

# City of Alameda



## Interdepartmental Memorandum

Date: September 28, 2016

To: Honorable President, Vice-President and Members of the Alameda Civil Service Board

From: Nancy Bronstein, Human Resources Director

Re: Recommendation to Add a New Rule to the City's Civil Service Rules Allowing Selective Certification.

### BACKGROUND

The Human Resources Department has been evaluating the City's current recruitment and certifications processes. The goal of this review is to ensure the department is consistent and efficient in its service delivery. As a result of this review, staff are recommending a new rule for adoption by the Civil Service Board. This new rule adds a provision to the City's Civil Service Rules that allows for selective certification from an existing eligible list when specialized qualifications are required for a position. For example, if a Department has a need for a specific language skill in order to provide services to the community, they would have the ability to request only those candidates who have the required language skill be certified from the eligible list.

### DISCUSSION

Selective certification will provide Human Resources with the ability, in limited circumstances, to certify only those candidates on the eligible list who have the specialized criteria needed to fill a specific position. This rule can benefit the City when a department needs a specialized skill and there is an existing eligible list for the classification with the vacancy. It is not anticipated that this would happen on any regular basis, but the ability to certify only those with the required skill would eliminate the need for a Department to interview candidates who do not have the special skill needed. Conversely, it would not require candidates go through an interview process when they do not have the skills required for the position.

Selective certification would not impact the candidate's placement on the eligible list for other positions that do not require the special skills. The recommended language is below:

- Add the following language to Article VIII Section 1 c

Selective Certification

When there is a need to fill a position that requires a special skill, licenses, language proficiency, or specialized training, the department may request that those certified have been identified by the Executive Secretary of the Civil Service Board as having the requisite special skills, licenses, language proficiency, or specialized training. Before such names may be certified, the department must affirm that there are no employees in the class in the department available to fill the position who possess the requisite special skills, licenses, language proficiency, or specialized training. Such certification shall be in order of standing and shall follow the requirements in (a) of this section.

RECOMMENDATION

It is recommended to add a new rule to the City's Civil Service Rules allowing selective certification. This recommended new rule is found in most Civil Service Systems and will add to the efficiency of operations for Human Resources allowing for better service to departments.

Nancy Bronstein  
Human Resources Director

Attachment: Draft of Revised Civil Service Rules