

City of Alameda



Interdepartmental Memorandum

Date: March 18, 2015

To: Honorable Civil Service Board

From: Jill Kovacs
Executive Secretary/Human Resources Manager

RE: Eligible List and Appointment Certification –
Office Assistant Lateral Transfer Request List for
Administrative Technician I vacancy, DS.1470.001

Civil Service Rules Article IX, Section 1, Transfer, provides that "After notice to the Executive Secretary, an employee may be transferred by the appointing authority at any time from one position to another position in the same or comparable classification. No person shall be transferred to a position for which he does not possess the minimum qualifications."

An employee may submit a request to have his/her name placed on a Transfer Request List in order to be considered for vacant positions. When a vacancy occurs in the same or comparable classification, names on the list are either used to generate an Eligible List or are added to an existing or new recruitment generated Eligible List.

This memorandum is to inform you that, based on review of the Office Assistant and Administrative Technician I classifications, the Office Assistant Transfer Request List has been used to generate an Eligible List and Appointment Certification for an Administrative Technician I vacancy in the Community Development Department, DS.1470.001. No action by the Board is required.