



DATE: September 15, 2022

TO: Personnel Commission

FROM: Acting Deputy Director of Human Resources

SUBJECT: Abolish the Librarian I (Part-Time) Employment Roster (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and approves the abolishment of the employment roster (eligible list) for Librarian I (Part-Time).

SUMMARY

The City has exhausted the current Librarian I (Part-Time) eligible list. The City requests approval to abolish the current list and establish a new one following a new Librarian I (Part-Time) recruitment process.

BACKGROUND/DISCUSSION

In addition to the adoption and approval of the City's Classification Plan, the Personnel Commission reviews and may abolish eligible lists prior to their scheduled expiration once all candidates have been considered and no further selections will be made from the list.

The Librarian I (Part-Time) recruitment was initiated in October 2021 and had forty-five (45) applicants. Of those forty-five (45), only fifteen (15) candidates met minimum qualifications and were advanced to a blind review of supplemental questions. The candidates that successfully passed the supplemental question review were advanced to an oral panel. Successful completion of all recruitment steps resulted in an eligible list of eight (8) candidates established on December 17, 2021. While the Library Services Department invited all eight (8) candidates to interview, one (1) declined a job interview, one (1) declined a job offer, and three (3) interviewed but were not selected, ultimately resulting in three (3) hires from this list of eight (8).

The City has considered all candidates and has exhausted the current Librarian I (Part-Time) list prior to its scheduled expiration of December 17, 2022.

FISCAL IMPACT

There are no fiscal impacts associated with the exhaustion of this eligible list.

STRATEGIC ROADMAP

N/A

Prepared by: Janice Cahee, Human Resources Analyst II

Recommended by: Kakshi Master, Acting Deputy Director of Human Resources

Approved by:

Regina Youngblood
Regina Youngblood, Assistant City Manager