

Memorandum

Date: October 11, 2023
To: Civil Service Commission
From: Caprice McDonald, Employment Services Officer
Subject: **REQUEST FOR SELECTIVE CERTIFICATION –ADMINISTRATIVE AIDE I-II – CIVIL SERVICE DEPARTMENT**

Civil Service Staff is requesting the Civil Service Commission authorize the selective certification for one Administrative Aide with specific skills and experience utilizing the NEOGOV applicant tracking system in the areas of human resources, recruitment, and personnel operations to adequately perform the functions of the classification within the Employment Services Division. Staff requests and recommends Commission approval in accordance with Article IV, Section 28 of the Civil Service Rules and Regulations and Civil Service Procedure 2.26.

Facts for Consideration:

- Requisition **#CS24-002** to permanently fill one Administrative Aide (AA) position in the Employment Services Division has been created and on file.
- The position is unique and significantly different from other AA positions within the classification. The position requires working knowledge and experience utilizing the City's NEOGOV applicant tracking system.
- The AA most recent eligible list was approved by the Commission on September 13, 2023, and merged with the remaining candidates from the list established on March 16, 2022. Of the combined list, there is a total of 40 candidates on the list.
- If the selective certification request is granted, staff will assess the candidates on the eligible list for the requested knowledge and experience.

Staff is available to respond to any questions from the Commission regarding today's request.

CM SR10.13.202 AAide SelCert

