



Civil Service Department

Request for Selective Certification Form

PURPOSE:

To request a selective certification for a department.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 28:

“When a vacancy occurs in a classification composed of more than one position and an appointing authority informs the Commission, in writing, that the vacant position requires, in addition to the classification's minimum qualifications, special skills, knowledge, or abilities not required of other employees in the classification, the Commission, at its discretion, shall authorize the Executive Director to certify only the names of those on the eligible list who possess the particular skill, knowledge or ability. Authorization for certification under this section shall be granted if the Commission considers the written justification provided by the appointing authority to be satisfactory. Otherwise, certification shall be in accordance with Section 27 of these rules and regulations.”

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes the request for selective certification.
 - The requesting department completes Section I of this form and Civil Service completes Section II of this form.
- Request Form emailed to Civil Service Department Executive Assistant
- Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: September 12, 2019 **DEPARTMENT:** Fire Department

REQUISITION NUMBER: FD 19-045 **TITLE OF THE CLASSIFICATION:** Clerk Typist

Form completed by: Meg Rau, Administrative Officer

Number of vacancies to be filled by the selective certification request: 1

Describe the specific skills that are being requested. Bilingual: English/Spanish, must be able to write and speak

Describe the reason for the need of the specific skill. This clerical position works directly with our Arson division to translate technical, confidential reports and other written materials. This clerical position also translates phone calls between witnesses and investigators for the Arson division. This clerical position also takes Spanish speaking phone calls from the Fire Prevention Hotline and from customers impacted by the residential inspection program.

Do other employees in the work area have the requested skill? Yes No

How much time will the employee be required to use the skill? Daily, for a minimum of approximately 4 hours, but sometimes the full day, it depends on the work load from the Arson division.

Will this replace an employee with the same skill? Yes No

Describe how the specific skill was assessed. The Department would like CS to provide a filtered eligible list of candidates who have identified the requested skill.

Was the specific skill identified on the job opportunity bulletin as a desirable qualification? Yes No

Will this request require a new recruitment and eligible list? Yes No

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- Request received by Civil Service. Date Received:** September 12, 2019
- Requisition submitted:** Yes No Requisition Received on 8/24/19
- Was the specific skill identified on the job opportunity bulletin as a desirable qualification?** Yes No
- Verify that specific skill was assessed (i.e. supplemental questions, examination, etc.).**
- Will this request require a new recruitment and eligible list?** Yes No
- Provide notice to requesting department to attend Civil Service Commission Meeting.**
- Suggested Action:** Staff recommends approval.



Civil Service Department

Notes:

On September 12, 2019, the Civil Service Department received a Request for a Selective Certification for a Clerk Typist from the Fire Department in accordance with the Article V, Section 28 of the Civil Service Rules and Regulations.

The Fire Department requests the Commission's approval for a Selective Certification from the Clerk Typist eligible list for applicants with bilingual skill in Spanish and English. This Clerk Typist position works directly with the Arson division to translate technical, confidential reports and other written materials. This position also translates phone calls between witnesses and investigators for the Arson division and takes Spanish speaking phone calls from the Fire Prevention Hotline and from customers impacted by the residential inspection program.

There are a total of 158 candidates on the current Clerk Typist eligible list. Fifty-two (52) candidates on the eligible list stated that they are bilingual in Spanish, and ten (10) candidates on the eligible list stated that they are biliterate in Spanish.

On August 24, 2019, the Civil Service Department received the revised requisition FD 19-045 from the Fire Department requesting a Selective Certification from the Clerk Typist eligible list.

The Fire Department will be present at the Commission meeting to answer any questions.

Staff recommends approval of this request.