



Date: February 13, 2020
To: Civil Service Commission
From: Christina Pizarro Winting, Executive Director
Subject: **Recommendation to rescind the extension of Eligible List F64NN-19 EL**

In compliance with Article IV, Section 26 of the Civil Service Rules and Regulations eligible lists from an open-competitive examination shall generally expire one year from their established effective date. The rule states that the list may also be extended upon review by the Commission. To assist Civil Service staff in making recommendations to the Commission, thirty days prior to the expiration of an eligible list, staff contacts departments who utilize the lists scheduled to expire to solicit their feedback for the eligible lists in question.

Staff conducted a recruitment for the position of Fire Recruit, culminating in the creation of eligible list F64NN-19 EL. The list was scheduled to expire January 13, 2019. Staff reached out to the Fire Department regarding the potential extension of this list and the Fire Department did not request for the list to be extended as they had made selections from the list. In addition, they had recently worked with Civil Service staff to create a new list with a December effective date.

At the January 8, 2020 Civil Service Commission meeting, Civil Service staff inadvertently recommended a 3-month extension of Fire Recruit eligible list F64NN-19 EL.

Staff recommends that the extension of list F64NN-19 EL be rescinded and that the list be retroactively returned to its original date of expiration of January 13, 2019.