



## Memorandum

**Date:** January 4, 2023

**To:** Civil Service Commission

**From:** Levi Sinkler, Personnel Analyst

**Subject:** **REDUCTION OF ELIGIBLE LIST – PAYROLL/PERSONNEL ASSISTANT I-III**

On December 12, 2022, the Department of Health and Human Services (DHHS) informed Civil Service staff that the Payroll/Personnel Assistant I-III eligible list, D65AN-22, had been exhausted and requested a new recruitment.

In compliance with Article IV, Section 26 of the Civil Service Rules and Regulations, "Eligible lists from open-competitive examination shall generally expire one year from their established effective dates." The rule states that the list may also be extended or reduced upon review by the Commission.

### Facts for Consideration:

- Staff conducted an open-competitive recruitment for Payroll/Personnel Assistant I-III on December 10, 2021, culminating in the creation of eligible list D65AN-22 on March 16, 2022. The list is comprised of 27 candidates. Of the 27 candidates, 10 selections were made by the user departments.
- On December 12, 2022, with the list due to expire on March 15, 2023, DHHS informed Civil Service that the current eligible list had been exhausted and requested a new recruitment.
- Civil Service polled the list of active candidates over a 2-week period and did not receive any responses.
- Financial Management and Fire departments have also exhausted the current list.
- All user departments with requisitions on file have provided dispositions for the remaining 17 candidates, as requested by Civil Service, confirming that the departments have exhausted the list.
- A reduction in the list will allow the departments to consider an alternate certification from the Assistant Administrative Analyst list, while the recruitment is in progress.



Staff has reviewed the utility of the list and in accordance with Civil Service Rules and Regulations, Article IV, Section 26, and recommends the reduction of the life of the current eligible list and allow it to expire immediately.

The Department of Health and Human Services has been notified that this request is on today's agenda and is present to respond to any questions from the Commission.

