



RECEIVED

2012 MAY 09 AM 11:39

CIVIL SERVICE DEPT.

Date: May 8, 2012
To: Civil Service Commission
From: John Gross, Director of Financial Management
Subject: **Request For Selective Certification – Administrative Analyst**

The Department of Financial Management is requesting Civil Service Commission authorization for selective certification of candidates to the classification of **Administrative Analyst**. Personnel **Requisition #FM 11-042** has been approved to permanently fill one Administrative Analyst IV - Confidential position in the Budget and Performance Management Bureau of the Department of Financial Management. The position was vacated on August 30, 2011 by the resignation of the previous incumbent.

This Administrative Analyst is primarily responsible for providing highly difficult analysis for the citywide budget process, as well as for development of management strategies on labor relations and/or collective bargaining. The position therefore requires an individual that is skilled in both budget analysis and in the collection and analysis of budget and revenue forecasting data necessary for labor relations. The incumbent must use one or both of these skills on a daily basis. In addition, in order ensure that the immediate needs of the current budget development cycle are met, the incumbent must be familiar with the Budget Office's existing systems and processes.

Selective Certification of the Administrative Analyst eligible list will allow the Department of Financial Management to fill the vacancy with an individual who possesses the necessary skills to support the City in these critical areas. It is therefore requested that an eligible list of Administrative Analysts with the described qualifications be certified to the Department of Financial Management in accordance with Section 28 of the Civil Service Rules and Regulations. Should you have any questions regarding this request, please feel free to contact Sandra Palmer at 8-6704.

cc: Dennis Strachota, Budget and Performance Mgmt. Bureau Manager
Sandra Palmer, Administrative Services Officer

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR SELECTIVE CERTIFICATION

Civil Service Rules and Regulations Section 28

Civil Service Commission Policy Not Applicable

Form completed by: Sandra Palmer, Admin. Svcs. Officer, Financial Management Date: 05 - 08 - 12
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: # FM 11 - 042.
Has the requisition been received in the Civil Service Department?

☒ Yes ☐ No

Title of classification. Administrative Analyst

✓

S.G.

Number of vacancies to be filled by this selective certification request. One

✓

S.G.

The specific skills that are being requested. Budget Analysis; Labor Relations

✓

S.G.

The reason for the need for specific skill. See attached

✓

S.G.

If the specific skill has been assessed and will be further assessed during recruitment. Skills were selectable by applicants on the bulletin

✓

S.G.

When the need for the specific skill was identified. These skills were identified in the latest bulletin.

✓

S.G.

Was the specific skill identified on the job opportunity bulletin as a desirable qualification?

☒ Yes ☐ No

S.G.

If the request will require generation of a new eligible list. No.

✓

S.G.

Quantification of the need for the request.

(Do other employees in the work area have the requested skill? How much time will the employee be required to use the skill? Will this replace an employee with the same skill?) Other employees in the work area have these skills. The employee will use one or both of these skills on a daily basis. This requisition will fill a vacancy.

✓

S.G.

Attendance at the Civil Service Commission

- Requesting department.

✓

S.G.

Notes: