



Human Resources Approval	
<i>Stephanie A. Kemp</i> Director or Designee	4/10/13 Date

**Date:** Janaury 9, 2013

**To:** Civil Service Commission

**From:** Meg Rau, <sup>(NW)</sup> Administrative Officer

**Subject:** **PROVISIONAL APPOINTMENT OF TIFFANY JAMES-NORSEWEATHER TO THE POSITION OF PAYROLL/PERSONNEL ASSISTANT II**

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 43, the Department of Development Services, Administrative and Financial Services Bureau, is requesting the Civil Service Commission's approval to provisionally appoint Ms. Tiffany James-Norseweather to the position of Payroll/Personnel Assistant II.

There is no Civil Service list as of this date, pending an examination. This position is necessary to the Department's Administrative Services Division, as it provides administrative support for payroll, benefits, and is the first-point of contact for Department employees with administrative questions. Ms. James-Norseweather would be assigned the duties and responsibilities of the Payroll/Personnel Assistant II position. In this role, she will complete personnel transactions, assist employees in completing various insurance, retirement, and tax forms, enter timecards and resolve time coding errors, maintain personnel and recruitment files, and work closely with the Civil Service and Human Resources departments.

An open recruitment was held from November 9, 2012, through November 29, 2012. The recruitment yielded 28 applicants, 13 of which met minimum qualifications and 6 were invited to interview.

Ms. James-Norseweather was selected for this provisional appointment due to her comprehensive payroll and human resources skills and experience which are highlighted on the attached resume. Furthermore, the department conducted a check of her references, all of which provided positive feedback.

Ms. James-Norseweather is well qualified for the position and is aware of, and in agreement with, the terms of the provisional assignment. She understands that the provisional appointment is temporary and provides no guarantee of a permanent appointment. We therefore request authorization to fill this position using approved requisition DV #12-023.

Thank you in advance for your consideration of this request. If you have any further questions, please do not hesitate to contact Meg Rau, Administrative Services Officer at extension 8-7744.

cc: Amy Bodek, Director

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 2013 JAN 10 PM 12:28  
 CIVIL SERVICE DIVISION

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**REQUEST FOR PROVISIONAL APPOINTMENT**  
**(Non-promotional classifications)**  
Civil Service Rules and Regulations Section 43  
Civil Service Commission Policy Section 1.02

Form completed by: Meg Rau/A.O./Development Services Date: 01-10-13  
Name/Title/Department

Section 1: To be completed by requesting department.		To be Completed by department	Civil Service Dept. Verification
A requisition is required. The requisition number is: # <u>12 - 023</u> . Has the requisition been received in the Civil Service Department?		<input checked="" type="radio"/> Yes <input type="radio"/> No	<u>S.A.</u>
If an eligible list or priority list exists for the classification and, if not, when the eligible list expired? <u>There is no eligibility/Priority list.</u>		Yes <input checked="" type="radio"/> No <input type="radio"/>	<u>S.A.</u>
Is any other department impacted? If yes, which department: _____		Yes <input type="radio"/> No <input checked="" type="radio"/>	<u>S.A.</u>
Have all required documents been submitted to the Civil Service Department? <ul style="list-style-type: none"> <li>Completed provisional application.</li> <li>Copies of any documents required on the last job bulletin such as proof of license, education, certificate, etc.</li> <li>Copy of most recent job opportunity bulletin. <u>Attached</u></li> </ul>		Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/>	<u>S.A.</u>
Section 2: Points to be addressed in request.			
Candidate's Name <u>Tiffany James - Norseweather</u>			
Is the candidate a current City employee?		Yes <input type="radio"/> No <input checked="" type="radio"/>	<u>S.A.</u>
Title of classification – brief description of duties. <u>Payroll/Personnel Assistant (see memo)</u>			
Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly. <u>See memo</u>			
Does the proposed appointee meet the minimum qualifications for the classification?		<input checked="" type="radio"/> Yes <input type="radio"/> No	<u>S.A.</u>
An explanation of the recruitment plan used to select the proposed appointee. <u>Attached</u>			
The employee has been notified of the conditions of a provisional appointment.		<input checked="" type="radio"/> Yes <input type="radio"/> No	<u>S.A.</u>
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> <li>Requesting department.</li> </ul>			