



**DATE:** March 27, 2025  
**TO:** Personnel Commission  
**FROM:** Director of Human Resources  
**SUBJECT:** Abolish the Real Property Manager Employment Register (Eligible List)

### **RECOMMENDATION**

That the Personnel Commission reviews and provides advance approval for the abolishment of the employment register (eligible list) for Real Property Manager.

### **SUMMARY**

The City has exhausted the current Real Property Manager eligible list that was established on September 16, 2024, and expires on September 16, 2025. In order to establish a new Real Property Manager 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 Real Property Manager recruitment was initiated in August 2024. Over the course of the recruitment, a total of 56 applications were received. Of those 56 applicants, 29 met the minimum requirements; 11 candidates successfully made it through the examination components and were placed on the eligible list for Real Property Manager. All 11 candidates on the eligible lists were considered based on their applications and experience. As a result, the top four (4) candidates were interviewed, however, a selection was not made. 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 vacancy. Overall, while the pool of candidates generally met minimum qualifications, they did not possess the combination of skills and experience desirable for the specific vacancy.

Therefore, it was determined that it would be in the department's best interest to initiate a new recruitment for Real Property Manager. 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 redesign the recruitment process, which includes revising the components in the examination process, and diversifying candidate sourcing through advertising and outreach on various job boards and professional associations.

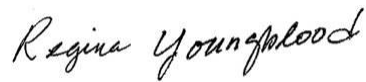
**STRATEGIC ROADMAP**

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 I

*Recommended by:* Ian Tecson, Deputy Director of Human Resources  
Brittney Frye, Director of Human Resources

Approved by:



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Regina Youngblood, Assistant City Manager