



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

RECOMMENDATION

That the Personnel Commission reviews and provides advance approval for abolishment of the employment register (eligible list) for Construction Inspector.

SUMMARY

The City has exhausted the current Construction Inspector eligible list that has been established on a continuous basis since February 2023. In order to establish a new Construction Inspector eligible list, staff is requesting approval to abolish the current active eligible list in advance of the one-year expiration date of May 6, 2025.

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 continuous recruitment for Construction Inspector was initiated on December 12, 2022. Over the course of the recruitment, a total of 232 applications were received. Of those applicants, 158 met the minimum requirements and were invited to take the written examination. Of the 158 that were invited, 24 successfully made it through the examination components and were placed on the eligible list. 19 were interviewed but not selected, three (3) did not schedule an interview time, one (1) applicant withdrew from the process and one (1) was hired for the position in July 2024. Due to a recent retirement announcement, the department expects to have a vacancy effective December 29, 2024. Therefore, it was determined that it would be in the department's best interest to initiate a new recruitment for Construction Inspector. 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.

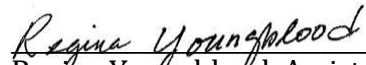
STRATEGIC ROADMAP

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
Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager