**Staff informed the Civil Service Commission of their joint dinner with City Council on May 7, 2024 from 5:30 PM - 6:30 PM in Council Chambers.**

[24-86](#)

Informational Report on Issues Relating to the Classified Recruitment Process

**Recommendation:** Note and file informational report.

**Noted and filed**

**COMMISSIONERS REPORT**

None.

**ADJOURNMENT**

**A motion was made by Commissioner Purohit, seconded by Commissioner Billingsley, to adjourn the Civil Service Commission Meeting at 7:51 PM.**

**Aye:** 3 - Chair Felizardo, Commissioner Billingsley, and Commissioner Purohit

**Absent:** 2 - Vice Chair Naim, and Commissioner Dudzinski

**MEETING DISCLOSURES**



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# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
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## Agenda Report

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24-277

Agenda Date: 4/11/2024

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### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Note and File the Current Status and Requisition Report Dated March 31, 2024

#### RECOMMENDATION

Note and file the Current Status and Requisition Report dated March 31, 2024

#### ATTACHMENT

1. Current Status and Requisition Report Dated March 31, 2024

Current Status and Requisition Report  
Dated March 31, 2024

Requisition Number	Classification	Department	Number of Positions Approved to Fill
2319571	Staff Aide I	City Manager's Office	1
19472	Assistant/Associate Planner	Community Development	1
2319566	Combination Inspector	Community Development	2
21349	Housing Inspector	Community Development	1
2319559	Office Specialist III	Community Development	1
2319491	Permit Technician	Community Development	1
2319567	Senior Inspector	Community Development	1
2319549	Electric Meter Technician	Electric Utility	2
2319553	Electric Utility Electrician	Electric Utility	4
2319548	Electric Utility Electrician Technician	Electric Utility	1
TBD	Electric Utility Network Administrator	Electric Utility	2
22340	Electric Utility Programmer Analyst	Electric Utility	2
2319538	Electric Utility Engineer	Electric Utility	2
2319540	Electric Water and Sewer Operator	Electric Utility	1
2319490	Engineering Aide	Electric Utility	2
2319573	Engineering Aide (Fiber)	Electric Utility	1
TBD	Journey Lineworker/Apprentice	Electric Utility	2
2319535/2319539	Senior Electric Utility Engineer	Electric Utility	2
2319491	Senior Engineering Aide	Electric Utility	1
2319498	Senior Resource Analyst	Electric Utility	1
2319550	Staff Aide II	Electric Utility	1
2319514	Utility Conservation/Efficiency Coordinator	Electric Utility	1
2319569	Accounting Technician II	Finance	1
2419561	Senior Accounting Technician	Finance	1
TBD	Fire Prevention Specialist	Fire	1
2319482	Staff Aide I	Fire	1
TBD	Human Resources Technician	Human Resources	1
TBD	Library Circulation Supervisor	Library	1
2319565	Library Program Coordinator	Library	1
TBD	Cemetery Worker I	Parks & Recreation	1
TBD	Communications Coordinator	Parks & Recreation	1
TBD	Grounds Maintenance Worker I	Parks & Recreation	9
98-19-650C/35-14-689C	Community Service Officer I/II	Police	2
TBD	Jail Services Officer	Police	1
2319516	Office Specialist IV	Police	1
21347	Police Officer Recruit/Lateral	Police	5
19256/20275/21321	Police Records Specialist II	Police	4
TBD	Public Safety Dispatcher I/II	Police	7
2319570	Police Sergeant	Police	1
2319516	Associate Engineer	Public Works	1
2319515	Automotive Technician I	Public Works	1
2319524	Equipment Operator	Public Works	1
2319525	Mechanical Maintenance Worker	Public Works	1
2319496	Staff Analyst I	Public Works	1
2319568	Street Maintenance Worker III	Public Works	2
2319577	Senior Civil Engineer	Public Works	1
2319527	Utility Worker	Public Works	1

Current Status and Requisition Report  
Dated February 29, 2024

Requisition Number	Classification	Department	Number of Positions Approved to Fill
TBD	Associate Engineer	Water and Sewer Utilities	2
TBD	Equipment Operator	Water and Sewer Utilities	1
2419560	Senior Civil Engineer	Water and Sewer Utilities	1
TBD	Utility Business System Specialist	Water and Sewer Utilities	1
2419563	Utility Crew Supervisor	Water and Sewer Utilities	1
TBD	Water & Sewer Maintenance Worker I	Water and Sewer Utilities	2
<b>Total</b>			<b>89</b>

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



## Agenda Report

24-349

Agenda Date: 4/11/2024

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Modify Staff Analyst I Class Specification (Job Code 796)

#### BACKGROUND

The Human Resources Department proposes to modify the classification (class) specification for Staff Analyst I (Job Code 796). 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 proposed revision to the Staff Analyst I (Job Code 796) class specification includes an update to the *Minimum Qualifications* section to clarify that semester or quarter units will be accepted in addition to a bachelor's degree.

This revision was reviewed with the impacted bargaining group.

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

#### RECOMMENDATION

Approve the modified Staff Analyst I (Job Code 796) class specification.

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

**ATTACHMENTS**

1. Class Specification (clean), Staff Analyst I (Job Code 796)
2. Class Specification (track changes version), Staff Analyst I (Job Code 796)

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

**TITLE: STAFF ANALYST I (JOB CODE 796)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Various	Various	Non-exempt

**CLASS SUMMARY**

The Staff Analyst I is responsible for program analysis and administrative duties in support of assigned programs and activities. Assigned programs could include housing development, community development, community outreach, historic preservation, advanced planning, public/private housing rehabilitation, management analysis, building services, human services, criminal statistics, solid waste, recycling, waste prevention, sustainability, urban runoff pollution prevention, and federal/state grant programs and activities. Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Staff Analyst classifications are bridge classifications between the Staff Aide classifications and the Management Analyst classifications. The Staff Analyst I works under general supervision and is expected to work within established procedures and policies of the work unit. This classification differs from the lower-level Staff Aide classifications in that the latter perform advanced clerical duties and project-based support. The classification differs from the higher-level Staff Analyst II classification in that the latter performs more complex program analysis and administrative duties. A Staff Analyst II may also provide lead or supervision to a Staff Analyst I.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

Completion of 120 semester units OR 180 quarter units OR a Bachelor's degree in public or business administration, urban planning, information management, criminal justice, environmental studies, finance, or related field from an accredited college or university.

***ACCEPTABLE SUBSTITUTION***

None

***LICENSES/CERTIFICATIONS***

Possession of a valid California Class C driver's license is required at time of appointment and for duration of employment.

***DESIRABLE QUALIFICATIONS***

Experience in electronic spreadsheets, on-line financial systems, social media outreach techniques, accounting, record-keeping, and mortgage financing.

***OTHER REQUIREMENTS***

- Must be able to perform all of the essential functions of the job assignment.
- Incumbents of this classification may be required to occasionally work overtime and odd and unusual hours.

## **STAFF ANALYST (796)**

### **TYPICAL DUTIES**

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

The Staff Analyst I may be assigned to work in the any of the following Departments, including but not limited to: Community Development Department, City Manager's Office, Housing and Community Services Division, Department of Public Works, or the Police Department.

Under general supervision, the incumbent:

- Performs administrative duties related to all facets of assigned programs
- Maintains liaison with grantor agencies, citizen advisory committees, public services agencies, program applicants, and/or the general public
- Prepares necessary reports including program planning reports, program performance reports, and grant reports
- Coordinates data collection and performs data entry
- Prepares evaluation reports
- Maintains financial records and budgets
- Monitors financial accounts
- Prepares appropriate correspondence, applications, and reports
- Assists in developing policies and procedures relative to assigned programs
- Seeks state and federal grant opportunities and develops grant applications for same
- Prepares and distributes reports, charts, publications, and related materials to track, display, and explain trends
- Monitors program procedures and works with public when necessary and as directed
- Responds to requests for analysis information related to specific programs, grants, or projects
- Performs necessary duties to implement community-oriented programs as directed
- Performs other related duties as assigned

For the City Manager's Office and Housing and Community Services Division:

- Develops and assists in the negotiations of contracts and budgets for human service providers
- Monitors performance by contractors to service agreements and makes recommendations for improved delivery of goods and services
- Reviews and analyzes payment requests received from contractors to recommend payments based on performance accomplishments
- Coordinates the provision of financial assistance to property owners and preparation of loan packages
- Initiates contractor payments
- Monitors contractor performance on construction projects to ensure federal contract compliance standards are met
- Performs environmental review of programs and projects to evaluate compliance with federal environmental regulations, policies, and procedural requirements
- Compiles performance data and prepares drafts of reports to the City Manager and grantors



