



City of Santa Clara

Meeting Agenda

Civil Service Commission

Thursday, May 9, 2024

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:

<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

CONSENT CALENDAR

1.a 24-477 [Action to Approve the Civil Service Commission Meeting Minutes of February 8, 2024](#)

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

1.b 24-478 [Action to Approve the Civil Service Commission Meeting Minutes of April 11, 2024](#)

Recommendation: Approve the Civil Service Commission meeting minutes of April 11, 2024.

24-471 [Note and File the Current Status and Requisition Report Dated April 30, 2024](#)

Recommendation: Note and file the Current Status and Requisition Report dated April 30, 2024

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2. 24-461 [Action to Adjust the Examination Weighting Plan for Electric Utility Electrician \(Job Code 885\) to 50% Written Exam and 50% Performance Exam on an Ongoing Basis](#)

Recommendation: Approve the modified weighting plan to 50% written examination and 50% performance examination for Electric Utility Electrician (Job Code 885) on an ongoing basis

3. 24-479 [Discussion of Classified Minimum Qualifications](#)

Recommendation: Staff has no recommendation.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

MEETING DISCLOSURES

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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
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Agenda Report

24-477

Agenda Date: 5/9/2024

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

02/08/2024

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:

<https://santaclaraca.zoom.us/j/86351228305?pwd=eFd5aDRVU0cyYUc0dFhaMjJiUWVVSdz09>

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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

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
- 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
- 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
- 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
- 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
- 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
- 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

Annette Duerksen, president of the Santa Clara Employees' Association made several comments regarding the letter received by the Civil Service Commission on or about December 11, 2023.

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 5:51 PM.

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

Absent: 2 - Vice Chair Naim, and Commissioner Dudzinski

MEETING DISCLOSURES

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Agenda Report

24-478

Agenda Date: 5/9/2024

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of April 11, 2024

RECOMMENDATION

Approve the Civil Service Commission meeting minutes of April 11, 2024.



City of Santa Clara

Meeting Minutes

Civil Service Commission

04/11/2024 7:00 PM Hybrid Meeting
City Hall Council Chambers/Virtual
1500 Warburton Avenue
Santa Clara, CA 95050

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• Via Zoom:
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Webinar ID: 863 5122 8305
Passcode: 761380

OR

Phone: 1 (669) 900-6833

CALL TO ORDER AND ROLL CALL

Vice Chair Naim called the meeting to order at 7:09 PM and led the Pledge of Allegiance.

Present 3 - Vice Chair Tahir Naim , Commissioner Wesley Dudzinski, and Commissioner Arti Purohit

Absent 2 - Chair Franklin Felizardo, and Commissioner Ron Billingsley

CONSENT CALENDAR

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

Due to lack of quorum for members present to approve the February 8, 2024 Civil Service Commission Meeting minutes, the item was continued to the next scheduled commission meeting.

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

A motion was made by Commissioner Purohit, seconded by Commissioner Dudzinski, to note and file the Current Status and Requisition Report dated March 31, 2024.

Aye: 3 - Vice Chair Naim, Commissioner Dudzinski, and Commissioner Purohit

Absent: 2 - Chair Felizardo, and Commissioner Billingsley

PUBLIC PRESENTATIONS

None.

GENERAL BUSINESS

2 [24-349](#) Action to Modify Staff Analyst I Class Specification (Job Code 796)

A motion was made by Vice Chair Naim, seconded by Commissioner Dudzinski to approve the modifications to the Staff Analyst I Class specification (Job Code 796) with the following change:

"Completion of 120 semester units or 180 quarter units, irrespective the preceding requirements, including one (1) or more courses in, or a Bachelors degree in, public or business administration, urban planning, information management, criminal justice, environmental studies, finance, or related field from an accredited college or university."

Aye: 3 - Vice Chair Naim, Commissioner Dudzinski, and Commissioner Purohit

Absent: 2 - Chair Felizardo, and Commissioner Billingsley

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

A motion was made by Commissioner Dudzinski, seconded by Commissioner Purohit, to abolish the Eligible List for Library Circulation Supervisor (Job Code 529).

Aye: 3 - Vice Chair Naim, Commissioner Dudzinski, and Commissioner Purohit

Absent: 2 - Chair Felizardo, and Commissioner Billingsley

- 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

The Commissioners discussed the presentation for the City Council/Civil Service Commission Joint Dinner meeting, provided feedback to staff on the items they would like to include on the presentation, and directed staff to return to the next regularly scheduled meeting with a draft presentation for further discussion.

Aye: 3 - Vice Chair Naim, Commissioner Dudzinski, and Commissioner Purohit

Absent: 2 - Chair Felizardo, and Commissioner Billingsley

STAFF REPORT

None.

COMMISSIONERS REPORT

The Commission requested that staff return to a future meeting to discuss equivalency language on classified class specifications for the education requirement.

A letter from the Santa Clara Employees Association (SCEA), dated March 8, 2024, was provided to the commissioners at the start of this meeting. This letter was requesting that SCEA be added to future Commission meeting agendas. The Commission was advised on matters that fall under its purview. The Commission stated that SCEA can speak at future meetings during Public Presentations.

ADJOURNMENT

A motion was made by Commissioner Purohit, seconded by Commissioner Dudzinski, to adjourn the Civil Service Commission meeting at 8:30 PM.

Aye: 3 - Vice Chair Naim, Commissioner Dudzinski, and Commissioner Purohit

Absent: 2 - Chair Felizardo, and Commissioner Billingsley

MEETING DISCLOSURES

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Agenda Report

24-471

Agenda Date: 5/9/2024

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Note and File the Current Status and Requisition Report Dated April 30, 2024

RECOMMENDATION

Note and file the Current Status and Requisition Report dated April 30, 2024

ATTACHMENT

1. Current Status and Requisition Report Dated April 30, 2024

Current Status and Requisition Report
Dated April 30, 2024

Requisition Number	Classification	Department	Number of Positions Approved to Fill
2319571	Staff Aide I	City Manager's Office	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	2
2319490	Engineering Aide	Electric Utility	1
2319573	Engineering Aide (Fiber)	Electric Utility	1
TBD	Journey Lineworker/Apprentice	Electric Utility	2
2319588	Power Contract Specialist	Electric Utility	1
2319535/2319539	Senior Electric Utility Engineer	Electric Utility	3
2319491	Senior Engineering Aide	Electric Utility	1
2319498	Senior Resource Analyst	Electric Utility	1
2319550	Staff Aide II	Electric Utility	1
2319569	Accounting Technician II	Finance	1
2419561	Senior Accounting Technician	Finance	1
2319583	Firefighter I	Fire	4
TBD	Fire Prevention Specialist I	Fire	1
2419593	Office Specialist II	Fire	1
TBD	Human Resources Technician	Human Resources	1
2419592	Office Specialist III	Information Technology	1
TBD	Library Circulation Supervisor	Library	1
2319565	Library Program Coordinator	Library	1
TBD	Cemetery Worker I	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
2319594	Police Officer Recruit/Lateral	Police	9
19256/20275/21321	Police Records Specialist II	Police	4
TBD	Public Safety Dispatcher I/II	Police	7
2319570	Police Sergeant	Police	1
2319577	Senior Civil Engineer	Public Works	1
2419582	Senior Engineering Aide	Public Works	1
2319589	Staff Aide II - Environmental Programs	Public Works	1
2319568	Street Maintenance Worker III	Public Works	2
TBD	Associate Engineer	Water and Sewer Utilities	2

Current Status and Requisition Report
Dated April 30, 2024

Requisition Number	Classification	Department	Number of Positions Approved to Fill
2319557	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
Total			93

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

Classified New Hires, Promotions, and Rehires from July 1, 2023 - April 30, 2024

New Hires	73
Promotions	36
Rehires	2
Total	111

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



Agenda Report

24-461

Agenda Date: 5/9/2024

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Adjust the Examination Weighting Plan for Electric Utility Electrician (Job Code 885) to 50% Written Exam and 50% Performance Exam on an Ongoing Basis

BACKGROUND

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Electric Utility Electrician (Job Code 885). This request is based on the authority of Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical test, or any combination thereof, and shall indicate the procedure in the announcement." This request has been coordinated with the Electric Department/Silicon Valley Power (SVP).

DISCUSSION

The Human Resources Department in coordination with Silicon Valley Power (SVP) is recommending modifications to the examination weighting plan for Electric Utility Electrician (Job Code 885) on an ongoing basis. Currently, the Electric Utility Electrician (Job Code 885) examination weighting plan consists of a 50% written examination and 50% oral board examination. The proposed modification is to make the examination weighting plan a 50% written examination and 50% performance examination. The position requires the incumbent to perform hands-on skilled electrical and mechanical work on City electrical equipment and facilities; therefore, implementing a performance examination will assess the candidate's hands-on skill set. Candidates who rank on the eligible will still be invited to participate in an oral board interview at the Department level, but it will not be counted towards their rank on the eligible list.

Implementing a performance examination would provide the City a more substantive and concrete assessment of the candidates ability to perform the job duties. During the performance examination, the Department would assess the 4 written examination components through a series of hands-on exercises that more closely align to actual day-to-day work of the position. The performance examination would assess the candidate's ability to perform Electrician duties in a mock testing environment. Performance examination components would include assessment of the following tasks: 1) tool identification, 2) creation of an electrical schematic for motor controls, 3) wiring electrical components for motor controls, and 4) troubleshooting a motor control board. A performance examination would allow the Department to assess the candidates' quality and neatness of work, ability to use proper safety practices and techniques, and assess candidates on current electrical industry standards.

It should be noted the City is in progress with a current Electric Utility Electrician (Job Code 885) recruitment, which has been thus far unsuccessful. The Department currently has 4 vacancies. In the first application review round, the City received 48 applications. 16 applicants did not possess

proof of certification as a journey level electrician, or proof of completion of a formal electrician apprenticeship, or proof of completion of a formal electrician or equivalent training program. 7 candidates were screened out due to an incomplete application and 12 candidates were screened out because they did not possess *experience maintaining high voltage substation equipment, power generation equipment or industrial manufacturing facilities.* 13 candidates met the minimum qualifications and were invited to take the written examination. Of the 13 candidates invited to test 4 did not pass the test and 6 candidates did not sign up or were a no-show to the examination. 3 candidates passed the written test and were invited to interview. 1 candidate did not show up, 1 candidate failed the oral board examination, and 1 candidate made it on the eligible list and is being considered for the position.

The recruitment was posted as continuous and recently closed. There are approximately 30 new applications being reviewed and were received after the initial application review date. The City will finalize the recruitment process for the additional applicants following the existing weighting plan. Pending the outcome of the existing recruitment, the Department will intend to post a new Electric Utility Electrician (Job Code 885) recruitment this year using the proposed revised weighting plan. The City will also be working with the test vendor to update the written examination, which takes about four (4) months to complete.

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 and Department interview.

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

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California 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 to 50% written examination and 50% performance examination for Electric Utility Electrician (Job Code 885) on an ongoing basis

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources



Agenda Report

24-479

Agenda Date: 5/9/2024

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Discussion of Classified Minimum Qualifications

BACKGROUND

At the April 11, 2024 Civil Service Commission meeting, commissioners requested to add a discussion item to a future meeting agenda regarding adding an experience equivalency for college/university degree requirements listed on some classified class specifications. This discussion also included consideration of degrees from institutions outside the United States.

DISCUSSION

The current City practice is for the hiring Department to review the class specification before a job announcement is posted. The hiring manager (also known as the subject matter expert) is provided the class specification and is given the opportunity to propose edits, including to the Minimum Qualifications (MQs) section. If the hiring manager determines edits need to be made to the class specification, the revisions are reviewed by the Human Resources Department, the impacted City department(s), and the impacted bargaining group. During this review process, Human Resources staff may also conduct a classification study to ensure proposed modifications are in alignment with the industry standards of its comparator agencies, which would include aligning the minimum qualification requirements.

Once the revisions are completed and the impacted stakeholders are in alignment with the proposed revisions, the class specification revisions are brought to the Civil Service Commission for approval in accordance with Civil Service Rules & Regulations.

As a preliminary matter, it is important to note that many classified positions do not require any education beyond a high school diploma or possession of a G.E.D. For class specifications that list "education equivalent to" a college/university degree, current practice is to consider the degree and/or number of units reported on the application to determine if the candidate meets MQs. For class specifications that list "education and experience equivalent to" a college/university and specified years of related experience, each year of qualifying work experience is considered as equivalent to the education requirement on a year-for-year basis.

The City would like to note that, at the direction of the City Manager's Office, for classifications where the MQs require a college/university degree or coursework, all degrees earned from accredited post-secondary institutions outside the United States will be acceptable to the City.

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.

PUBLIC CONTACT

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RECOMMENDATION

Staff has no recommendation.

Reviewed by: Ashley Lancaster, Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources