



DATE: December 12, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Abolish the Permit Technician I and Permit Technician II Employment Registers (Eligible Lists)

RECOMMENDATION

That the Personnel Commission reviews and provides advance approval for the abolishment of the employment registers (eligible lists) for Permit Technician I and Permit Technician II.

SUMMARY

The City has exhausted the current Permit Technician I and Permit Technician II eligible lists that were established on August 15, 2024, and expire on August 15, 2025. In order to establish new Permit Technician I/II eligible lists, staff is requesting approval to abolish the current active 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 Permit Technician I/II recruitment was initiated in June 2024. Over the course of the recruitment, a total of 194 applications were received. Of those 194 applicants, 105 met the minimum requirements; 12 candidates successfully made it through the examination components and were placed on the eligible list for Permit Technician I. Two (2) of those candidates also met the minimum qualifications for Permit Technician II and were placed on the list for Permit Technician II. These eligible lists were referred and reviewed for two (2) vacancies within the department. All applicants on the eligible lists were considered. As a result, 10 candidates were interviewed, two (2) chose not to schedule an interview, and one (1) candidate was selected to fill one (1) of the two (2) vacancies.

The lists have been exhausted as all viable candidates on the eligible registers have been considered, and the hiring department was unable to make a selection for the remaining vacancy.

Therefore, it was determined that it would be in the department's best interest to initiate a new recruitment for Permit Technician I/II. 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 revising the components in the examination process and diversifying candidate sourcing through advertising and outreach on various job boards and professional associations.

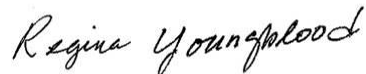
STRATEGIC ROADMAP

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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Approved by:



Regina Youngblood, Assistant City Manager