



DATE: June 12, 2023

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Abolish the Police Officer Trainee Employment Roster (Eligible List)

RECOMMENDATION

Staff recommends that the Personnel Commission review and provide advance approval for the abolishment of the employment roster (eligible list) for Police Officer Trainee.

SUMMARY

The City plans to establish and exhaust an eligible list for Police Officer Trainee in July 2023. In order to establish a new Police Officer Trainee eligible list following a revised recruitment process, staff is requesting advance approval to abolish the July 2023 eligible list once all candidates have been considered.

BACKGROUND/DISCUSSION

In addition to adopting and approving the City's Classification Plan, the Personnel Commission approves recommendations to abolish eligible lists prior to the list expiration date.

The Police Officer Trainee continuous recruitment was initiated on July 22, 2022. Over the course of eight (8) full recruitment cycles, there have been a total of 719 applications received. Of those 719, 708 applicants met the minimum qualifications, 72 candidates successfully made it through the examination components and were added to the eligible list, and nine (9) hires were made. A review and analysis of the current recruitment process revealed opportunities to expedite testing components that will yield a shorter time to hire. At present, it takes about 90 days from the time of the job posting to establishment of the eligibility list. By streamlining and enhancing components of the examination and recruitment process, this time can be reduced to approximately 60 days. Identified efficiencies will also assist in cutting time required for applicant scheduling and reduce wait time for results; effectively shortening the hiring process by several weeks.

In order to change examination components in a continuous recruitment, the current continuous recruitment must first be closed. Staff will close the current recruitment and

process all remaining viable candidates through the current examination components, including adding eligible candidates to a final eligible list under this exam. To maintain the flow of candidates, immediately following the recruitment closure, staff will open the new recruitment utilizing the enhanced examination components. With these actions, two (2) processes will occur in tandem: 1) candidates will still be able to apply for the position(s) under a new recruitment; and 2) the last batch of candidates from the previous recruitment on the final eligible list will be considered. After the hiring department has exhausted the final eligible list from the previous recruitment, staff will exercise the advance authority to abolish the June 2023 eligible list and bring the previous recruitment cycle to closure by July 2023. Running the two processes concurrently will allow staff to more quickly respond to hiring needs and establish a new eligible list with candidates that have been tested using the new examination components from the enhanced recruitment process.

Staff recommends that the Personnel Commission review and provide advance approval for the abolishment of the employment register (eligible list) for Police Officer Trainee.

FISCAL IMPACT

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

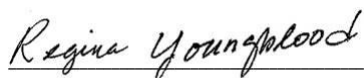
STRATEGIC ROADMAP

N/A

Prepared by: Mary Morales, 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