



DATE: January 10, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Utilities Maintenance Mechanic

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Utilities Maintenance Mechanic to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Utilities Maintenance Mechanic job description has been revised to update the Experience and Education section to allow candidates to obtain a valid Class B California Driver's License and Tanker Endorsement within 12 months of hire. Staff anticipates that this change will expand the applicant pool for future recruitment efforts.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

Recently, Human Resources staff administered a recruitment for the Utilities Maintenance Mechanic position which yielded a low applicant pool. Only 17.9 % of applicants indicated that they possess a valid Class B California Driver's License with Tanker Endorsement.

Because of recent recruitment efforts for Utilities Maintenance Mechanic, the Utilities and Environmental Services Department and the Human Resources staff recognize the need to expand the current applicant pool without sacrificing the quality of the candidates. By allowing candidates to obtain a valid Class B California Driver's License and Tanker Endorsement within 12 months of hire, the City will be able to expand the applicant pool for a

hard to fill position. The Utilities Maintenance Mechanic job description was revised to update the Experience and Education section. The changes to the Utilities Maintenance Mechanic job description were shared with and agreed to by representatives of SEIU Local 1021.

The changes to the job description are as follows:

EXPERIENCE AND EDUCATION

Licenses and Certificates

Replaced: "...and maintenance of..." with "...of or the ability to obtain..."

Added: "...within 12 months of hire."

PROBATIONARY PERIOD

Replaced: "Six months" with "Twelve (12) months"

STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the Council's Strategic Initiatives.

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

Prepared by: Nargiz Karimova, Human Resources Technician

Recommended by: Nina S. Collins, Human Resources Director

Approved By:



Kelly McAdoo, City Manager