



Memorandum

Date: January 4, 2023

To: Civil Service Commission

From: Special Projects Committee

Subject: **REVIEW OF PLACEMENT OF BULLETINS ON THE CIVIL SERVICE COMMISSION AGENDA**

The Special Projects Committee of the Civil Service Commission met on December 20, 2022, to discuss the placement of Job Opportunity Bulletins on the Civil Service Commission agenda. Committee members included Commissioner Arias and Commissioner Fallis.

FACTS FOR CONSIDERATION

At a previous Commission meeting, the placement of the Job Opportunity Bulletin was discussed as the bulletin was being pulled from the consent agenda more frequently to discuss the bulletin in more detail. The Commission referred this item to the Special Projects Committee for further discussion.

The Special Projects committee met on December 20, 2022, to review this item. Staff provided a history of the bulletin placement beginning with the Civil Service Rule that governs the posting.

Article III, Section 10

NOTICE OF EXAMINATIONS Sec. 10. Subject to the approval of the Commission, Civil Service examination announcements shall be posted publicly for a minimum of seven days. Examination announcements shall contain information regarding the duties of and the minimum qualifications needed to perform the job, general information, including salary, and when and where to file applications. In addition to the above, announcements of promotional examinations shall also indicate the Civil Service Rules by which seniority points will be determined, the classifications eligible for participation, and shall be forwarded to all City Departments for posting in areas where eligible employees pass in their normal course of employment.

Minutes reflect that in 2014/2015 the Commissioners at that time had several discussions considering a change in the placement of the bulletin from the regular agenda to the consent agenda for efficiency purposes. The change was made and the new process of allowing bulletins to be reviewed by Commission and posted prior to approval by the full Commission began in 2015.



Prior to this move to the consent calendar, the Job Opportunity Bulletin was placed on the regular agenda and a presentation of the bulletin was made to the full Commission for approval. This provided the opportunity to announce the recruitment in public as well as provide the Commission the opportunity to ask questions regarding the bulletin.

RECOMMENDATION

The Committee asked that staff conduct a bulletin presentation at a future Civil Service Commission meeting providing Commissioners an opportunity to see what a bulletin presentation would look like. Following the presentation to the full Commission, the Special Projects Committee will reconvene to discuss the presentation and discussion Commissioners had before making a recommendation to the full Commission as to the placement of the Job Opportunity Bulletin on the agenda.

PA:cpw