## **STAFF ANALYST (796)**

For the Police Department:

- Analyzes data and determines trends in criminal activity for the Police Department
- Coordinates Citizens' Police Academy program

For the Community Development Department:

- Performs research and analysis related to Department programs and initiatives
- Administers and manages contracts for the Department
- Coordinates the initiation and operation of Committees formed by the City Council
- Analyzes development activity, maintains information, and creates reports for Department management and the City Manager's Office
- Maintains websites, applications, and Social Media accounts for the Department

For the Department of Public Works:

- Maintains websites, applications and social media accounts for the department
- Represents the City at various countywide committees and subcommittees
- Assists with the coordination of the City's annual Arbor Day/Earth Celebration and other special events
- Prepares service and solid waste hauling agreements
- Assists in solid waste and storm drain rate setting processes
- Monitors performance of solid waste and recycling service providers and facilitates successful resolution of service issues
- Administer the City's Adopt-a-Spot community-based beautification program
- Coordinates the sign-off of stormwater treatment measure inspection and maintenance agreements and third-party stormwater treatment measure installation verification sign-off for building occupancy
- Implements the construction & demolition debris recycling online reporting system

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

Knowledge of:

- The principles, methods, and practices of public administration
- Analytical techniques needed to review and analyze information to determine options and recommend viable solutions
- Report writing to accurately and effectively communicate job related information
- Principles and techniques used in working with different individuals and citizen groups
- Federal, state, and local regulations dealing with housing, neighborhood conservation, solid waste planning and management
- Municipal and private sector finances and financial institutions
- Property title research methods
- Basic research techniques
- Business English and statistical mathematics
- Office safety practices, procedures and standards
- Federal grants management

## **STAFF ANALYST (796)**

### **Ability to:**

- Analyze and apply complex governmental instructions, regulations and legislation
- Perform basic financial accounting tasks
- Formulate conclusions based on analysis of data
- Read and interpret maps and geological information
- Exercise tact, resourcefulness, and persuasion in dealing with individuals and groups of varied ethnic, social, and economic backgrounds
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Spell correctly and to communicate effectively, both orally and in written form, using proper English
- Prepare comprehensive, clear and concise reports
- Understand and carry out written and oral instructions
- Make presentations to large groups of people
- Speak clearly and effectively
- Interpret and apply legal requirements
- Deal tactfully with those contacted in the course of work, including co-workers and the general public
- Lift, carry, and relocate a variety of files or materials weighing up to 25 pounds
- Walk or stand for extended periods of time and bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties
- Work with personal computers and perform data entry

### **SUPERVISION RECEIVED**

Works under the general supervision of a Management Analyst, Division Manager, Assistant Director, Director or other manager as assigned.

### **SUPERVISION EXERCISED**

May supervise clerical and/or administrative support staff, volunteers and/or interns. May assist in the training of other personnel.

### **CONFLICT OF INTEREST**

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager's Directive 100.

### **CLASSIFICATION HISTORY**

Established 01/2013; Rev. 12/2016; Rev. 11/2023; Rev. 04/2024

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

**TITLE: STAFF ANALYST I (JOB CODE 796)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Various	Various	Non-exempt

**CLASS SUMMARY**

The Staff Analyst I is responsible for program analysis and administrative duties in support of assigned programs and activities. Assigned programs could include housing development, community development, community outreach, historic preservation, advanced planning, public/private housing rehabilitation, management analysis, building services, human services, criminal statistics, solid waste, recycling, waste prevention, sustainability, urban runoff pollution prevention, and federal/state grant programs and activities. Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Staff Analyst classifications are bridge classifications between the Staff Aide classifications and the Management Analyst classifications. The Staff Analyst I works under general supervision and is expected to work within established procedures and policies of the work unit. This classification differs from the lower-level Staff Aide classifications in that the latter perform advanced clerical duties and project-based support. The classification differs from the higher-level Staff Analyst II classification in that the latter performs more complex program analysis and administrative duties. A Staff Analyst II may also provide lead or supervision to a Staff Analyst I.

**MINIMUM QUALIFICATIONS**

***EDUCATION AND EXPERIENCE***

~~Education equivalent to~~ Completion of- 120 semester units OR 180 quarter units OR a Bachelor's degree in public or business administration, urban planning, information management, criminal justice, environmental studies, finance, or related field from an accredited college or university.

***ACCEPTABLE SUBSTITUTION***

None

***LICENSES/CERTIFICATIONS***

Possession of a valid California Class C driver's license is required at time of appointment and for duration of employment.

***DESIRABLE QUALIFICATIONS***

Experience in electronic spreadsheets, on-line financial systems, social media outreach techniques, accounting, record-keeping, and mortgage financing.

***OTHER REQUIREMENTS***

- Must be able to perform all of the essential functions of the job assignment.
- Incumbents of this classification may be required to occasionally work overtime and odd and unusual hours.

## **STAFF ANALYST (796)**

### **TYPICAL DUTIES**

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- Prepares evaluation reports
- Maintains financial records and budgets
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- Prepares appropriate correspondence, applications, and reports
- Assists in developing policies and procedures relative to assigned programs
- Seeks state and federal grant opportunities and develops grant applications for same
- Prepares and distributes reports, charts, publications, and related materials to track, display, and explain trends
- Monitors program procedures and works with public when necessary and as directed
- Responds to requests for analysis information related to specific programs, grants, or projects
- Performs necessary duties to implement community-oriented programs as directed
- Performs other related duties as assigned

For the City Manager's Office and Housing and Community Services Division:

- Develops and assists in the negotiations of contracts and budgets for human service providers
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## **STAFF ANALYST (796)**

For the Police Department:

- Analyzes data and determines trends in criminal activity for the Police Department
- Coordinates Citizens' Police Academy program

For the Community Development Department:

- Performs research and analysis related to Department programs and initiatives
- Administers and manages contracts for the Department
- Coordinates the initiation and operation of Committees formed by the City Council
- Analyzes development activity, maintains information, and creates reports for Department management and the City Manager's Office
- Maintains websites, applications, and Social Media accounts for the Department

For the Department of Public Works:

- Maintains websites, applications and social media accounts for the department
- Represents the City at various countywide committees and subcommittees
- Assists with the coordination of the City's annual Arbor Day/Earth Celebration and other special events
- Prepares service and solid waste hauling agreements
- Assists in solid waste and storm drain rate setting processes
- Monitors performance of solid waste and recycling service providers and facilitates successful resolution of service issues
- Administer the City's Adopt-a-Spot community-based beautification program
- Coordinates the sign-off of stormwater treatment measure inspection and maintenance agreements and third-party stormwater treatment measure installation verification sign-off for building occupancy
- Implements the construction & demolition debris recycling online reporting system

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

Knowledge of:

- The principles, methods, and practices of public administration
- Analytical techniques needed to review and analyze information to determine options and recommend viable solutions
- Report writing to accurately and effectively communicate job related information
- Principles and techniques used in working with different individuals and citizen groups
- Federal, state, and local regulations dealing with housing, neighborhood conservation, solid waste planning and management
- Municipal and private sector finances and financial institutions
- Property title research methods
- Basic research techniques
- Business English and statistical mathematics
- Office safety practices, procedures and standards
- Federal grants management

## **STAFF ANALYST (796)**

### Ability to:

- Analyze and apply complex governmental instructions, regulations and legislation
- Perform basic financial accounting tasks
- Formulate conclusions based on analysis of data
- Read and interpret maps and geological information
- Exercise tact, resourcefulness, and persuasion in dealing with individuals and groups of varied ethnic, social, and economic backgrounds
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Spell correctly and to communicate effectively, both orally and in written form, using proper English
- Prepare comprehensive, clear and concise reports
- Understand and carry out written and oral instructions
- Make presentations to large groups of people
- Speak clearly and effectively
- Interpret and apply legal requirements
- Deal tactfully with those contacted in the course of work, including co-workers and the general public
- Lift, carry, and relocate a variety of files or materials weighing up to 25 pounds
- Walk or stand for extended periods of time and bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties
- Work with personal computers and perform data entry

### **SUPERVISION RECEIVED**

Works under the general supervision of a Management Analyst, Division Manager, Assistant Director, Director or other manager as assigned.

