



## 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.

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:****DATE FORM COMPLETED:** 9/29/2021 **DEPARTMENT:** Water**REQUISITION NUMBER:** W21-46 **TITLE OF THE CLASSIFICATION:** Senior Civil Engineer**Form completed by:** Jessica Stoudenmire**Number of vacancies to be filled by the selective certification request:** 1**Describe the specific skills that are being requested.** Treatment Operator 2 and Distribution Operator 2 certifications from the State Water Resources Control Board**Describe the reason for the need of the specific skill.** The Senior Civil Engineer will be responsible for performing specialized treatment and distribution process studies and preparing comprehensive treatment and distribution operation reports. In addition, within the Treatment Plant organizational structure, the Senior Civil Engineer will be assigned to oversee the control room treatment and distribution processes as well as the operators working in the control room, who are required to have treatment and distribution certifications. In order for the engineer to effectively perform these duties, it is necessary for the selected candidate to possess treatment and distribution certifications as the previous Senior Civil Engineer in this position did.**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?** 50%**Will this replace an employee with the same skill?** ☒ Yes ☐ No**Describe how the specific skill was assessed.** Can be assessed through survey of applicants**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 *If there are insufficient candidates on the selective cert eligible list***SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:**

- ☒ Request received by Civil Service. Date Received: 10/26/21
- ☒ Requisition submitted: ☒ Yes ☐ No Requisition #W21-46
- ☒ 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.). It will be.
- ☒ Will this request require a new recruitment and eligible list? ☒ Yes ☐ No
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ Suggested Action: Staff recommends approval.



## Memorandum

**Date:** November 10, 2021

**To:** Civil Service Commission

**From:** Christina Pizarro Winting

**Subject:** **REQUEST FOR SELECTIVE CERTIFICATION – SENIOR CIVIL ENGINEER**

Correspondence has been received from Christopher J. Garner, General Manager of the Water Department, requesting the Civil Service Commission authorize the selective certification for Senior Civil Engineer applicants with Treatment Operator 2 and Distribution Operator 2 certifications from the State of California. Staff has reviewed this request and recommends approval of the request for selective certification in accordance with Article VI, Section 28 of the Civil Service Rules and Regulations and Section 2.26 of the Civil Service Commission Policies and Procedures.

### **Facts for Consideration:**

- Civil Service staff has received requisition W21-46 for this one vacancy.
- The Water Department is seeking Senior Civil Engineer candidates with Treatment Operator 2 and Distribution Operator 2 certifications to perform specialized treatment and distribution process studies and prepare comprehensive treatment and distribution operation reports. In addition, the Senior Civil Engineer with these certificates will be assigned to oversee the control room treatment and distribution processes as well as the operators working in the control room who also are required to have treatment and distribution certifications.
- Employment Services staff is in the process of working with the department to open this recruitment before the end of the month. Desirable qualification will be identified on the job announcement to assist with the identification of candidates with the specialized certifications required. Only those candidates possessing the specified desirable qualifications will be certified using the selective certification process. However, all other candidates who meet the minimum qualifications will also remain on the eligible list.
- The Water Department has been informed that this request is on today's agenda. A department representative will be present to respond to any inquiries the Civil Service Commission may have.



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M E M O R A N D U M

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**Date:** October 26, 2021**To:** Civil Service Commission**From:** Christopher J. Garner, General Manager, Water Department**Subject:** Request for Selective Certification – Senior Civil Engineer

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The Water Department respectfully requests the Commission's approval for a Selective Certification from the Senior Civil Engineer eligible list for applicants with Treatment Operator 2 and Distribution Operator 2 certifications from the State of California.

The Senior Civil Engineer will be responsible for performing specialized treatment and distribution process studies and preparing comprehensive treatment and distribution operation reports. In addition, within the Treatment Plant organizational structure, the Senior Civil Engineer will be assigned to oversee the control room treatment and distribution processes as well as the operators working in the control room, who are required to have treatment and distribution certifications. In order for the engineer to effectively perform these duties, it is necessary for the selected candidate to possess treatment and distribution certifications as the previous Senior Civil Engineer in this position did.

This request is in accordance with Article IV, Section 28, of the Civil Service Rules and Regulations. Personnel Requisition W21-46 has been submitted for this vacancy.

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