



**NB-24**

**Date:** June 12, 2007  
**To:** Honorable Mayor and City Council  
**From:** Councilmember Gerrie Schipske, Chair, Personnel and Civil Service Committee  
**Subject:** **RECOMMENDATION TO CHANGE THE FIREFIGHTERS' RECRUITMENT TO ALLOW TESTING TO BE CONDUCTED EIGHT TO NINE MONTHS PRIOR TO EVERY TRAINING ACADEMY**

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The Personnel and Civil Service Committee, at its meeting held May 22, 2007, considered communications relative to the above subject.

It is the recommendation of the Personnel and Civil Service Committee to the City Council that the communications be received and approved.

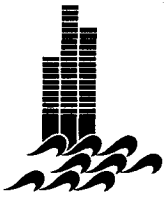
Respectfully submitted,


PERSONNEL AND CIVIL SERVICE COMMITTEE

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Councilmember Gerrie Schipske, Chair

Prepared by:  
Gloria Harper



**Date:** June 7, 2007  
**To:** Councilwoman Gerrie Schipske, Chair - Personnel and Civil Service Committee  
**From:** Mario R. Beas,  Executive Director – Civil Service Department  
**Subject:** Requisite Costs for Fire Recruit - Recruitment and Testing Process

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At the Personnel and Civil Service Committee meeting of May 22, 2007, there was discussion, followed by a motion, to recommend to the full City Council that testing for entry level Fire Recruit be conducted eight to nine months prior to every training academy, and that appropriate resources be allocated for this activity.

The cost for this supplemental activity in the Civil Service Department alone is \$260,700. This cost does not include needed office space to house additional staff.

Attached is information regarding the costs to recruit and test Fire Recruit candidates, including detailed breakdowns of Personal, Non-Personal and Interdepartmental costs. With outreach recruitment being conducted year round, coupled with the customary high interest in this position, annual posting for four weeks will draw an average of 5,000 candidates.

The information provided clearly illustrates that this is a very costly examination to conduct on an annual basis. Should the council approve the recommendation presented by the Personnel and Civil Service Committee, be advised that the costs presented include the addition of personnel dedicated to this activity, so that department requests for examinations citywide are not delayed.

Finally, costs presented in this memorandum do not include any requisite costs that the Fire Department will incur to conduct the activities associated with year round recruiting, testing and selection of Fire Recruit candidates.

CC: Bonnie Lowenthal, Vice Mayor  
Tonia Reyes Uranga, Councilwoman  
Gerald R. Miller, City Manager  
Christine F. Shippey, Assistant City Manager  
David W. Ellis, Fire Chief  
Michael Killebrew, Director of Financial Management

**RECRUITMENT SERVICES DIVISION****PERSONAL**

Administrative Aide (.50 FTE)

Personnel Analyst I (.50 FTE)

**TOTAL** **\$65,000****NON-PERSONAL**

Printing 6,500

Advertising 27,000

Community Outreach 3,000

Office Supplies 250

Other Contractual Services 4,500

Mileage Reimbursement 250

Travel Expense 1,000

**TOTAL** **\$42,500****INTERDEPARTMENTAL CHARGES**

Information Services 1,500

Voice Communications 850

Reprographics 4,000

Postage 6,000

**TOTAL** **\$12,350****SUB-TOTAL- RECRUITMENT SERVICES DIVISION****\$119,850****EMPLOYMENT SERVICES DIVISION****PERSONAL**

Administrative Aide (.50 FTE)

Personnel Analyst I (.50 FTE)

**TOTAL** **\$65,000****NON-PERSONAL**

Other Contractual Services 30,000

Building and Land Rentals 29,000

Printing 5,000

Office Supplies 1,000

Travel Expense 1,000

**TOTAL** **\$66,000****INTERDEPARTMENTAL CHARGES**

Information Services 1,500

Voice Communications 850

Reprographics 5,000

Postage 2,500

**TOTAL** **\$ 9,850****SUB-TOTAL EMPLOYMENT SERVICES DIVISION****\$140,850****TOTAL****\$260,700**