



**DATE:** March 14, 2024  
**TO:** Personnel Commission  
**FROM:** Director of Human Resources  
**SUBJECT:** Abolish the Animal Care Attendant Employment Register (Eligible List)

### **RECOMMENDATION**

That the Personnel Commission reviews and provides approval for the abolishment of the employment register (eligible list) for Animal Care Attendant.

### **SUMMARY**

The City plans to exhaust the current full-time Animal Care Attendant eligible list that was established on November 6, 2023, and expires on November 6, 2024. In order to establish a new full-time Animal Care Attendant eligible list, staff is requesting approval to exhaust the current active list to commence with a new recruitment.

### **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 full-time Animal Care Attendant continuous recruitment was opened on May 28, 2023, and closed on October 23, 2023. Over the course of the five-month continuous recruitment, a total of 98 applications were received. Of those 98 applicants, 17 met the minimum requirements; five (5) successfully made it through the examination components and were placed on the eligible list established on November 6, 2023. All five (5) eligible applicants were considered and contacted; however, two (2) candidates withdrew from the interview process due to personal reasons; one (1) did not show to the interview; one (1) did not respond to the request to schedule an interview within the required timeframe; and one (1) was interviewed but not selected.

It was determined that it would be in the department's best interest to initiate a new recruitment for Animal Care Attendant due to the anticipated need to fill up to three (3) forecasted vacancies.

Staff will continue to work diligently with the operating department with the goal of increasing efficiencies in the recruitment process to fill the current vacancies. Exhausting the current eligible list will allow staff to redesign the recruitment process including exploring options such as classifying the recruitment application period as "open until filled" to allow more time for candidates to apply and to allowing more time to advertise and market the position in various social media platforms. Staff plans to diversify candidate sourcing through increased advertising and outreach on various job boards, professional associations, and volunteer management networking groups and larger nationwide animal welfare groups.

**FISCAL IMPACT**

There are no fiscal impacts associated with the exhaustion of this eligible list.

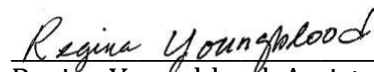
**STRATEGIC ROADMAP**

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:* Salina Flores, Human Resources Manager

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

Approved by:

  
\_\_\_\_\_  
Regina Youngblood, Assistant City Manager