



DATE: February 2, 2023

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Abolish the Assistant/Associate Civil Engineer Employment Roster (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and approves the abolishment of the employment register (eligible list) for Assistant/Associate Civil Engineer.

SUMMARY

The City has exhausted the current Assistant/Associate Civil Engineer eligible list and would like to abolish the current list to commence recruitment and establish a new Assistant/Associate Civil Engineer eligible list.

BACKGROUND/DISCUSSION

The Assistant/Associate Civil Engineer recruitment was initiated in May 2022 and had twenty-two (22) applicants. Of those twenty-two (22), fourteen (14) met minimum qualifications and were advanced to the following examination step: a blind review and rating of the Supplemental Questionnaire (SQ). Of the fourteen (14), seven (7) candidates passed resulting in an eligible list of four (4) candidates for Assistant Civil Engineer, and four (4) candidates for Associate Civil Engineer. Please note that one candidate expressed interest in, and met qualifications for, placement on both the Assistant Civil Engineer and Associate Civil Engineer eligible lists.

The Public Works & Utilities Department invited seven (7) candidates to interview. Two (2) candidates were offered the position but decided to accept the same position with other agencies. The candidate who was on both eligible lists received an offer and was hired.

The City has considered all candidates and has exhausted the current Assistant/Associate Civil Engineer eligible list prior to the scheduled expiration of July 12, 2023. There are three remaining vacancies in the department: two (2) in the Utilities Division and one (1) in the

Engineering & Transportation Division. Due to ongoing projects and recently separately staff, it is essential to fill these positions as quickly as possible.

FISCAL IMPACT

There are no fiscal impacts associated with abolishing the Assistant/Associate Civil Engineer eligible roster.

STRATEGIC ROADMAP

N/A

Prepared by: Iona Childers, Temporary Human Resources Analyst I

Recommended by: Brittney Frye, Director of Human Resources

Approved by:

Regina Youngblood
Regina Youngblood, Assistant City Manager