



DATE: September 15, 2022

TO: Personnel Commission

FROM: Acting Deputy Director of Human Resources

SUBJECT: Abolish the Senior Secretary Employment Roster (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and approves the abolishment of the employment register (eligible list) for Senior Secretary.

SUMMARY

The City has exhausted the current Senior Secretary eligible list. The City seeks approval to abolish the current list to commence a recruitment and establish a new Senior Secretary eligible list.

BACKGROUND/DISCUSSION

In addition to the adoption and approval of the City's Classification Plan, the Personnel Commission reviews and approves the abolishment or eligible registers once all candidates have been considered and all viable candidates have been identified and selected from the list.

The Senior Secretary recruitment was initiated in August 2021. Though there was only one true vacancy at the time of recruitment, the recruitment and resulting eligible list was geared towards being used to fill any current or future citywide Senior Secretary vacancies. This recruitment had fifty-nine (59) applicants. Of those, fifty-seven (57) met minimum qualifications and were advanced to the following examination steps: a written examination, a typing test, and a practical examination evaluating their ability to effectively utilize Microsoft Word and Excel. Eighteen (18) candidates did not schedule or attend the written examination, twelve (12) did not pass the written examination, another twelve (12) did not pass the typing test, and five (5) did not pass or did not complete the practical examination. The result of the recruitment was an eligible list of ten (10) candidates. Over the life of the eligible list, there have been a total of five (5) vacancies citywide. Of these vacancies, two (2) were filled via promotion, one (1) was filled via this Senior Secretary eligible list, and two (2) remain vacant. Three separate departments have considered the entire list of candidates. Of the remaining nine (9) candidates on the list, five (5) were interviewed but not selected and four (4)

declined to interview. The City has considered all candidates and has exhausted the current Senior Secretary eligible list prior to its scheduled expiration of December 22, 2022. The Senior Secretary classification has seventeen (17) positions citywide that are filled from this list. There are currently two (2) vacancies that would benefit from the abolishment of this eligible list and the commencement of a new recruitment.

FISCAL IMPACT

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

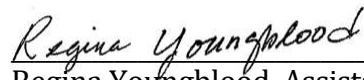
STRATEGIC ROADMAP

N/A

Prepared by: Wayne Smith, Human Resources Analyst I

Recommended by: Kakshi Master, Acting Deputy Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager