



Agenda Report

20-1132

Agenda Date: 11/9/2020

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Note and File the Current Status and Requisition Report dated October 31, 2020

BACKGROUND

The Civil Service Commission has historically been provided with an "Open Recruitment Report" that provides a list of all vacant classified positions for which requisitions have been submitted by the various departments. It is presumed that provision of this Recruitment Report to the Commission was intended to satisfy the requirement set forth in Civil Service Rule 4.11, which states, "CURRENT STATUS AND REQUISITION REPORT: The Director of Human Resources shall inform the Commission the examinations that are to be scheduled for positions to be filled." It does not appear that there is any other pertinent Civil Service Rule.

DISCUSSION

The Recruitment Report as currently configured does not appear to provide the information set forth in Rule 4.11 with a great degree of clarity. Providing the Commission with a list of the requisitions for which current recruitments are actually occurring (and would, therefore, have examinations planned) appears to align with the Rule more closely than the Recruitment Report currently does. As such, staff has provided a document entitled "Current Status and Requisition Report" (Attachment 1) that lists only those requisitions that are currently being recruited for, and for which examinations (whether written, oral, or both) are expected to be conducted.

The new Status and Requisition Report will be a "snapshot," current as of the date of drafting the Agenda, which is typically approximately 10 days prior to the Commission meeting. It will be provided at the regular monthly meeting of the Commission.

The Rule does not require the Commission to "approve" the requisitions; rather, it requires the Director of Human Resources to "inform" the Commission of the status of the examinations that are to be scheduled. Therefore, the recommendation has been changed from "Approval" to "Note and File."

RECOMMENDATION

Note and File the Current Status and Requisition Report dated October 31, 2020

ATTACHMENT

1. Current Status and Requisition Report dated October 31, 2020