



**City of Santa Clara
Staff Aide II**

SALARY	\$44.75 - \$56.96 Hourly \$7,755.98 - \$9,873.83 Monthly \$93,071.76 - \$118,485.96 Annually	LOCATION	Santa Clara, CA
JOB TYPE	Full-Time	JOB NUMBER	33-24-759
DEPARTMENT	Electric Utility	OPENING DATE	08/09/2024
CLOSING DATE	8/30/2024 4:00 PM Pacific	FLSA	Non-Exempt
BARGAINING UNIT	5	WEIGHTING PLAN	50% Oral/50% Written

Description

The City:

The City of Santa Clara is a "full service" city – one of only a few communities in the Bay Area that has its own police, fire, library, recreation, and electric, water, and sewer utilities, as well as all of the other departments and civic amenities expected in a thriving community. Santa Clara is a family-oriented and business-friendly city, led by a city government that has developed an award-winning ethics program and a commitment to fostering public trust. Located in Santa Clara County at the southern tip of San Francisco Bay, about 45 miles south of San Francisco, Santa Clara is a strategic regional hub, convenient to freeways, airports, railroads, expressways, light rail, and other public transportation.

The Department - Silicon Valley Power (SVP):

SVP currently provides over 40 percent of Santa Clara’s electricity from carbon-free renewable resources. In addition to using green energy from large-scale wind, solar, geothermal and hydroelectric projects outside of the area, SVP employs innovative ways to locally produce electricity by capturing and burning methane gas from a closed city landfill and using power from solar generating systems on city-owned garages and vacant, unusable land. It is the mission of Silicon Valley Power to be a progressive, service-oriented utility, offering reliable, competitively priced services for the benefit of Santa Clara and its customers. Being competitive in the marketplace with a continuous focus on customer service, SVP can provide economic value to the City of Santa Clara and its customers while maintaining low residential rates and offering competitive rates for all customers.

The Position:

This position will support administrative projects and compliance activities within SVP’s Compliance Division, which oversees the electric utility’s NERC, Environmental, and Safety Compliance programs. Support may include, but is not limited to: evidence collection, data collection from SVP sites/facilities, coordinating with Subject Matter Experts (SMEs) to complete timely compliance reviews and regulatory reporting, developing learning and training materials (slide decks, handouts, guidesheets), working with SVP staff to implement compliance processes, and drafting forms or templates to support those processes.

This classification requires frequent use of independent judgment and interpretive ability related to regulatory research, analysis, and report writing, as well as the frequent use of tact, discretion, initiative, independent judgment. This position requires the use of various regulatory reporting platforms and the creative use of in-house tools such as SharePoint to implement procedural efficiencies. An incumbent in this classification performs work of a varied and responsible nature under general direction with some responsibility for the follow-through on details of assigned projects. Excellent time management skills to complete various assignments and meet strict deadlines is imperative.

Additional Information:

Applications must be filled out completely (e.g. do not write “see resume, NA, or personnel file.”). To receive consideration for the screening process, candidates must submit a 1) Cover Letter and, 2) Resume. **Incomplete applications will not be considered.**

Application packets may be submitted online through the “Apply Now” feature on the job announcement at www.santaclaraca.gov. Applications must be submitted by the filing deadline of **August 28, 2024 at 4:00 PM.**

THIS RECRUITMENT MAY BE USED TO FILL MULTIPLE POSITIONS IN THIS, OR OTHER DIVISIONS OR DEPARTMENTS BESIDES THE POSITIONS LISTED BELOW. IF YOU ARE INTERESTED IN EMPLOYMENT IN THIS CLASSIFICATION, YOU SHOULD APPLY TO ENSURE YOU ARE CONSIDERED FOR ADDITIONAL OPPORTUNITIES THAT MAY UTILIZE THE APPLICANTS FROM THIS RECRUITMENT. MEETING THE MINIMUM QUALIFICATIONS DOES NOT GUARANTEE ADMITTANCE INTO THE EXAMINATION PROCESS. ONLY THE MOST QUALIFIED CANDIDATES WHO DEMONSTRATE THE BEST COMBINATION OF QUALIFICATIONS IN RELATION TO THE REQUIREMENTS AND DUTIES OF THE POSITION WILL BE INVITED TO TEST OR INTERVIEW.

The annual salary range for this position is \$93,071.76 - \$118,485.96. This position will be filled at or near the minimum of the salary range.

Typical Duties

Follow this link to view the entire Class Specification, **which includes more information on Typical Duties and Knowledge, Skills, and Abilities.**

Minimum Qualifications

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Completion of an Associate of Arts degree in Business Administration, Public Administration or a related field;
- Three (3) years of progressively responsible investigation, coordination or technical report writing experience;
- Computer proficiency in Microsoft Word and Excel.

Possible Substitutions:

- Additional qualifying experience may be substituted on the basis of one year of experience equals 30 semester units of required education for a maximum of one year of required education.

Desirable Qualification:

- Computer proficiency in Microsoft Access and Power Point.

LICENSE

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

OTHER REQUIREMENTS

- May be required to work shifts, weekends, and odd and unusual hours in the performance of duties and emergency situations.
- Must be able to perform all of the essential functions of the job assignment.

Candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. A department interview may be required prior to appointment.

Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of Santa Clara will not sponsor, represent, or sign documents related to visa applications/transfers for H1B or any other type of visa which requires an employer application.

PERMANENT CITY EMPLOYEES PREFERENCE POINTS: Current permanent employee candidates who receive a passing score on the examination will have an additional five (5) points added to their final score.

The City of Santa Clara is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of Santa Clara is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at (408) 615-2080 or HumanResources@santaclaraca.gov.

Agency

City of Santa Clara

Address

1500 Warburton Ave.

Santa Clara, California, 95050

Phone

408-615-2080

Website

<http://www.santaclaraca.gov>

Staff Aide II Supplemental Questionnaire

***QUESTION 1**

Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, omissions, stating "see resume" or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question completely, and in your own words (without the use of generative Artificial Intelligence tools, including but not limited to Chat GPT, Microsoft AI, or any other AI tool), and that your responses can be verified from information included within your application?

- Yes
- No

***QUESTION 2**

Please select the option below that best describes how you meet the minimum qualification for Staff Aide II.

- I have an Associate of Arts degree in Business Administration, Public Administration, or a related field; AND I have at least three years of progressively responsible investigation, coordination or technical report writing experience and computer proficiency in Microsoft Word and Excel.
- I have an Associate of Arts degree in Business Administration, Public Administration, or a related field; OR I have at least three years of progressively responsible investigation, coordination or technical report writing experience and

computer proficiency in Microsoft Word and Excel. AND, I have additional qualifying experience substituted on the basis of one year of experience equals 30 semester units of required education for a maximum of one year of required education.

I do not meet the minimum qualifications for this position.

***QUESTION 3**

Please describe how your education and/or experience meet the minimum qualifications of this position.

***QUESTION 4**

Are you able to work shifts, weekends, and odd and unusual hours in the performance of duties and in emergency situations?

Yes

No

***QUESTION 5**

Describe your experience implementing internal controls in support of a compliance program.

***QUESTION 6**

Describe your experience using SharePoint, including any special features. If you have used SharePoint to implement procedural efficiencies, please add those details in your response.

***QUESTION 7**

Describe any professional or personal experience that will be beneficial to your successful performance in this position.

* Required Question