



NON-AGENDA

December 28, 2018

Board Policy: EL-7 Communication and Support to the Board

The BAOs shall inform and support the Board in its work.

Page # **CEO BULLETIN / NEWSLETTERS**

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7 Memo from Rachael Gibson, DAO/GRU, to Rick Callender, CEA, dated 12/18/18, regarding the Zinke letter to Governor Brown on the Pacheco State-led storage designation.

9 Memo from Nina Hawk, COO/WUE, to Norma Camacho, CEO, dated 12/19/18, regarding the 2018 Water Retailer Survey Results.

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17 Memo from Anna Noriega, Interim Assistant Administrative Officer, to the Board, dated 12/21/18, regarding hiring of veterans at the District (I-18-0015).

INCOMING BOARD CORRESPONDENCE

28 **Board Correspondence Weekly Report:** 12/27/18

29 Letter from Paula Currie, ACWA, to Director Varela, dated 12/06/18, thanking him for participating as a speaker at the 2018 Fall Conference (C-18-0213).

30 Letter from Domingos Fezas Vital, Portugese Embassy, to Director Estremera, dated 12/13/18, congratulating Director Estremera on his re-election to office (C-18-0214).

31 Letter from Megan Medeiros, Committee for Green Foothills, to the Board, dated 12/18, regarding their winter newsletter (C-15-0215).

OUTGOING BOARD CORRESPONDENCE

33 Reply email from Chair Santos to Martha O'Connell, dated 12/27/18, regarding maintenance of trees on District property (C-18-0209).

37 Reply email from Director Varela to Kathy Blaha, dated 12/27/18, regarding the District's agreement with SCC Parks Department (C-18-0210).

38 Reply email from Chair Santos to John Kolski, dated 12/27/18, regarding well metering, and what the revenue is used for (C-18-0211).

39 Reply email from Chair Santos to Maureen Damrel, Downtown Streets Team, dated 12/27/18, regarding water quality and community connection (C-18-0212).

Board correspondence has been removed from the online posting of the Non-Agenda to protect personal contact information. Lengthy reports/attachments may also be removed due to file size limitations. Copies of board correspondence and/or reports/attachments are available by submitting a public records request to publicrecords@valleywater.org.

CEO BULLETIN/ NEWSLETTERS

To: Board of Directors
From: Norma J. Camacho, CEO

Chief Executive Officer Bulletin Week of December 21 - 27, 2018

Board Executive Limitation Policy EL-7:

The Board Appointed Officers shall inform and support the Board in its work. Further, a BAO shall 1) inform the Board of relevant trends, anticipated adverse media coverage, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established and 2) report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

| Item | IN THIS ISSUE |
|----------|---|
| <u>1</u> | District implements a new online database of Safety Data Sheets |
| <u>2</u> | <u>Santos</u> Why does the District not offer preference for Veteran applicants seeking employment and/or promotions with the District and research comparable agency policies, as examples, for implementation? I-18-0015 |

District implements a new online database of Safety Data Sheets

The Environmental, Health & Safety Unit (EH&S) has implemented a new online electronic database of Safety Data Sheets (SDS), powered by MSDSONline.

The EH&S unit maintains an electronic database of Safety Data Sheets (SDS). The SDS includes information about specific chemicals or mixture of chemicals, protective measures, and other safety precautions. It is required by Cal/OSHA regulation that this information is made readily available to employees handling hazardous chemicals. For many years, the District has used 3E Protect to manage our electronic database.

The MSDSONline is a new intuitive, comprehensive, and user friendly solution where users can search any chemical by specific locations, groups, product data, or perform a complete search of multiple types of information. Users can also download the SDS from the website with a single click, and even retrieve an SDS using their mobile device. This is an online database, so it is accessible from any computer and you do not need to go through the district intranet to gain access. When searching an SDS, the user can sort results by various data categories and export the results to an Excel spreadsheet. If there is an SDS that it not found in the database, there is now an option to request that an SDS to be added to our company list.

For further information, please contact Tina Yoke at (408) 630-2385.

Santos

Why does the District not offer preference for Veteran applicants seeking employment and/or promotions with the District and research comparable agency policies, as examples, for implementation?

I-18-0015

The district's response to Chair Santos' request regarding Veterans Hiring Preference has been provided in the December 28, 2018, board Non-Agenda packet.

For further information, please contact Anna Noriega at (408) 630-3089.

BOARD MEMBER REQUESTS & INFORMATIONAL ITEMS

Report Name: Board Member Requests

| Request | Request Date | Director | BAO/Chief | Staff | Description | 20 Days Due Date | Expected Completion Date | Disposition |
|-----------|--------------|----------|-----------|-------|---|------------------|--------------------------|-------------|
| R-18-0017 | 11/20/18 | Varela | Hawk | Hall | Staff is to schedule an update on CA WaterFix for second meeting in January 2019. | 12/16/18 | | |



MEMORANDUM

FC 14 (01-02-07)

TO: Rick L. Callender
FROM: Rachael Gibson
SUBJECT: Zinke Letter to Gov. Brown re: Pacheco State-Led Storage Designation
DATE: December 18, 2018

Attached to this memorandum is a copy of the November 16 letter the District recently received from Secretary of the Interior Ryan Zinke to Governor Jerry Brown in response to Governor Brown's August 27 letter requesting that Secretary Zinke designate the Pacheco Reservoir Expansion Project (as well as seven other California projects) a "state-led storage project" under the Water Infrastructure Improvements for the Nation (WIIN) Act. Secretary Zinke stated that the Department of the Interior has begun assessing the eligibility of the Pacheco Project, along with the seven other projects, and the Bureau of Reclamation is in the process of developing recommendations to the Appropriations Committees for Fiscal Year 2019 WIIN Act funding.

