



## Civil Service Department

### Request for Selective Certification Form

#### PURPOSE:

To request a selective certification for a department.

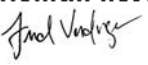
#### RELEVANT RULES AND REGULATIONS/POLICY:

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.

<b>Human Resources Approval</b>	
 _____ Director or Designee	12/28/21 _____ Date

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**

**DATE FORM COMPLETED:** 12/6/2021 **DEPARTMENT:** Water

**REQUISITION NUMBER:** W22-07 & W22-18 **TITLE OF THE CLASSIFICATION:** Assistant Administrative Analyst

**Form completed by:** Jessica Stoudenmire

**Number of vacancies to be filled by the selective certification request:** 2

**Describe the specific skills that are being requested.** Bachelor's Degree in Environmental Science, Geography, Geology, Public Administration or closely related field and experience in water conservation or water resources.

**Describe the reason for the need of the specific skill.** Specialized field of water resources requires knowledge and experience as stated above in order to develop and implement water conservation programs.

**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?** 100%

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

**Describe how the specific skill was assessed.** Supplemental questions were asked as part of the application.

**DESIRABLE QUALIFICATIONS (optional):** The following are desirables for some positions in the Water Department. Please select the options that you may possess, if any.

- ☐ Bachelor's degree in Environmental Science, Geography, Geology, Public Administration or closely related field. **OR ..C. McDonald 12.29.2021**
- ☐ Experience in water conservation or water resources.

**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:** **WD#22-07, 10/19/21; WD22-12/20/21**

☐ **Requisition submitted:** ☒ Yes ☐ No

☐ **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.).** **AAA recruitment currently underway. Candidates on list will be evaluated for desirable qualifications.**

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

☐ **Provide notice to requesting department to attend Civil Service Commission Meeting.** **Yes**

☐ **Suggested Action:** Please select action. **Staff recommends approval.**



## Memorandum

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**Date:** January 5, 2021  
**To:** Civil Service Commission  
**From:** Caprice McDonald, Employment Services Officer  
**Subject:** **REQUEST FOR SELECTIVE CERTIFICATION – ASSISTANT ADMINISTRATIVE ANALYST – WATER DEPARTMENT**

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Correspondence has been received from Christopher J. Garner, General Manager of the Water Department, requesting the Civil Service Commission authorize the selective certifications for two Assistant Administrative Analysts with a bachelor's degree in Environmental Science, Geography, Geology, or a closely related field or experience in water conservation or water resources. Staff has reviewed this request 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:**

- Requisitions **#W22-07** and **#W22-18** to permanently fill two Assistant Administrative Analysts positions in the Water Resource Division have been received.
- Both positions are unique and significantly different from other Assistant Administrative Analyst positions within the classification. These positions require the knowledge of water resources necessary to administer water resources programs for the Water Department, which can be acquired by completion of the specified related degrees or experience.
- The Assistant Administrative Analyst I-II (AAA) recruitment is currently underway. The recruitment closed November 21, 2021, which received 311 applications. Candidates that met the minimum qualifications have been invited to take the written exam, which is scheduled for January 2022. The eligible list is anticipated for February 2022.
- If the selective certification request is granted, successful AAA candidates from the anticipated AAA eligible list, will be further evaluated for the desired qualifications. Candidates possessing a bachelor's degree in Environmental Science, Geography, Geology, or a closely related field or experience in water conservation or water resources will be certified to the Water Department in accordance with the selective certification request and Staff's recommendation.



A representative from the Water department will be present to respond to any questions from the Commission.

CM SR01082022 AAA SelCert




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M E M O R A N D U M

**Date:** December 22, 2021

**To:** Civil Service Commission

**From:** Christopher J. Garner, General Manager, Water Department 

**Subject:** Request for Selective Certification – Assistant Administrative Analyst

The Water Department respectfully requests the Commission's approval for a Selective Certification from the Assistant Administrative Analyst eligible list for applicants with a Bachelor's Degree in Environmental Science, Geography, Geology, Public Administration, or a closely related field, and experience in water conservation or water resources.

The Water Resources Division currently has two vacant Assistant Administrative Analyst positions which require knowledge that can be acquired by completion of one of the above-referenced degrees and experience. The area of water resources is specialized, and employees with the applicable education and experience are needed to administer water resources programs in alignment with Water Department and state water resource policies and priorities. Responsibilities will include implementing improvements to water resources programs to correspond with evolving industry best practices for water resources planning and conservation, educating the public on water resource issues, and analyzing and reporting on water resources data. Candidates must be knowledgeable regarding water supplies and demands, water conservation, and technological and behavioral considerations pertaining to water resources.

This request is in accordance with Article IV, Section 28, of the Civil Service Rules and Regulations. Personnel Requisitions W22-07 and W22-18 have been submitted for these vacancies.

If you have any questions, please contact Meg Rau, Administrative Officer, at extension 8-2375.