



**DATE:** June 12, 2023

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Abolish the Communications Operator 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 Communications Operator.

### **SUMMARY**

The City plans to establish and exhaust an eligible list for Communications Operator in June 2023. In order to establish a new Communications Operator eligible list following a revised recruitment process, staff is requesting advance approval to abolish the June 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 Communications Operator continuous recruitment was initiated on October 23, 2022. Over the course of four (4) full recruitment cycles, a total of 360 applications were received. Of those 360 applicants, 291 met the minimum qualifications; 58 candidates successfully made it through the examination components and were added to the eligible list; and four (4) hires were made. In review and analysis of the current recruitment process, staff identified ways to improve the candidate pool and engage in a more streamlined process that expands access for candidates by reducing barriers to examination components.

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 Communications Operator.

### **FISCAL IMPACT**

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

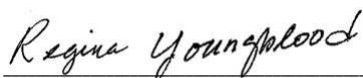
### **STRATEGIC ROADMAP**

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:*



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Regina Youngblood, Assistant City Manager