



## Memorandum

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**Date:** May 11, 2022

**To:** Civil Service Commission

**From:** Stephanie Herrera, Personnel Analyst

**Subject:** **REQUEST FOR EXTENSION OF PROVISIONAL APPOINTMENT-CLERK  
RENEE ROYER**

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Civil Service staff is requesting a 90-business day extension of the Clerk provisional appointee Renee Royer. On November 10, 2021, the Civil Commission approved the provisional appointment of Renee Royer to the classification of Clerk for the Parks, Recreation and Marine Department. The provisional appointment term began on October 23, 2021 and will expire on May 24, 2022.

Staff is currently in the recruitment process for Clerk. The extension will allow sufficient time for the eligible list to be established, candidates interviewed, background checks completed, and hired for a permanent position. Therefore, staff recommends approval for this extension of the provisional appointment for Renee Royer, 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 Parks, Recreation and Marine Department and Renee Royer 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.

