



Memorandum

Date: September 13, 2023

To: Civil Service Commission

From: Stephanie Herrera, Personnel Analyst

Subject: REDUCTION OF ELIGIBLE LIST I11NN-22 – CARPENTER

In accordance with Article IV, Section 26 of the Civil Service Rules and Regulations, Staff is requesting Civil Service Commission's approval to reduce the Carpenter eligible list.

In compliance with Article IV, Section 26 of the Civil Service Rules and Regulations, "Eligible lists from open-competitive examination shall generally expire one year from their established effective dates." The rule states that the list may also be extended or reduced upon review by the Commission.

Facts for Consideration:

- Staff conducted an open, non-competitive recruitment for Carpenter in August 2021, culminating in the creation of eligible list I11NN-22 on October 27, 2021. The list is comprised of 8 candidates. Of the 8 candidates, 1 selection was made by the Harbor Department. This classification is utilized by both the Harbor Department and the Parks, Recreation and Marine Department.
- In May 2023, with the list due to expire on June 26, 2023, Civil Service staff extended the eligible list for one month (expiring 7/26/2023) to poll the list for continued interest in City employment and to determine the utilization of the eligible list. The results of the poll produced minimal response from the candidates and a lack of interest in the position.
- In reviewing the September 2023 expiring eligible lists, staff became aware that staff had extended the Carpenter eligible list for six months in July 2023, when the intent was to expire the list after the poll and resulting response.
- The Parks, Recreation and Marine Department has notified Civil Service of the need for a new recruitment. Civil Service is supportive of the request. A reduction of the list is in the best interest of the City and will allow Civil Service staff to open a new recruitment.



Staff has reviewed the utility of the list in accordance with Civil Service Rules and Regulations, Article IV, Section 26, and recommends the reduction of the life of the current eligible list and allow it to expire immediately.

The Harbor and Parks, Recreation and Marine Departments have been notified that this request is on today's agenda and are present to respond to any questions from the Commission.

