



Date: August 20, 2014
To: Civil Service Commission
From: Meg Rau, Administrative Officer, Department of Development Services
Subject: **PROVISIONAL APPOINTMENT OF SENIOR CIVIL ENGINEER – ENRIQUITO ASUNCION**

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 43, the Department of Development Services is requesting the provisional appointment of Enriquito Asuncion to the classification of Senior Civil Engineer.

There is an operational need in the Department's Engineering Division to fill a Senior Civil Engineer vacancy. Adding a Senior Civil Engineer to the team will allow the Division to review various plans and surveys in a timely and efficient manner.

Currently, there is no active Civil Service eligible list for the Senior Civil Engineer classification. Approved requisition DV14-051 for a provisionally appointed Senior Civil Engineer is on file in the Civil Service Department. An internal recruitment was held from July 17, 2014, through July 25, 2014. The position was distributed via e-mail Department wide. The recruitment yielded a total of two applicants, in which both of them met the minimum qualification and were interviewed.

Mr. Asuncion was selected based on his experience, skills, and knowledge of building code requirements. Mr. Asuncion meets the minimum qualifications of the classification and understands the provisional appointment is temporary and provides no guarantee of a permanent appointment. He is aware that he must apply and compete in the Civil Service examination process and place in a reachable position on the eligible list in order to be considered for permanent appointment.

Thank you in advance for your consideration of this request. If you have any further questions, please do not hesitate to contact Meg Rau, Administrative Services Officer at extension 8-7744.

cc: Amy Bodek, Director

Human Resources Approval	
<i>CASTAPPA</i>	8/11/14
Director or Designee	Date

2014 AUG 11 AM 9:19
CIVIL SERVICE DEPT

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR PROVISIONAL APPOINTMENT
(Non-promotional classifications)
Civil Service Rules and Regulations Section 43
Civil Service Commission Policy Section 1.02

Form completed by: Meg Rau/A.O./Development Services Date: 08-06-14
Name/Title/Department

Section 1: *To be completed by requesting department.*

To be Completed
by department

Civil Service
Dept.
Verification

A requisition is required. The requisition number is: # 14-051.
Has the requisition been received in the Civil Service Department?

Yes No

If an eligible list or priority list exists for the classification and, if not, when the eligible list expired? There is no eligibility/priority list

Yes No

Is any other department impacted?
If yes, which department: _____

Yes No

Are you submitting all required documents the Civil Service Department?

- Completed provisional application.
- Copies of any documents required on the last job bulletin such as proof of license, education, certificate, etc.
- Copy of most recent job opportunity bulletin. Attached

Yes No

Yes No

Yes No

Section 2: *Points to be addressed in request.*

Candidate's Name: Enriqueto Asuncion

Is the candidate a current City employee?

Yes No

Title of classification – brief description of duties: Senior Civil Engineer (see memo)

Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly. See memo

Does the proposed appointee meet the minimum qualifications for the classification?

Yes No

An explanation of the recruitment plan used to select the proposed appointee. Attached

The employee has been notified of the conditions of a provisional appointment.

Yes No

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department.