



**DATE:** August 28, 2025

**TO:** Personnel Commission

**FROM:** Acting Director of Human Resources

**SUBJECT:** Abolish the Equipment Operator Employment Register (Eligible List)

### **RECOMMENDATION**

That the Personnel Commission reviews and provides advance approval for the abolishment of the employment register (eligible list) for Equipment Operator.

### **SUMMARY**

The City has exhausted the current Equipment Operator eligible list that was established on March 19, 2025, and expires on March 19, 2026. In order to establish a new Equipment Operator eligible list, staff is requesting approval to abolish the current active list in advance of the one-year expiration date.

### **BACKGROUND/DISCUSSION**

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission approves recommendations to abolish eligible lists prior to the list expiration date.

The Equipment Operator recruitment was initiated in January 2025. Over the course of the recruitment, a total of 47 applications were received. Of those 47 applicants, 24 met the minimum requirements; nine (9) candidates successfully made it through the examination components and were placed on the eligible list for Equipment Operator. This eligible list was used for two (2) vacancies within the department. All applicants on the eligible list were considered. As a result, nine (9) candidates were interviewed, one (1) of whom withdrew from the process, one (1) candidate was selected for one (1) vacancy and the second vacancy was left unfilled.

The list has been exhausted as all viable candidates on the eligible register have been considered, and the hiring department was unable to make a selection for the second vacancy.

Therefore, it was determined that it would be in the department's best interest to initiate a new recruitment for Equipment Operator. Staff will continue to work diligently with the operating department with the goal of increasing efficiencies in the recruitment process to fill the current vacancy. Exhausting the current eligible list will allow staff to reopen the recruitment process to allow for additional candidates and to fill the vacancy for this position.

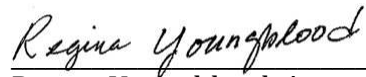
### **STRATEGIC ROADMAP**

This agenda item supports the City Council's Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning of recruitment efforts.

*Prepared by:* Amber Davis, Human Resources Analyst II

*Recommended by:* Ian Tecson, Acting Director of Human Resources

*Approved by:*

A handwritten signature in cursive script that reads "Regina Youngblood".

Regina Youngblood, Assistant City Manager