



DATE: May 18, 2023

TO: Personnel Commission

FROM: Director of Human Resources

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

RECOMMENDATION

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

SUMMARY

The City has exhausted the current open Human Resources Technician eligible list and would like to abolish it.

BACKGROUND/DISCUSSION

In addition to adopting and approving the City's Classification Plan, the Personnel Commission reviews requests to abolish existing eligible lists prior to their scheduled expiration.

The Human Resources Technician recruitment was initiated in July 2022. This recruitment was initially created to fill one vacancy and was later utilized to fill an additional vacancy that arose in the department. This recruitment rendered forty-seven (47) applicants. Of those, twenty-five (25) met minimum qualifications and were evaluated in various exam steps including a written exam and a computer-based practical exam. The result of the recruitment was an eligible list of nine (9) candidates. The entirety of the list was considered. Two (2) candidates were hired, two (2) candidates withdrew, and five (5) candidates were deemed not suitable for the position. The City considered all candidates and exhausted the current Human Resources Technician eligible list prior to the scheduled expiration of August 25, 2023. Staff is requesting to abolish the current eligible list so that a new eligible list can be created for the current and any future Human Resources Technician vacancies.

FISCAL IMPACT

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

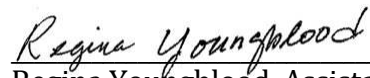
STRATEGIC ROADMAP

N/A

Prepared by: Wayne Smith, Human Resources Analyst I

Recommended by: Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager