



DATE: February 2, 2023

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Abolish the Management Analyst Employment Rosters (Eligible Lists)

RECOMMENDATION

That the Personnel Commission reviews and approves the abolishment of the employment registers (eligible lists) for the Management Analyst series.

SUMMARY

The City has exhausted the current open Management Analyst II, open Management Analyst I, and promotional Management Analyst I eligible lists and would like to abolish them.

BACKGROUND/DISCUSSION

In addition to the adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff make necessary adjustments to job requirements to ensure that the needs of the department are met.

The Management Analyst recruitments were initiated in December 2021 (promotional recruitment) and May 2022 (open recruitment). Though there was only one true vacancy at the time of the first recruitment, the recruitments and their resulting eligible lists were geared towards being able to fill any current or future citywide Management Analyst vacancies. These recruitments in totality rendered seventy-three (73) applicants. Of those, sixty-four (64) met minimum qualifications and were evaluated in various exam steps including subject matter expert (SME) reviews, writing exercises, and oral panel interviews. The results of the recruitment were three eligible lists (an open Management Analyst II list, an open Management Analyst I list, and a promotional Management Analyst I list) totaling twenty-five (25) candidates. The entirety of all lists were considered. Over the life of these lists, there were a total of six (6) vacancies, of which, four (4) have been filled. The City has considered all

candidates and has exhausted the current Management Analyst eligible lists prior to the scheduled expirations of April 5, 2023 (promotional Management Analyst I list), July 13, 2023 (open Management Analyst II list), and July 14, 2023 (open Management Analyst I list). Staff is requesting to abolish the current eligible lists so that new recruitments can be initiated for the current and any future Management Analyst vacancies.

FISCAL IMPACT

There are no fiscal impacts associated with the abolishment of these lists.

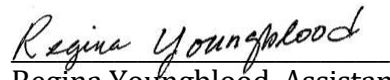
STRATEGIC ROADMAP

N/A

Prepared by: Janice Cahee, Human Resources Analyst II

Recommended by: Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager