



DATE: August 28, 2025

TO: Personnel Commission

FROM: Acting Director of Human Resources

SUBJECT: Abolish the Utility Worker - Water Employment Register (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and provides advance approval for the abolishment of regular employment register (eligible list) for Utility Worker - Water.

SUMMARY

The City has exhausted the current Utility Worker - Water eligible list that was established on August 20, 2024, and expires on December 3, 2025. In order to establish a new Utility Worker - Water 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 Utility Worker - Water began in July 2024 as a continuous recruitment. During this period, there were two (2) vacancies, and a total of 139 applications were received. Of those applications received, seven (7) applicants met the minimum qualifications. Five (5) advanced through the examination process, with three (3) placed on the eligible list on August 20, 2024, one (1) on November 8, 2024, and one (1) on December 3, 2024. The first three (3) candidates were referred and interviewed for the initial vacancy, resulting in one (1) hire. When the second vacancy was requested, all five (5) eligible candidates were referred and considered, but no selection was made.

The regular list has been exhausted as all viable candidates on the eligible register have been considered. Therefore, it was determined that it would be in the department's best interest to initiate a new recruitment for Utility Worker - Water. 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 diversifying candidate sourcing through increased advertising and outreach on various job boards and professional associations.

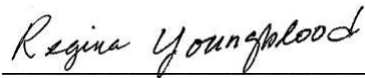
STRATEGIC ROADMAP

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

Prepared by: Samantha Kevorkian, Human Resources Analyst I

Recommended by: Ian Tecson, Acting Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager