



Memorandum

Date: February 1, 2023

To: Civil Service Commission

From: Sharon Hamilton, Assistant Administrative Analyst

Subject: **CHANGE OF EXAM PLAN: PAYROLL/PERSONNEL ASSISTANT I-III**

Staff is recommending the Civil Service Commission authorize a change in examination plan for the Payroll/Personnel Assistant I-III classification.

Facts for consideration:

- The Civil Service Commission approved the job opportunity bulletin for Payroll/Personnel Assistant I-III on January 4, 2023.
- Application filing period began January 6, 2023 and was due to close on January 13, 2023.
- Staff has been continuously monitoring the number of qualified applicants and has extended the filing deadline three times due to the low applicant pool. As of January 25, 2023, the recruitment generated 57 applicants. It is anticipated that less than 20 of those applicants will move forward in the process.
- This classification is used city-wide. Currently there are five immediate vacancies within Fire, Development Services, Health and Human Services, Police, and Technology & Innovation Departments.
- The Payroll/Personnel Assistant I-III selection process approved by the Commission consisted of a qualifying application and supplemental application, a written examination weighted 50% and an appraisal interview weighted 50%.
- Based upon the number of applications received staff recommends that the Civil Service Commission authorize a change in the examination plan to a continuous process, which will allow multiple concurrent eligible lists to be created. Additionally, staff recommends changing the examination process to a written examination only weighted 100%. With only one examination process, staff is confident that candidates will be adequately assessed, and it will expedite the certification of names to hiring departments.



Upon Commission approval candidates will be notified of the examination change. Staff is available to answer any questions the Commission may have.

SHA 020123 P/PA exam plan

