



DATE: December 12, 2024
TO: Personnel Commission
FROM: Director of Human Resources
SUBJECT: Abolish the Equipment Operator Employment Registers (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and provides advance approval for the abolishment of both the promotional and regular employment registers (eligible lists) for Equipment Operator.

SUMMARY

The City has exhausted the current Equipment Operator eligible lists that were established on March 1, 2024, and expire on March 1, 2025. In order to establish a new Equipment Operator eligible list, staff is requesting approval to abolish the current active promotional and regular lists 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 open and promotional recruitments for Equipment Operator were initiated on September 8, 2023. Over the course of the recruitment, a total of 36 applications were received. Of those 36 applicants, 22 met the minimum requirements; six (6) successfully made it through the examination components and were placed on the eligible lists established on March 1, 2024. Two (2) of the applicants that placed on the promotional eligible list were invited to interview, and one (1) candidate was selected for the vacancy. Since then, the department has incurred another vacancy for the same classification. The hiring manager reached out to the remaining four (4) candidates for interviews: three (3) were interviewed but not selected and one (1) declined the interview due to relocation and ultimately, a selection was not made.

Both the promotional and regular lists have been exhausted as all viable candidates on the eligible registers have been considered. 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 lists will allow staff to redesign the recruitment process which includes extending the recruitment application period to allow more time for candidates to apply, diversifying candidate sourcing through increased advertising and outreach on various job boards and professional associations.

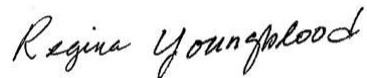
STRATEGIC ROADMAP

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: Janice Cahee, Human Resources Analyst II

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

Approved by:



Regina Youngblood, Assistant City Manager