



Civil Service Commission

Rita Greggio, Chair
Andrew Ngo, Vice-Chair
Scott Benton, Secretary
Louis Dauria, Commissioner
Justin Shore, Commissioner

Human Resources Director

Mindy Falk or designee

City Attorney Representative

Brandon Sendall or designee

City of Sparks Civil Service Commission Meeting

Wednesday, January 13, 2021 at 5:30 p.m.

This meeting will be held virtually pursuant to NRS 241.023 and State of Nevada Declaration of Emergency Directive 006

In-person attendance is not available during this time.

Public Meeting Notice — In compliance with social distancing requirements and State of Nevada Declaration of Emergency Directive 006, the City of Sparks will be hosting virtual public meetings until further notice.

Public Attendance: This meeting can be attended by the public using the phone dial in option or by clicking on this [ZOOM](#) link. To attend the live meeting by telephone, dial (669) 900-6833 and enter the **meeting ID 975 9047 7740**. **Use *9 from your phone to raise your hand and request to speak during public comment.** Public Comment may also be emailed to hrstaff@cityofsparks.us by **3:00 p.m. on January 12, 2021**.

Posting — In accordance with State of Nevada Declaration of Emergency Directive 006, this agenda has been distributed for posting at the following locations three (3) working days before the meeting:

www.cityofsparks.us

www.nv.notice.gov

[City of Sparks Newsletter](#)

Supporting Documentation — Supporting documentation for agenda items is available on the city's website at www.cityofsparks.us - Government - Boards and Commissions - Civil Service Commission and will be available for review at the Civil Service Commission meeting. For further information you may contact the Human Resources Office at (775) 353-2345.

Order of Agenda — Items on the agenda may be taken out of order; the Civil Service Commission may combine two or more agenda items for consideration; may remove an item from the agenda or may delay discussion relating to an item on the agenda at any time per NRS 241.020 (2)(d)(6).

Public Comment — If you are attending the virtual meeting by dialing in, use *9 from your phone to raise your hand and request to speak for public comment during items 3 and 9.

You can also provide public comment for this meeting by sending us an email at hrstaff@cityofsparks.us, by **3:00 p.m. on January 12, 2020**. Be sure to type **PUBLIC COMMENT** in the subject line.

Restrictions on Public Comments — All public comment remarks shall be addressed to the Civil Service Commission as a whole and not to any member thereof. No person, other than the Civil Service Commission and the person having the floor shall be permitted to enter into any discussion. **No questions shall be asked of the Civil Service Commission except through the presiding officer. No topics may be discussed unless they are on the agenda.** Public comment is restricted to three (3) minutes.

Disruptive Conduct — Any person who disrupts a meeting to the extent that its orderly conduct is made impractical may be removed from the meeting by order of the presiding officer.

If you have questions, you may find additional information at www.cityofsparks.us or call the Human Resources office at (775) 353-2345.

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**
- 4. Agenda**
 - 4.1** Approval of the Agenda (For Possible Action)
- 5. Minutes**
 - 5.1** Consideration and possible approval of the minutes for the October 14, 2020 Sparks Civil Service Commission meeting (**For Possible Action**)
- 6. Announcements, Presentations, Reports (Non-action items only)**
 - 6.1 Report:** Report of City of Sparks Civil Service employee actions from October 2020 through December 2020
 - 6.2 Report:** Report of City of Sparks Civil Service advertising from October 2020 through December 2020
 - 6.3 Report:** Report of City of Sparks Civil Service testing completed from October 2020 through December 2020
 - 6.4 Seniority Lot Draw:** Lot draw to determine seniority for Jack Grundmeyer, Anthony Huizar, Shannon Palmer, Uziel Rangel and Brandon Smith hired on December 7, 2020 as Police Officer Recruits
 - 6.5 Seniority Lot Draw:** Lot draw to determine seniority for Emma Escobosa, Kristopher Postma and Jacob Tavcar hired on January 4, 2021 as Police Officer Recruits
 - 6.6 Seniority Lot Draw:** Lot draw to determine seniority for Racheal Moore and Matthew Poore hired on January 4, 2021 as Wastewater Operator I
- 7. General Business (For Possible Action)**
 - 7.1** Consideration and possible approval to remove names from the Emergency Communications Dispatcher eligibility list as outlined in the confidential candidate selection letter. (**For possible action**)
 - 7.2** Consideration and possible approval to remove names from the Police Assistant eligibility list as outlined in the confidential candidate selection letter. (**For possible action**)
 - 7.3** Review, discussion and possible approval to make an exception to the Civil Service Regulation regarding Nepotism, specifically Subsection C of the Regulation for the hiring of Christopher Sullivan and Stephany Sullivan to the positions of Police Officer.
 - 7.4** Consideration and possible approval for a six-month extension of the Business License Specialist eligibility list. (**For possible action**)
 - 7.5** Consideration and possible approval for a six-month extension of the Police Assistant eligibility list. (**For possible action**)

8. City Staff and Committee Member Announcements

8.1 City Staff Announcements

8.2 Committee Member Announcements

9. Public Comment

10. Adjournment



Civil Service Commission Meeting

Agenda Item 4.1

Approval of the Agenda



Civil Service Commission Meeting

Agenda Item 5.1

Minutes



Civil Service Commission

Rita Greggio, Chair
Andrew Ngo, Vice-Chair
Scott Benton, Secretary
Louis Dauria, Commissioner
Justin Shore, Commissioner

Human Resources Director

Mindy Falk or designee

City Attorney Representative

Brandon Sendall or designee

SPARKS CIVIL SERVICE COMMISSION MEETING MINUTES – DRAFT VERSION

5:30 P.M., Wednesday, October 14, 2020

This meeting was held virtually due to the Covid-19 pandemic

1. Call to Order

The meeting of the Sparks Civil Service Commission was called to order by Vice Chair Rita Greggio at 5:34 p.m.