### **SUPERVISION EXERCISED**

May supervise clerical and/or administrative support staff, volunteers and/or interns. May assist in the training of other personnel.

### **CONFLICT OF INTEREST**

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager's Directive 100.

### **CLASSIFICATION HISTORY**

Established 01/2013; Rev. 12/2016; Rev. 11/2023; Rev. 04/2024



## Agenda Report

24-313

Agenda Date: 4/11/2024

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Abolish the Eligible List for Library Circulation Supervisor (Job Code 529)

#### 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 Library Department is requesting to abolish the Library Circulation Supervisor (Job Code 529) 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.

Library Circulation Supervisor is a paraprofessional supervisory position in the classified service and is the highest level in the paraprofessional class in the Library Department. Under general direction, an incumbent in this classification performs a variety of duties with responsibility for the follow-through on assigned projects and exercises independent judgement and discretion not of a routine nature in evaluating and reporting on the work efforts of employees. This position is responsible for implementation, development, coordination, and supervision of circulation services in the department.

#### DISCUSSION

The Library Circulation Supervisor (Job Code 529) classification is used in the Library Department. The Human Resources Department conducted a recruitment in August 2023 to fill a single vacancy. An eligible list comprised six (6) candidates was created in November 2023.

Since the establishment of the eligible list (list), all candidates on the list were invited to a department second-round interview, and all candidates participated. The City extended a verbal offer to one candidate, but they declined due to the commute. The City then extended a conditional offer to another candidate, but they voluntarily withdrew from the selection process. The remaining candidates on the list did not possess the desirable qualifications for the vacant position.

The eligible list is currently set to expire on November 15, 2024.

Abolishing the eligible list would allow Human Resources to conduct another recruitment and create a new eligible list for Library Circulation Supervisor (Job Code 529).

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

**RECOMMENDATION**

Approve abolishing the eligible list for Library Circulation Supervisor (Job Code 529)

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources





## Agenda Report

24-276

Agenda Date: 4/11/2024

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

#### **SUBJECT**

Discussion and Approval of Civil Service Commission's Presentation at the City Council and Commission Joint Dinner Including the Commission's List of Accomplishments and Goals

#### **COUNCIL PILLAR**

Enhance Community Engagement and Transparency

#### **BACKGROUND**

The City Council hosts an annual joint dinner meeting with each City of Santa Clara Board/Commission/Committee.

#### **DISCUSSION**

The joint City Council and Civil Service Commission Dinner is scheduled for June 25, 2024 from 5:30 PM - 6:30 PM in Council Chambers. This is an opportunity for the Civil Service Commission to share with the City Council an overview of its accomplishments and goals.

The Civil Service Commission (Commission) will review and discuss a list of accomplishments and goals to be prepared for the joint City Council and Civil Service Commission Dinner scheduled for June 25, 2024. The list of accomplishments and goals should be developed with input from the Civil Service Commissioners. The draft presentation attached to this memo (Attachment 1) was prepared for the Civil Service Commissioners to use as a guide for development of its list of accomplishments and goals. In addition, the Commission may wish to refer to presentations done by other commissions; links to these meeting recordings can be found on Attachment 2.

#### **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 other than staff time.

#### **COORDINATION**

This report has been coordinated with the City Manager's Office.

#### **PUBLIC CONTACT**

Public contact was made by posting the Board 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**

Discussion and Approval of Civil Service Commission's Presentation at the City Council and Commission Joint Dinner Including the Commission's List of Accomplishments and Goals

Reviewed by: Ashley Lancaster, Division Manager

Approved by: Aracely Azevedo, Director of Human Resources

**ATTACHMENTS**

1. Attachment 1 - Joint City Council and Civil Service Commission Meeting Draft Presentation
2. Attachment 2 - Links to Prior 2024 Joint Dinner Presentations

# Joint City Council & Civil Service Commission Meeting

Item #4  
April 11, 2024



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



# Agenda

- Welcome – Mayor Lisa M. Gillmor
- Introductions – Mayor & Council, Commissioners, City Staff
- Report on Accomplishments – Civil Service Commission



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

# Accomplishments – Placeholder

## **Links to Prior 2024 Joint Dinner Meeting Presentations**

- [Cultural Commission – March 19, 2024](#)
- [Historical and Landmarks Commission – February 6, 2024](#)
- [City Council/Planning Commission – January 30, 2024](#)