

1 **DATE:** May 14, 2014

2 **TO:** Civil Service Commission

3 **FROM:**  Caprice McDonald, Personnel Analyst

4 **SUBJECT: REQUEST FOR CHANGE OF EXAMINATION PLAN – REAL ESTATE**  
5 **PROJECT COORDINATOR**

6 The Civil Service Commission approved the bulletin for Real Estate Project Coordinator  
7 (REPC), as an open and competitive opportunity, but limited to current City employees,  
8 on March 5, 2014. The classification is currently budgeted for four positions in the  
9 Public Works Department.

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11 Applications were available from March 17, 2014 through March 28, 2014. Recruitment  
12 for this classification included standard procedures, such as posting the job bulletin on-  
13 line and sending information to all departments throughout the City.

14  
15 Thirty-two candidates applied for REPC. Of that number six met the criteria as a city  
16 employee to apply for the position; however only four of the applicants met the minimum  
17 qualifications to compete in the examination process.

18  
19 Given there are four vacancies, the Civil Service Rules and Regulations would allow for  
20 the department to select from the top eight candidates, which no useful purpose would  
21 be served by additional testing at this time.

22  
23 Staff recommends that the examination plan change from a competitive examination  
24 process consisting of a Writing Exercise, weighted 100%, to a qualifying application and  
25 supplemental application. The four candidates that met the minimum requirements will  
be placed on the eligible list and certified to the open vacancies without further testing.

1 The Department of Public Works is apprised of the proposed change in the examination  
2 plan and concur with staff's recommendation. Should the Department of Public Works  
3 request additional names to be certified, as per Article IV, Section 27(1) of the Civil  
4 Service Rules and Regulations, a new examination may be requested.

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6 Representatives from the Public Works Department will be present, should there be any  
7 inquiries from the Civil Service Commission.

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9 CM

10 SR051414 C.E.P.