



DATE: March 18, 2026
TO: Personnel Commission
FROM: Human Resources Manager
SUBJECT: Abolish the Airport Business Supervisor Employment Register (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and provides advance approval for the abolishment of the employment register (eligible list) for Airport Business Supervisor.

SUMMARY

The City has exhausted the current Airport Business Supervisor eligible list that was established as a continuous recruitment on August 13, 2025, and due to various recruitment cycles, will expire on February 2, 2027. In order to establish a new Airport Business Supervisor eligible list, staff is requesting approval to abolish the current active list in advance of the 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 Airport Business Supervisor recruitment was initiated on July 31, 2025. Over the course of the continuous recruitment cycles, a total of ninety (90) applications were received. Of those ninety (90) applicants, twenty-one (21) met the minimum requirements and four (4) candidates successfully made it through the examination components and were placed on the eligible list for Airport Business Supervisor. All candidates on the eligible lists were considered based on their applications and experience. As a result, the four (4) candidates were invited for interviews, but two (2) candidates declined. Although two (2) candidates were interviewed, a selection was not made.

The list has been exhausted as all viable candidates on the eligible register have been considered, and the hiring department was unable to make a selection for the vacancy.

Therefore, it was determined that it would be in the department's best interest to initiate a new recruitment for Airport Business Supervisor. 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 revising the minimum qualifications in the job description to better align with current market conditions and encourage a wider range of qualified applicants, as well as reviewing the examination process, and diversifying candidate sourcing through 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 and Recommended by: Salina Flores, Human Resources Manager

Approved by:



Ian Tecson, Director of Human Resources