



Agenda Item No. **6**

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CIVIL SERVICE DEPT.

Date: July 3, 2013
To: Civil Service Commission
From: David Honey, Manager -- Administration
Subject: Request for Provisional Appointment – Assistant Administrative Analyst

The Fire Department respectfully requests Civil Service Commission authorization to provisionally appoint Asya Anderson to the classification of Assistant Administrative Analyst in accordance with Section 43 of the Civil Service Rules and Regulations.

The Fire Department has an immediate need to fill a vacant Assistant Administrative Analyst I position in its Operations Bureau. Personnel requisition FD 13-019 has been submitted to fill this position provisionally. This request is in conjunction with requisition FD 13-017 which has been submitted to permanently fill the position. There is no eligible list or priority list for the position. Though the job bulletin for Assistant Administrative Analyst opens on July 5, this is a multi-phase examination with a large number of applicants anticipated; therefore, it could be late September before an eligible list is established.

This position is one of only three Analyst positions in the Fire Department and the only administrative professional position in the Operations Bureau, which consists of over 430 budgeted full-time equivalent (FTE) employees. The position provides important administrative support to the Department's front-line programs, with specific focus on emergency medical services, and will be critical to the data analysis and reporting that will be necessary as the Department prepares to implement a new emergency medical services delivery model.

The Fire Department posted a job announcement for this provisional opportunity and four individuals applied and were interviewed on June 25, 2013. Ms. Anderson was selected due to her strong educational background and extensive data analysis experience.

Ms. Anderson meets the requirements to file for Assistant Administrative Analyst and is aware of the conditions associated with a provisional appointment. Please contact David Honey, Manager of Administration, at 570-2517 if you or your staff require any further information regarding this request.

DPH
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Human Resources Approval	
Director or Designee	6.26.2013 Date

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: David Honey/Manager--Administration/Fire
Name/Title/Department

Date: 6-26-13

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>FD13-017</u> Has the requisition been received in the Civil Service Department?	Yes No	YES
If an eligible list or priority list exists for the classification and, if not, when the eligible list expired?	Yes No	NO
Is any other department impacted? If yes, which department: <u>No</u>	Yes No	NO
Are you submitting all required documents the Civil Service Department? <ul style="list-style-type: none"> • Completed provisional application. • Copies of any documents required on the last job bulletin such as proof of license, education, certificate, etc. • Copy of most recent job opportunity bulletin. 	Yes No Yes NA Yes No	YES YES YES

Section 2: Points to be addressed in request.

Candidate's Name.	Asya Anderson	X
Is the candidate a current City employee?	Yes No	X
Title of classification – brief description of duties.	Attached	X
Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.	Please see memo	X
Does the proposed appointee meet the minimum qualifications for the classification?	Yes No	X
An explanation of the recruitment plan used to select the proposed appointee.	Please see memo	X
The employee has been notified of the conditions of a provisional appointment.	Yes No	YES

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department.