Staff is now working with our congressional delegation to send a letter to Secretary Zinke and the Bureau of Reclamation to highlight the importance of the Pacheco Project and urge the Secretary to make the necessary findings that would enable the Pacheco Project to access this WIIN Act funding. Staff will continue to advocate for the Project and will pursue all potential funding opportunities.

Please let me know if you have any questions.

A handwritten signature in blue ink, appearing to read "Rachael Gibson", is written over a horizontal line.

Rachael Gibson
Deputy Administrative Officer
Office of Government Relations

Attachment: Zinke Letter



THE SECRETARY OF THE INTERIOR
WASHINGTON

NOV 16 2018

The Honorable Edmund G. Brown Jr.
Governor of California
Sacramento, California 95814

Dear Governor Brown:

Thank you for your letter dated August 27, 2018, requesting Federal participation in eight State and Federal surface water and groundwater storage projects pursuant to the Water Infrastructure Improvements for the Nation Act of 2016 (WIIN Act).

I appreciate your strong interest in these projects. In response to your request and in accordance with the WIIN Act, the Department of the Interior has begun the process of making eligibility determinations for the following eight projects: Pacheco Reservoir Expansion Project; South Sacramento County Agriculture and Habitat Lands Recycled Water, Groundwater Storage, and Conjunctive Use Program; Los Vaqueros Reservoir Expansion Project; Temperance Flat Reservoir Project; Chino Basin Conjunctive Use Program; Sites Project; Kern Fan Groundwater Storage Project; and Willow Springs Water Bank.

The Bureau of Reclamation is currently developing recommendations to the Appropriations Committees for the allocation of funds designated for WIIN Act storage projects in the Fiscal Year (FY) 2019 appropriations bill. The recommendations are being developed in accordance with Section 4007 of the WIIN Act.

I will give your request full consideration when preparing the WIIN Act Section 4007 funding recommendations for the FY 2019 Appropriations bill.

If you have any questions or need additional information about the status of WIIN Act funding recommendations to Congress, please contact Mr. Robert Wolf at (202) 513-0642 or Mr. Mathew Maucieri at (202) 513-0569.

Sincerely,

Ryan K. Zinke
Secretary of the Interior



MEMORANDUM

FC 14 (01-02-07)

TO: Norma J. Camacho, CEO

FROM: Nina Hawk, COO

SUBJECT: 2018 Water Retailer Survey Results

DATE: 12/19/2018

The 2018 Annual Water Retailer Survey has been completed. A summary of the results is enclosed for your reference. Overall, the District received high marks in the survey, particularly in:

- Providing high quality treated water
- Using a courteous and professional manner
- Responding to emergencies

In accordance with the Board Ends Policy Objective 2.3.2, "Maintain effective relationships with the retailer and other stakeholders to ensure high quality, reliable drinking water," the survey reflects the Outcome Measure 2.3.2a "100% of retailers give an average rating of good to excellent on each of their individual annual water retailer survey." 90% of the retailers gave an average rating of good to excellent for the job the District does managing water supply. Maintaining an excellent relationship with the retailers is a top priority for the Water Utility Enterprise and we will continue to strive to meet Outcome Measure 2.3.2.a.

Water Utility Enterprise leadership will present these results to the retailers at the next Quarterly Water Retailer Meeting on January 16, 2019. Subsequently, Water Utility leadership will meet with each retailer to discuss their ratings and possible improvements in customer service.

Please contact me with further questions or comments.

Nina Hawk
Chief Operating Officer
Water Utility Enterprise

cc: K. Arends, C. Hakes, G. Hall, K. Oven, B. Yerrapotu, A. Baker, J. De La Piedre

Enclosure: 2017-2018 Annual Water Retailer Survey Results

by:ab:kl

2017-2018 Annual Water Utility Retailer Survey

Santa Clara Valley
Water District



Survey Response

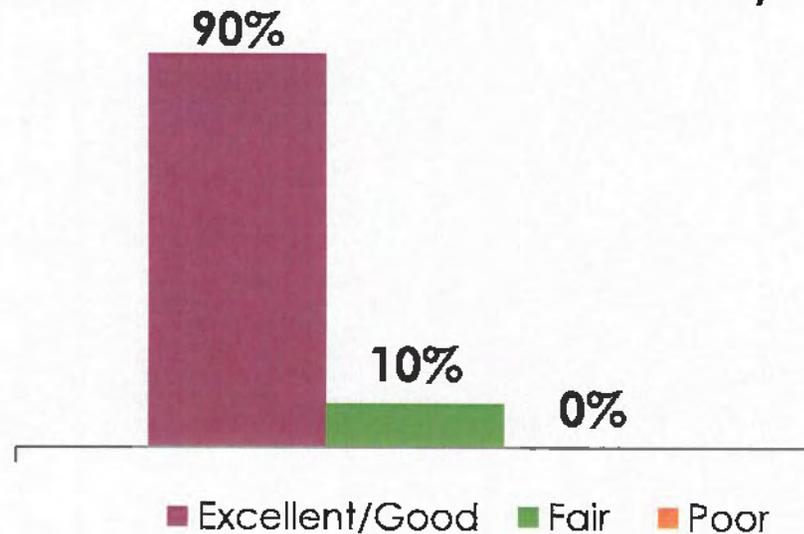
10 Retailers Completed the Survey

- ❖ California Water Service Company
- ❖ Great Oaks Water Company
- ❖ City of Milpitas
- ❖ City of Morgan Hill
- ❖ City of Mountain View
- ❖ City of Palo Alto Utilities
- ❖ San Jose Municipal Water
- ❖ San Jose Water Company
- ❖ City of Santa Clara
- ❖ City of Sunnyvale

Outcome Measures

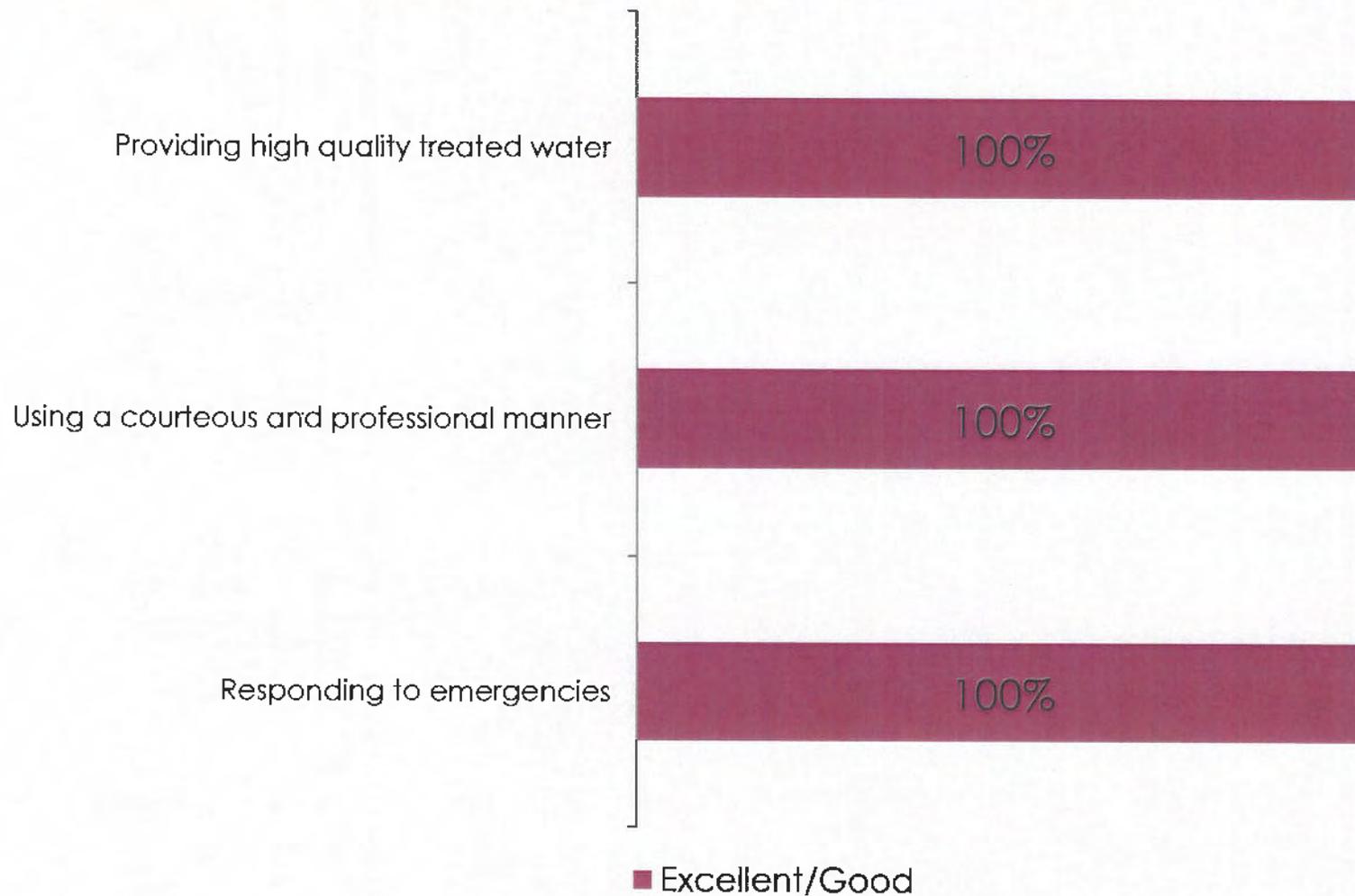
Board Ends Policies E 2.3.2 - Maintain effective relationships with the retailer and other stakeholders to ensure high quality, reliable drinking water.

Outcome Measure: 2.3.2.a. - 100% of retailers give an average rating of good to excellent on each of their individual annual water retailer survey.

