

City of Alameda



Interdepartmental Memorandum

Date: January 5, 2015

To: Honorable Civil Service Board

From: Jill Kovacs
Executive Secretary/Human Resources Manager

RE: Designation of Eligible List –
Senior Human Resources Analyst, 2014-41 for
Fire Administrative Services Supervisor vacancy, FD.4605.001

This memorandum is to inform you that the Senior Human Resources Analyst, 2014-41, has been designated to fill the Fire Administrative Services Supervisor vacancy, FD.4605.001. No action by the Board is required.

Civil Service Rules Section VII, Article 5, Designation of Eligible List, provides that Human Resources "may designate an existing Eligible List as an Eligible List for a related classification in which the minimum qualifications and the examination are similar to, or of a lower level, than, those required for the original Eligible List."

Based on review of the Senior Human Resources Analyst and Fire Administrative Services Supervisor classifications, which have equal salary ranges, require similar comparable qualifications, and pursuant to Civil Service Rules Article VII, Section 5, the Senior Human Resources Analyst Eligible List is designated as an Eligible List for the Fire Administrative Services Supervisor position.