

1 **DATE:** December 17, 2014

2 **TO:** Civil Service Commission

3 **FROM:** Kandice Taylor-Sherwood, Executive Director of Civil Service

4 **SUBJECT: RECOMMENDATION TO REVISE THE JOB ANNOUNCEMENT**
5 **APPROVAL PROCESS**

6 Kandice Taylor Sherwood, Executive Director of the Civil Service Department,
7 requests Civil Service Commission approval for the revision of the Civil Service Job
8 Announcement Approval process, in accordance with Article II, Sec. 7 of the Civil
9 Service Rules, which state, "The Commission shall establish and display job
10 announcements, publish the qualifications and minimum requirements needed to
11 compete in examinations for classified employment...".
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13 The following information is presented for consideration:
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- 15 • Article VII, Section 117 of the Civil Service Rules and Regulations states, "The
16 Executive Director, under the direction of the Commission, shall be in charge of
17 all matters regarding the program administration of the Civil Service
18 Department."
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- 20 • Article VIII, Sec. 112 of the Civil Service Rules states, "All matters which are
21 designated as routine by the Commission may be placed under the consent
22 section of the Commission's agenda and maybe approved by one motion.
23 Discussion of separate items under the consent section shall not occur unless
24 members of the Commission, City staff, or a member of the public requests that
25 specific items be separately discussed or removed from the consent calendar
for separate action."

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2 • Currently Job announcements/bulletins are agenized as separate actions for Civil
3 Service Commission meetings, which are held on the first and third Wednesday of
4 each month. Unfortunately, the current process causes delays and may extend the
5 cycle time of an examination process up to three weeks.

6 • The Executive Director of the Civil Service views the development and posting of
7 job announcements/bulletins as a routine activity and is making the follow process
8 recommendation:

9 1. Job announcements/bulletins will be submitted electronically each Friday of the
10 month, by 12:00 noon, for Commission review.

11 2. Job announcements/bulletins that meet Commission's review will be placed
12 under the consent section of the Commission's agenda to be formally approved
13 by one motion.

14 3. Members of the Commission may request that a specific job
15 announcement/bulletin be separately discussed or removed from the consent
16 calendar for separate action and discussion.

17 a. In these instances, members of the Commission will make such request
18 by 10:00 am the Monday following the Friday submission.

19 4. Unless a Commission member requests the job announcement/bulletin be
20 removed from the consent calendar, the job announcement/bulletin will be
21 considered as tentatively approved and staff will proceed with opening the job
22 announcement/bulletin.

23 a. The filing period for the job announcement/bulletin may occur prior to the
24 job announcement/bulletin formally being approved on the consent calendar.
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1 5. When appropriate, the Executive Director may make a determination to place
2 job announcements/bulletins on the regular agenda.

3 The recommended changes will allow Civil Service staff to facilitate the posting of job
4 announcements/bulletins in an opportune manner, accelerate the exam process, and
5 positively impact service levels.
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