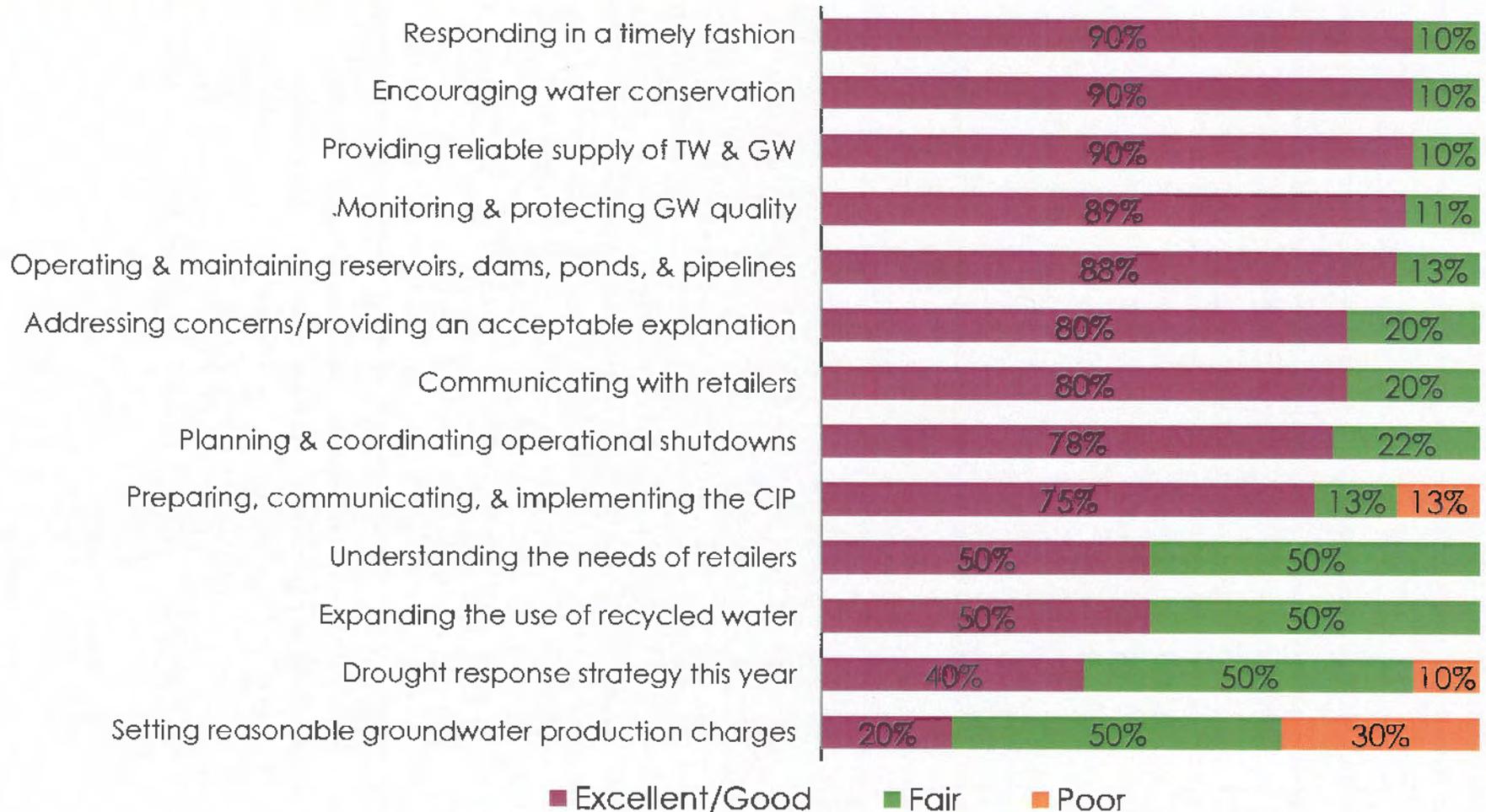


Question: How would you rate the job the water district does managing water supply?

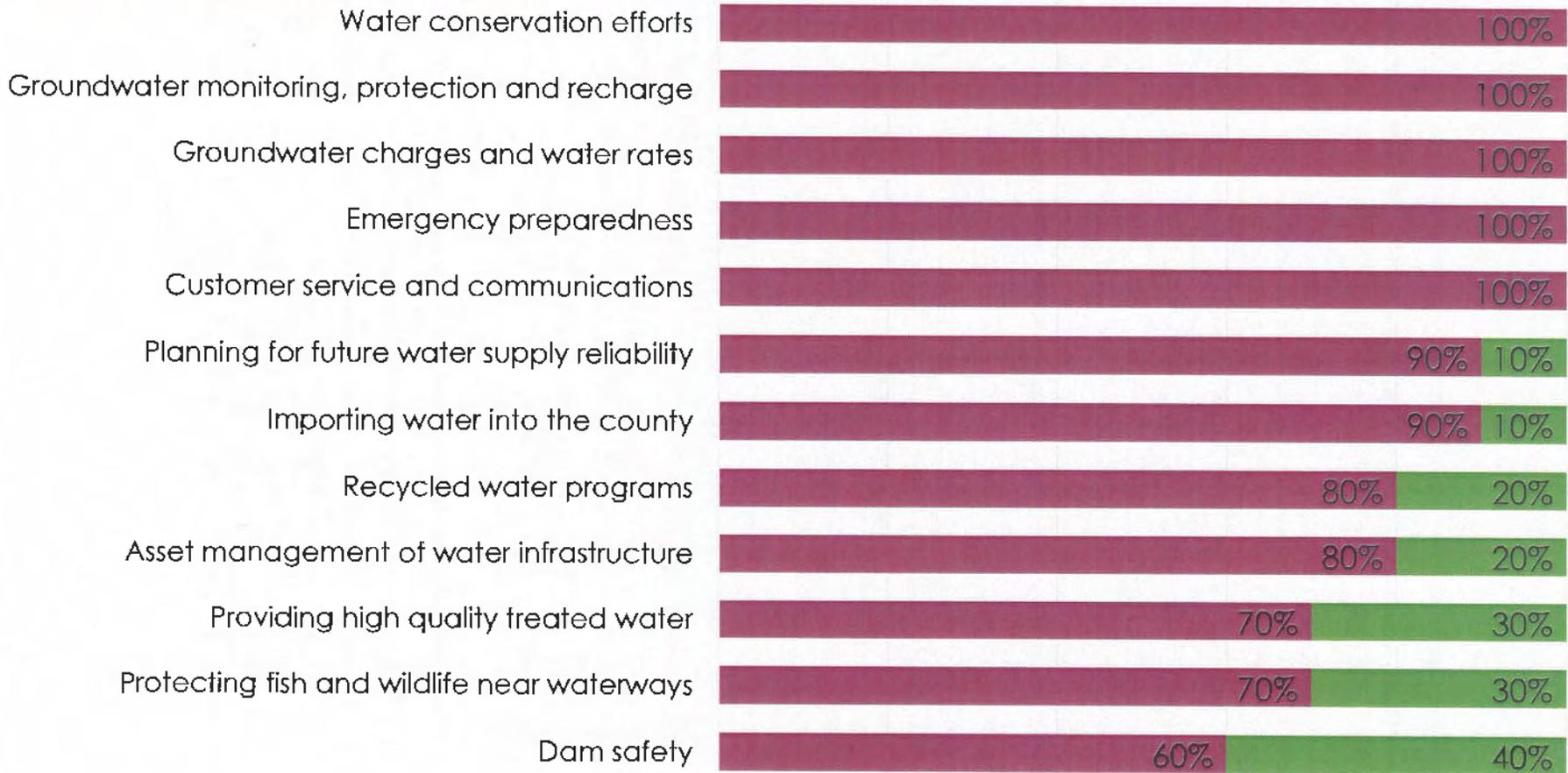
Rated Excellent/Good By Retailers



Mixed Ratings By Retailers



Retailers' Priorities



■ High Priority ■ Low/No Priority



MEMORANDUM

FC 14 (01-02-07)

TO: Board of Directors

FROM: Nina Hawk

SUBJECT: Pacheco Reservoir Expansion Project –
Execution of Early Funding Agreement with
California Water Commission

DATE: December 20, 2018

In February 2017, the Board authorized evaluation of Pacheco Reservoir Expansion Project in partnership with the San Benito County Water District (SBWD) and the Pacheco Pass Water District. This reservoir expansion would provide multiple benefits, including ecosystem benefits, emergency in-county water supply, and water quality improvements to our source water supply.

On July 25, 2017, the Board authorized submission of an Application to the California Water Commission (CWC) for Water Storage Investment Program (WSIP) funding pursuant to Title 23, Division 7, Chapter 1 of the California Code of Regulations, and authorized and directed the Chief Executive Officer, or designee, to execute a funding agreement and any amendments thereto.

The CWC conditionally approved the District's full funding request of \$484.55 million on July 24, 2018, including an Early Funding award of \$24.2 million.

The Early Funding Agreement (Agreement) between the District and the CWC was fully executed on December 10, 2018. The Agreement identifies a work plan, budget and schedule to provide reimbursement for the initial portion of the District's planning and permitting efforts. These efforts will cover activities through preparation of the Draft Environmental Impact Report, which is tentatively scheduled for public release in October 2021.

Staff estimates that planning and permitting related activities through October 2021 Draft EIR release will cost approximately \$50.92M. Under the terms of the Agreement, this will allow the State to reimburse the District for the maximum amount authorized by the Commission, \$24.2M.

For 

Nina Hawk
Chief Operating Officer
Water Utility Enterprise

TO: Board of Directors

FROM: Anna Noriega: Interim Assistant
Administrative Officer

SUBJECT: Response to iBMR # I-18-0015:
Veterans Hiring at the District

DATE: December 21, 2018

In early October 2018, Chair Santos initiated an Informal Board Member Request (iBMR # I-18-0015) regarding whether the District offers preference for Veteran applicants seeking employment and/or promotions, including researching comparable agency policies, as examples, for implementation.

OUTSIDE RESEARCH:

In total, staff reached out to 15 comparable agencies:

- a) Nine (9) comparable agencies do not actively recruit veterans or have any veteran hiring policy
- b) One (1) comparable agency actively recruits veterans through targeted outreach but does not offer preference
- c) Five (5) comparable agencies, each of which operates under the rules of the Civil Service Commission, actively recruit veterans and indicated that they do offer preference in veteran hiring for entry-level positions. The preference is administered in the form of credits or points through the civil service exam process (AB 372 – Civil Service: Veterans' Preference in Hiring). For example, veterans applying for entry-level positions at the Santa Clara County who attain a passing score on the civil service exam receive 5 additional points on their application, and disabled veterans receive an additional 5 points. The District is not a Civil Service agency and does not operate under the rules of the Civil Service Commission. See attached spreadsheet (Veterans Hiring Survey) and attached policies for more information.

CURRENT RECRUITMENT PROCESS:

As of 2015, the District no longer uses a point system in screening applications and does not administer exams for entry-level positions. Under the former system, veteran applicants, along with District employees, received an additional two points on their applications. The point system was eliminated in 2015 due to its overall ineffectiveness in identifying the best candidates within applicant pools.

Since December 2015, the District job application form has also included a check box for applicants to indicate their veteran status. Recruitment staff manually tracks veteran hires through their recruitment tracking log.

CURRENT VETERAN OUTREACH:

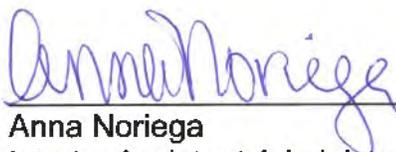
On an ongoing basis, Recruitment and Diversity and Inclusion staff seek to optimize the veteran hiring process by doing the following:

- a) Posting every job listing to multiple veteran hiring websites (e.g., www.hireveterans.com)
- b) Setting up the District recruitment main page (“Careers and Job Openings”) to encourage veteran applicants with a section entitled “We Support Veterans”
- c) Featuring the Veterans Awareness Group as one of the District’s 11 Employee Resource Groups (ERGs) on the Diversity and Inclusion Program web page
- d) Attending Veterans Career Fairs and events hosted by the Veterans Awareness Group ERG
- e) Watching webinars on how to find veterans for the workforce
- f) Working with a consultant at “The HireKey,” a full-service talent acquisition consultancy and recruitment marketing agency to help tailor District job postings to have more overlap with veterans’ military position duties.

PROPOSED ACTIONS AND NEXT STEPS:

In response to this iBMR, and subject to any necessary meet-and-confer process with the District’s bargaining units, staff is evaluating the following measures to continue to build on the District’s existing processes and programs relating to veterans hiring:

- a) Continuing to increase targeted outreach of veteran applicants by partnering with veteran support organizations such as “Know a Vet” and the County of Santa Clara Veterans Services Office
- b) Exploring new opportunities to attend additional diversity job fairs such as the Bay Area Water Industry Career Fair for Veterans
- c) Tracking veteran recruitment statistics, including applicants (total and by job classification) through the online application system (NEOGOV) and veteran hires through the District’s Human Resources Information System (PeopleSoft)
- d) Augmenting veteran resources available on the District Careers webpage on job application and interview skills, including how to effectively transfer military experience into government employment



Anna Noriega
Interim Assistant Administrative Officer

ATTACHMENTS:

- Attachment 1: Veterans Hiring Survey
- Attachment 2: Comparable Agency Veterans Preference Policies

ATTACHMENT 1: VETERANS HIRING SURVEY

| | 1) Do you have a formal veteran hiring policy? | 4) If so, please describe how the policy works? | 5) Does it include preference for veterans? | 6) Do you actively recruit or outreach specifically for veterans? How and where? |
|-------------------|---|--|---|--|
| Zone 7 | Yes; outlined in County of Alameda's Civil Service Commission | Open Competitive Examinations - Non-disabled veteran: Five percentum of maximum rating - Disabled veteran: Ten percentum of maximum rating Promotional Examinations - Non Disabled Veteran: One percentum of maximum rating - Disabled veteran: Three percentum of maximum rating | Yes - for certain positions | Yes - by attending the annual Water Careers for Veterans Career Fair |
| City of San Jose | Yes; through Government Code Section 50088, the establishment of a Civil Service system | Five (5) points added to the written test score for specified entry level applications | Yes - for certain positions | For certain position, yes - targeted advertising for Police and Fire recruitments and sometimes attending Veteran job fairs. |
| City of Sunnyvale | Yes; outlined in City of Sunnyvale's Civil Service Rules and Regulations | Veterans who attain a passing examination score for entry-level positions receive a credit of three (3) points, and disabled veterans receive an additional two (2) points. | Yes - for certain positions | Depending on the position, outreach for positions to is conducted to identify the most qualified candidates. |

ATTACHMENT 1: VETERANS HIRING SURVEY

| | 1) Do you have a veteran hiring policy? | 4) If so, please describe how the policy works? | 5) Does it include preference for veterans? | 6) Do you actively recruit or outreach specifically for veterans? How and where? |
|--|--|--|---|--|
| San Francisco Public Utilities Commission | Yes; through Civil Service Rules and Regulations | With proper documentation, veterans receive credits on exams for positions in entry-level positions. If they pass the exam, veterans receive a credit of five (5) points, and disabled veterans receive an additional five (5) points. Widows of veterans also receive a credit of five (5) points | Yes - for certain positions | Yes - through recruiters and at outreach events. |
| County of Santa Clara | Yes; through Civil Service Rules and Regulations | With proper documentation, veterans who receives a passing score on the entry level examination will have five (5) points added to his/her final score | Yes - for certain positions | Yes - by attending job fairs that target the Veteran Community. One example – City of San Jose Diversity Employment Day Career Fair. |
| East Bay Municipal Utility District | Yes; see adjacent cell for details | Proactive outreach to veterans and by submitting job posting to Employment Development Department (EDD) veterans prior to broader posting. Also by tracking and reporting on veteran staff and hires on an annual basis. | No | Yes - by looking for veteran recruitment events in or near their service area. |
| The following nine (9) agencies do not have any programs or preference regarding Veterans Hiring: | | Alameda County Water District Calaveras County Water District Marin Municipal Water District San Diego County Water Authority City of Mountain View | City of Gilroy City of Morgan Hill City of Campbell City of Milpitas | |

ATTACHMENT 2: COMPARABLE AGENCY VETERANS PREFERENCE POLICIES

1456 Ratings

ZONE 7 WATER

In order to qualify in an examination, candidates must attain a rating of at least 70% in the subject matter portion and a final rating of at least 70% in the total examination. The Commission may set a minimum qualifying rating for each different subject matter test or for other parts of an examination and candidates failing to achieve such ratings shall be eliminated from participating in the remaining tests or parts of such examination, or if they have already participated, they need not be rated. When in scoring the examination of a candidate, it becomes evident that he/she would receive a rating less than the minimum required to qualify, such candidate shall be eliminated at that point and the scoring of the remaining parts of his/her examination need not be completed. In converting raw scores to percentage ratings, scores below the passing score need not be converted.

The Commission may limit the maximum number of qualified persons who shall constitute an eligible list, or who shall be permitted to compete in any of the separately weighted parts of an examination, and such persons shall be those individuals scoring the highest in the total examination or separately weighted part thereof, as the case may be.

1460 Veterans' Preference

Each honorably discharged veteran of a war of the United States as defined in Section 39 of the Charter who attains the required minimum final rating to qualify in an examination, shall be given preferential credit as shown below, which added to his/her examination rating shall constitute his/her total rating, provided he/she makes application therefor as provided in Rule 1358:

In Open Competitive Examinations

Non-disabled veteran
Disabled veteran

Five percentum of maximum rating
Ten percentum of maximum rating

In Promotional Examinations

Non Disabled Veteran
Disabled veteran

One percentum of maximum rating
Three percentum of maximum rating

A disabled veteran is defined as one who has a current disability rating of ten percent or more as determined by the United States Veterans Administration and who served during time of war as defined in Section 39 of the Charter.

Amended 3/13/67

RD:NKS
6/13/2007

Res. No. 73866

CITY OF SAN JOSE

RESOLUTION NO. 73866

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE ESTABLISHING A VETERANS' PREFERENCE SYSTEM RELATED TO EMPLOYMENT WITH THE CITY OF SAN JOSE

WHEREAS, Government Code Section 50088 provides, in part, that whenever any city, general law or chartered, has established a civil service system and entrance examination for the selection of appointive officers and employees, a city council shall either implement a veterans' preference system giving preference to a veteran over identically qualified applicants, or shall adopt a resolution giving reasons that it does not implement a veterans' preference system; and

WHEREAS, the City Council of the City of San Jose desires to establish a system of veterans' credits for specific entry level classifications, for veterans who participate in a written scored examination which is used to determine eligibility for consideration for a job with the City of San Jose.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SAN JOSE THAT:

SECTION 1.

The City Council of the City of San Jose hereby approves and adopts a veterans' preference system and veterans' credits for specified "entry level" classifications, for veterans who participate in a written scored examination which is used to determine eligibility for a City job classification.

SECTION 2.

The veteran's preference system credit is five (5) points added to the written test score of a veteran in accordance with the approved veterans' preference system and includes

ATTACHMENT 2: COMPARABLE AGENCY VETERANS PREFERENCE POLICIES

- (e) Withholding relevant information regarding applicant qualifications;
- (f) Using deception or fraud at any stage in the examination process;
- (g) Possessing unauthorized materials, devices, or anything of use or assistance in any stage of the examination process;
- (h) Behaving in a disruptive manner during an examination process;
- (i) Directly or indirectly obtaining information regarding examinations;
- (j) Copying the work of another applicant; or reviewing the examination documents prior to commencement of an examination;
- (k) Arriving at the place of examination after the start time;
- (l) Conviction of a felony, if such felony is directly related to the ability of the employee to perform the duties of the position, or if conviction of such felony otherwise constitutes disqualification from the position under applicable law;
- (m) Failing to respond to notifications or other correspondence;
- (n) City employees that apply for a promotion and did not receive an overall rating of "achieves or exceeds expectations" on their last performance evaluation; this requirement shall not apply to probationary employees who have not yet received a performance evaluation;
- (o) Physically or mentally unable to perform the essential functions of the job, with or without reasonable accommodation;
- (p) Is a current user of illegal drugs;

CITY OF SUNNYVALE

- (q) Is in violation of Section 12.05 (Employment of Relatives) of the City's Civil Service Rules and Regulations;
- (r) Has had his or her privilege to currently operate a motor vehicle in the State of California suspended or revoked, if driving is required;
- (s) Refusing to execute the Loyalty Oath, as required by State law;
- (t) Is a current City Council member or on a current City Board or Commission during the term of office the member has been elected or appointed, or within two years thereafter;
- (u) For any material cause which in the judgment of the Director of Human Resources would render the applicant unsuitable for the position, including but not limited to a prior termination from the City or a significant disciplinary action.

Any applicant disqualified for fraud, deception or dishonesty during any stage of the examination process may not reapply with the City for a period of twelve months.

13.04 GRADING OF EXAMINATIONS

The City Manager, or the City Manager's designated representative, shall establish for each test the basis required for the applicant to qualify for appointment. The basis of the final score shall be included on the job announcement.

13.05 VETERAN'S CREDITS

Veteran's credits will only be assigned on examinations for positions in the Classified Service which represent the entry-level classification of a job family. To qualify for veteran's credits, an applicant must submit at the time of application, a copy of an

appropriate Department of Defense document indicating veteran status at the time of application. Veterans who attain a passing examination score used to determine placement on the eligible list shall be allowed a credit of three (3) points on that score. Disabled veterans shall be allowed an additional credit of two (2) points.

The term "Veteran" shall mean an applicant who has served on active duty in the armed forces of the United States of America for a minimum period of one year and who has been honorably discharged or released from active service.

The term "Disabled Veteran" shall mean a veteran who has incurred a service connected injury or wound which is rated by the Veteran's Administration at 30 percent or greater disability and who at the same time of filing an application for a position in the Classified Service is receiving disability compensation from the Federal Government.

Applicants who qualify for veteran's credits will have them applied to their final examination score.

SECTION 14.00 ELIGIBLE LIST

14.01 CONTENT

The Department of Human Resources shall prepare and establish the employment eligible list at the conclusion of all examination processes. The final score shall be determined by the total of the scores earned by each applicant for each part of the examination, based on the relative weight assigned to each part of the examination.

The top five eligible candidates, including ties and any bargaining unit inclusions, will be referred in alphabetical order to the Department Director, or designee, to conduct selection interviews for an approved vacancy. One additional candidate will be referred to the Department for consideration

CITY OF SUNNYVALE (CONTINUED)

for each additional approved vacancy. All candidates referred to the Department Director, or designee, are determined to be fully qualified and upon completion of the selection interview process, the Department Director, or designee, may select any eligible candidate from the referral list.

Except in the case of classifications assigned to the Department of Public Safety. Instead of referring over the top five eligible candidates for each vacancy, the Department of Human Resources will refer over the top band of highly qualified candidates to the Department of Public Safety for consideration.

The highly qualified band will include all candidates who have scored between 85% and 100% on their final score.

The second band of qualified candidates will be referred over to the Department of Public Safety for consideration when the highly qualified band has been fully considered and the list has been exhausted to a maximum of five candidates. The qualified band will include all candidates who have scored between 70% and 84% on their final score.

Direct Referral: For recruitments that result in five or fewer qualified applicants who meet the minimum qualifications of the position, the Director of Human Resources may choose to waive any further examination process(es), establish an employment eligible list and directly refer the eligible candidates to the appointing authority for consideration.

For employment eligible lists that are established by a direct referral, department submitted and reviewed by the Department of Human Resources in advance of the department hiring/selection interview.

ATTACHMENT 2: COMPARABLE AGENCY VETERANS PREFERENCE POLICIES

SAN FRANCISCO PUBLIC UTILITIES COMMISSION

Sec. 111.37 **Definition of Disabled Veteran for Purposes of Entitlement Under This Rule**

111.37.1 For purposes of this Rule, the term “disabled veteran” shall mean any veteran as defined in Sec. 111.36, who has suffered a permanent service-connected disability that is of record in the United States Veterans Administration.

111.37.2 Notwithstanding any preference allowed under this Rule, disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

Sec. 111.38 **Veterans Entitlement**

111.38.1 **Veteran, Widow or Widower, or Domestic Partner**

A veteran as defined above in Sec. 111.36, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of five percent (5%) toward his/her entrance qualifying score.

Sec. 111.38 **Veterans Entitlement (cont.)**

111.38.2 **Disabled Veteran, Widow or Widower, or Domestic Partner**

A disabled veteran as defined in Sec. 111.37.1, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

111.38.3 **Spouse or Domestic Partner of Disabled Veteran**

Spouse or registered domestic partner of a one hundred percent (100%) disabled veteran as defined above in Sec. 111.37, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

Civil Service Rules and Regulations (continued) COUNTY OF SANTA CLARA

- (1) Satisfactory completion of the basic Peace Officers' Standards of Training (POST) requirements for Reserve Officers;
- (2) Satisfactory completion of in-service field training (FTO) program;
- (3) Recommendation of Chief of Police based on satisfactory service; and
- (4) Presently an active member of the Santa Clara Police Reserve Unit.

(b) In addition, Reserve Officers will be given an additional point for each of the following:

- (1) Completion of two years of satisfactory service - 1 point
- (2) Completion of three years of satisfactory service - 1 point
- (3) Completion of four years of satisfactory service - 1 point
- (4) Completion of five years of satisfactory service - 1 point
- (5) Completion of six years of satisfactory service - 1 point

Total Maximum points: Ten (10)

Each qualified reserve police officer applicant who receives a passing score on the examination will have additional points as outlined above added to his/her final score.

2.22 QUALIFICATIONS FOR VETERAN'S PREFERENCE: To be entitled to veteran's preference points on entry level positions an applicant must file with his/her application proof of his/her eligibility to qualify for veteran's preference points. Said proof of eligibility requirement may be satisfied by submitting to the City the original or certified copy of a discharge or other release, other than dishonorable, bad conduct, or as an undesirable, from the Armed Forces of the United States showing active military duty for at least eighteen (18) consecutive months. In the event that the discharge is attributable to a service-connected injury or illness, the eighteen (18) month active military duty requirement need not be fulfilled. Each qualified veteran applicant who receives a passing score on the examination shall have five (5) points added to his/her final score.

2.23 PREFERENCE POINTS FOR PERMANENT CITY EMPLOYEES: Appointment preference on open/promotional recruitments shall be extended to any City employee with permanent status. Current permanent employee candidates who receive a passing score on the examination will have an additional five (5) points added to his/her final score.

2.24 MORE THAN ONE PREFERENCE POINT PROGRAM: An applicant may use only one (1) preference point program and shall make his/her decision as to which preference point program he/she desires to utilize at the time he/she submits his/her application.

SECTION 3 - EXAMINATIONS

3.1 PREPARATION: The Director of Human Resources shall direct the preparation of all examinations of knowledge, skill, and ability as may be required for a valid and equitable determination of the fitness of applicants for the positions to which appointments are to be made. The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical tests, or any combination thereof, and shall indicate the procedure in the announcement. The City may contract for such service with competent public or private agencies regularly rendering such service. Examinations shall be job related, impartial, practical, and so constructed that they reveal the qualifications of the applicant for the class for which he/she is competing.

3.2 SCHEDULING EXAMINATIONS: The Director of Human Resources shall schedule and conduct all examinations as the current and anticipated needs of the service require. Scheduled