

1 DATE: July 3, 2013  
2 TO: Civil Service Commission  
3 FROM: Mario R. Beas, Executive Director

4 SUBJECT: EXCEPTIONS TO THE RULES MAY BE AUTHORIZED – ARTICLE  
5 VIII, SECTION 115(3) – CIVIL SERVICE RULES AND REGULATIONS;  
6 REQUESTING EXCEPTION TO ARTICLE II, SECTION 7 OF THE CIVIL  
7 SERVICE RULES AND REGULATIONS – QUALIFICATIONS AND  
8 REQUIREMENTS FOR HOUSING AIDE

8 As provided by Civil Service Rules and Regulations, Article VIII, Section 115 (3) –  
9 Exception To Rules May Be Authorized, staff is recommending the Civil Service  
10 Commission consider an exception to Article II, Section 7 of the Civil Service Rules  
11 and Regulations – Qualifications and Requirements for the upcoming examinations of  
12 the Housing Aide classification. Specifically, staff is recommending that the  
13 Commission approve the selection process for Housing Aide as open-competitive  
14 examination restricted to: 1) current City employees, 2) former classified City  
15 employees who were terminated due to layoff after July 1, 2010, 3) former classified  
16 City employees on an active Civil Service priority list, and, 4) former unclassified City  
17 employees, identified by the Human Resources Department as terminated by the  
18 City's recent reduction in force after July 1, 2010. Only those applicants meeting the  
19 minimum qualifications, as stated in the job opportunity bulletin, will be invited to  
20 participate in the examination process.  
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23 **Background Information:**

24 The classification of Housing Aide is used in the Health & Human Services  
25 Department. The current vacancies are in the Department Health & Human Services,  
Housing Authority Bureau. The examination for Housing Aide was last administered

1 on an open-competitive basis in December 2008. At that time, 176 applied, and 12  
2 qualified. Four selections were made from the eligible list which expired on February  
3 24, 2010. Among the applicant pool, 32 applicants were self-identified as City  
4 employees, of which 4 was selected from the eligible list.

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6 The Housing Aide classification has generated interest from City employees as well as  
7 applicants outside the City. For many City employees, both permanent and non-  
8 career, this may represent an opportunity for career advancement. For former City  
9 employees, both permanent and non-career, who were terminated due to layoff after  
10 July 1, 2010, this may represent an opportunity to return to City service.

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13 Candidates successfully passing the appraisal interview will be placed on the Housing  
14 Aide eligible list.

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16 **Policy Requirements**

17 As per Civil Service Commission Policy 1.80, the following information is provided:

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19 Purpose of the Request:

20 To provide the City with an eligible list of qualified City employees to fill immediate and  
21 anticipated vacancies in the Housing Aide classification. In addition this would: 1) give  
22 current city employees an opportunity to advance, 2) allow former classified City  
23 employees who were terminated due to layoff after July 1, 2010, 3) former classified  
24 City employees on an active Civil Service priority list, and, 4) former unclassified City  
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1 employees, identified by the Human Resources Department as terminated by the  
2 City's recent reduction in force after July 1, 2010.

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4 Applicable Section of the Rules and Regulations:

5 Civil Service Rules and Regulations, Article II, Section 7 – Qualifications and  
6 Requirements that specifies the Commission establish qualifications and minimum  
7 requirements needed to compete in examination for classified employment.  
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10 How the Best Interests of the City will be Served by the Exception to the Rule:

11 Staff is proposing that the examination be conducted as an open-competitive  
12 examination with the applicant pool restricted to current and former City employees  
13 identified in Civil Service Commission Policy 1.80. Applicants would also need to meet  
14 experience, knowledge and abilities and all other minimum requirements. Staff  
15 believes this option is in the best interest of the City as the exception to the Rules and  
16 Regulations will:

- 17 • maintain an examination process based on merit principles,
- 18 • generate an eligible list of qualified employees for Housing Aide
- 19 • provide career opportunities to City employees,
- 20 • limit the expenditure of City resources necessary to conduct an examination for  
21 large numbers of outside candidates,
- 22 • avoid creating unrealistic expectations of employment opportunities to outside  
23 candidates, and
- 24 • eliminate requests for exceptions to Section 115 to bypass candidates on the  
25 eligible list in order to reach internal candidates.

1 Why the City's Best Interests are Not Being Served by the Current Civil Service Rules  
2 and Regulations?

3 Current Civil Service Rules and Regulations require an examination be conducted  
4 either: 1) as an open-competitive examination, potentially bringing large numbers of  
5 outside candidates into the process, or 2) as a promotional examination that would  
6 limit the application pool to permanent City employees in specified classifications.  
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8 Staff does not recommend that this be conducted as a "true" promotional examination  
9 with requirements of seniority, ranking of the eligible list, and restrictions to classified  
10 employees, but as an open-competitive examination limited to current City employees  
11 and former City employees affected by layoff. Promotional examinations typically are  
12 most effective when there is a clear relationship between the skills acquired in lower  
13 level classification and those needed in the higher-level classification and there are a  
14 sufficient number of City employees meeting the promotional requirements. In regards  
15 to Housing Aide, these are considered entry-level positions and there is not an  
16 established career path in the classified service in which to train employees for  
17 advancement. As the requirements to file are minimal, it is anticipated that there will be  
18 a sufficient applicant pool of City employees that would meet the requirements.  
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21 **Summary**

22 In conclusion, considering the City's continued financial challenges, it is recommended  
23 that the Commission approve the exception to Article II, Section 7 of the Civil Service  
24 Rules and Regulations and approve the selection process for Housing Aide as an  
25 open-competitive examination but limit the candidate pool to current City employees

1 and former City employees affected by the City's reduction in force after July 1, 2010.  
2 Staff has informed the user departments of staff's recommendation and has received  
3 agreement. Staff is available to answer any questions that the Commission may have.  
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5 EXCEPTION TO THE RULES (HA 2013)  
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