



Staff Report

File #: 24-553, **Version:** 1

Item #: C - 2

Extension of Eligible List(s): Animal Services Officer and Deputy City Clerk

Meeting Date: January 3, 2024

Contact Person/Dept: Amy Webber / Human Resources Department

Phone Number: 310-253-5652

Fiscal Impact: Yes No **General Fund:** Yes No

Public Hearing: **Action Item:** **Attachments:**

Public Notification: (Email) Meeting Agenda (12/26/2023) ;(Email) All City Staff (12/26/2023)

Department Approval: Dana Anderson, Director of Human Resources (12/14/2023)

RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible List(s) for Deputy City Clerk and Animal Services Officer.

	Department/Division Name List Title	Date Established – Expires	Date Extended Through
1.	Police ANIMAL SERVICES OFFICER - #00494 Number of Eligible Candidates: 4	01/20/2023 – 01/20/2024	01/20/2025 2
2.	City Clerk DEPUTY CITY CLERK - #00452 Number of Eligible Candidates: 4	12/23/2022 – 12/23/2023	12/23/2024 2

BACKGROUND/DISCUSSION

The Human Resources Department requests that the specified eligible list(s) be extended for up to one additional year from the original expiration date.

AUTHORITY

The Civil Service Commission has the authority to extend an eligible list in accordance with Civil Service Rule 7.5, as set forth below:

7.5 Duration of Eligible Lists: Each certified eligible list shall be valid for use for a period of one (1) year, unless exhausted sooner. The eligible list may be extended for up to one (1) additional year with the Commission's approval. The extended eligible list shall be valid until a new list is established for the same classification or the current Certification of Eligible List is exhausted, whichever occurs first, except as set forth below.

MOTION

That the Civil Service Commission:

1. Extend the Eligible List for Animal Services Officer
2. Extend the Eligible List for Deputy City Clerk