



**City of
Santa Clara**
The Center of What's Possible

Fire Department
Memorandum

Date: April 30, 2018

To: Julia Hill, Interim Director of Human Resources

From: William Kelly, Fire Chief

Subject: Firefighter I Eligibility List Extension

This memo is to serve as a formal request for extension of the existing Firefighter I eligibility list for the Fire Department. On July 17, 2017 this list was established and certified after an extensive testing and interview process. Nine (9) Firefighters were hired off of this eligibility list.

The testing process for this position takes approximately 6 months to complete and is very time intensive. With the quality of candidates still eligible on this current list, it is our opinion that extending the list is the most cost effective way to fill vacancies as they become available.

We are recommending that the Civil Service Commission extend this list for an additional period of six (6) months.

Thank you for your consideration.