



DATE: February 2, 2023

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Abolish the Human Resources Analyst I Employment Roster (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and approves the abolishment of the employment register (eligible list) for Human Resources Analyst I.

SUMMARY

The City has exhausted the current Human Resources Analyst I eligible list and would like to abolish the current list.

BACKGROUND/DISCUSSION

In addition to the adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff make necessary adjustments to job requirements to ensure that the needs of the department are met.

The Human Resources Analyst I recruitment was initiated in July 2022. Though there was only one true vacancy at the time of recruitment, the recruitment and resulting eligible list was geared towards being able to fill any current or future Human Resources Analyst I vacancies. This recruitment had seven (7) applicants. Of those, four (4) met minimum qualifications and were evaluated in a subject matter expert (SME) review of their supplemental questions. The result of the recruitment was an eligible list of three (3) candidates. The entire list was considered. Over the life of the list, there was a total of two (2) vacancies, of which, both were filled via this list, and the third candidate was hired into the department at the Human Resources Technician level. The City has considered all candidates and has exhausted the current Human Resources Analyst I eligible list prior to the scheduled expiration of August 17, 2023. Staff is requesting to abolish the current eligible list.

FISCAL IMPACT

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

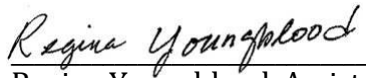
STRATEGIC ROADMAP

N/A

Prepared by: Janice Cahee, Human Resources Analyst II

Recommended by: Brittney Frye, Director of Human Resources

Approved by:


Regina Youngblood, Assistant City Manager