

Staff Report

TO: Board of Directors

FROM: Naomi Schmitt, Director of Human Resources

DATE: March 12, 2025

SUBJECT: Job Description Revision – Removal of Driver’s License Requirement (Consent)

HUMAN RESOURCES

RECOMMENDATION:

Approve revision to job descriptions to remove driver’s license requirements.

BACKGROUND:

On September 28, 2024, Governor Newsom signed [Senate Bill \(SB\) 1100](#) into law making it an unlawful employment practice to include statements about the need for a driver’s license in job advertisements, postings, applications, and similar employment material unless specific conditions are met. In California, driver’s licenses have increasingly become a condition of employment. The law is intended to address discrimination against individuals without driver’s licenses by eliminating this requirement as a condition of employment unless certain requirements are met.

Under the law, an employer may not include a statement that an applicant must have a driver’s license unless the following conditions are satisfied:

- The employer reasonably expects driving to be one of the job functions of the position.
- The employer reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the employer.

An “alternative form of transportation” can include, but is not limited to:

- Ride-hailing services.
- Taxis.
- Carpooling.
- Bicycling.
- Walking.

This law took effect January 1, 2025.

All of the District's job descriptions currently state "Possession of, or ability to obtain, a valid CA driver's license". To ensure compliance with this new law, staff reviewed all job classifications and identified those classifications that do not likely need a driver's license to perform the basic functions of the job. This requirement must be removed as a condition of employment unless the classification meets the conditions outlined above.

BUDGETARY IMPACT:

None at this time.

Attachment:

- List of classifications updated to remove driver's license requirement

Classification/Job Description
Accountant I
Accountant II
Administrative Analyst I
Administrative Analyst I
Administrative Analyst II
Administrative Analyst II
Budget Analyst
Buyer
Cashier
Controller
Customer Service Representative I
Customer Service Representative II
Dispatcher I
Dispatcher II
Engineering Technician I [Drafting]
Engineering Technician II [Drafting]
Finance Assistant I
Finance Assistant II
GIS Analyst I
GIS Analyst II
GIS Technician I
GIS Technician II
Human Resources Representative I
Human Resources Representative II
Management Assistant
Office Assistant I
Office Assistant II
Payroll Technician
Purchasing Supervisor
Records Management Assistant
Recreation Assistant I
Recreation Assistant II
Senior Administrative Analyst
Senior Customer Service Representative
Senior Engineering Technician [Drafting]
Senior Finance Assistant