



Memorandum

Date: September 14, 2022

To: Civil Service Commission

From: Stephanie Herrera, Personnel Analyst

Subject: **REQUEST FOR EXTENSION OF PROVISIONAL APPOINTMENT-
RECYCLING SPECIALIST I-II MICHELLE ANNA KESHISHIA**

Civil Service staff is requesting a 45-business day extension of the Recycling Specialist provisional appointee Michelle Anna Keshishia. On November 17, 2021, the Civil Commission approved the provisional appointment of Michelle Anna Keshishia to the classification of Recycling Specialist for the Public Works Department. The provisional appointment term began on February 28, 2022 and will expire on September 29, 2022.

Staff finalized the recruitment for Recycling Specialist I-II and brought forth exam results on August 31, 2022. The eligible list was referred to the department on September 6, 2022. The extension will allow sufficient time for candidates to be interviewed, background checks completed, and for a person hired for the permanent position. Therefore, staff recommends approval for this extension of the provisional appointment for Michelle Anna Keshishia, pursuant to Article V, Section 49 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

Staff has informed the Public Works Department and Michelle Anna Keshishia that this request is on today's agenda. A representative from the Department is present to respond to any questions from the Civil Service Commission.

