



DATE: December 12, 2024
TO: Personnel Commission
FROM: Director of Human Resources
SUBJECT: Abolish the Traffic Signal Technician Employment Register (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and provides advance approval for abolishment of the employment register (eligible list) for Traffic Signal Technician.

SUMMARY

The City has exhausted the current Traffic Signal Technician eligible list that was established on October 2, 2024, and expires on October 2, 2025. In order to establish a new Traffic Signal Technician eligible list, staff is requesting approval to abolish the current active regular 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 open recruitment for Traffic Signal Technician recruitment, was initiated on September 18, 2024. Over the course of the recruitment, a total of 43 applications were received. Of those 43 applicants, 19 met the minimum requirements; two (2) successfully made it through the examination components and were placed on the eligible list established on October 2, 2024. The two (2) applicants that placed on the eligible list were invited to interview, and neither of the candidates responded to the self-scheduling email or the department's attempts to contact them.

The regular list has been exhausted as all viable candidates on the eligible register have been contacted for an interview and considered. Therefore, it was determined that it would be in the department's best interest to initiate a new recruitment for Traffic Signal Technician. 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 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.

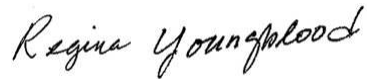
STRATEGIC ROADMAP

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

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Recommended by: Ian Tecson, Deputy Director of Human Resources
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Approved by:



Regina Youngblood, Assistant City Manager