2. Roll Call

Vice Chair Rita Greggio, Vice Chair Andrew Ngo, Commissioners Louis Dauria and Justin Shore, Human Resources Director Mindy Falk and Assistant City Attorney Brandon Sendall PRESENT. Secretary Scott Benton ABSENT.

Nancy Rose read a brief statement regarding the third-party application being used for the virtual meeting and the process to request public comment.

3. Public Comment

There was no public comment.

4. Agenda

4.1 Approval of the Agenda (FOR POSSIBLE ACTION)

Consideration of taking items out of sequence, deleting items and adding items which require action upon a finding that an emergency exists.

Motion: Move to approve the agenda as submitted.

Moved by: Commissioner, Ngo

Seconded by: Commissioner, Dauria

Yes: Commissioners Ngo, Dauria, Shore and Greggio

No: None

Abstain: None

Vote: Motion passed unanimously, 4-0.

5. Minutes

5.1 Consideration and possible approval of the minutes of the Sparks Civil Service Commission meeting for July 8, 2020.

Motion: Move to approve the minutes of the Sparks Civil Service Commission meeting for July 8, 2020.

Moved by: Commissioner Ngo

Seconded by: Commissioner Dauria

Yes: Commissioners Dauria, Ngo, Greggio and Shore

No: None

Abstain: None

Vote: Motion passed unanimously, 4-0.

6. Announcements, Presentations, Reports (non-action items only)

6.1 Report: Report of City of Sparks Civil Service employee actions from July 2020 through September 2020

An agenda item from Human Resources detailing employee actions from July 2020 through September 2020.

6.2 Report: Report of City of Sparks Civil Service advertising from July 2020 through September 2020

An agenda item from Human Resources detailing advertising from July 2020 through September 2020.

6.3 Report: Report of City of Sparks Civil Service testing completed from July 2020 through September 2020

An agenda item from Human Resources detailing testing completed from July 2020 through September 2020.

6.4 Presentation: Update from Jill Valdez on the recruiting changes for Police Officer

Jill Valdez Human Resources Analyst Senior updated the Commission on the new verbiage we are now using in the posting for Police Officer. The verbiage is now very candidate centered and lets them know some of the benefits the City has to offer. We wanted to be more inviting to candidate and it will take some time for us to see the statistical impacts. Past statistics showed about a three percent conversion of people viewing the posting to actually applying for the position. Over time we hope to be able to evaluate if this new approach helps to improve that statistic.

Additionally, we stopped some of our old continuous Police Officer recruitments and started fresh to allow us to begin with a new testing process. We continue to have the physical test and the written test requirements and we have now added the oral board to the Civil Service exam process. The three testing components gives us a better picture of whether the candidate will be successful in the position of Police Officer. An outside vendor assisted us in creating the oral board exam. We have begun using the new oral board exam and were able to evaluate the statistical outcome with positive results.

Vice Chair Ngo asked for clarification on the testing specifically regarding the oral board portion.

Jill Valdez confirmed that previously there was no oral board exam as part of the Civil Service testing. Interviews were conducted but were not scored or part of the test. The physical is a pass/fail; the written is scored and is 25 percent towards the rank and the oral board is 75 percent weight towards the final rank. The rank is used once candidates are placed on the eligibility list to pull from for the interview.

Chair Greggio asked about the three percent conversion rate of applicants.

Jill Valdez clarified that as people log in and view a posting, the system tracks those viewer statistics along with applicant statistics. Using this information, we are able to determine the conversion of viewers to applicants which is about three percent.

Commissioner Shore asked if we had information on other municipalities conversion rates or metric.

Jill Valdez indicated that NeoGov is the applicant system that we use and is also used by other public agencies. NeoGov provided a report and made a recommendation. They identified they were only seeing the three percent conversion rate across the board with the public entities. NeoGov proposed some changes to improve that and make the postings more appealing to applicants. We brought those recommendations to Civil Service which were approved and implemented them into our postings.

7. General Business (For Possible Action)

7.1 Administer Oath of Office to current and newly appointed Civil Service Commissioners (FOR POSSIBLE ACTION)

Lisa Hunderman City Clerk initiated the Oath of Office to the Commission.

7.2 Consideration and possible approval of request from Daniel Snow to be placed on the Re-Employment List for Police Officer-POST. (FOR POSSIBLE ACTION)

Mind Falk Human Resources Director informed the Commission that Mr. Snow transferred from the Police Department to the Municipal Court. However, the Municipal Court is separate and not part of Civil Service so Mr. Snow has requested to be placed on the list should the transfer not work out.

Motion: Move to approve the request from Daniel Snow to be placed on the Re-Employment List for Police Officer-POST.

Moved by: Commissioner Ngo

Seconded by: Commissioner Dauria

Yes: Commissioner Ngo, Shore, Dauria and Greggio

No: None

Abstain: None

Vote: Motion passed unanimously, 4-0.

7.3 Consideration and possible approval to remove names from the Police Assistant eligibility list(s) as outlined in the confidential candidate selection letter. (FOR POSSIBLE ACTION)

Motion: Move to approve the removal of names from the Police Assistant Assistant eligibility list as outlined in the confidential candidate selection letter.

Moved by: Commissioner Dauria

Seconded by: Commissioner Ngo

Yes: Commissioner Dauria, Ngo, Shore and Greggio

No: None

Abstain: None

Vote: Motion passed unanimously, 4-0.

7.4 Consideration and possible approval to expire the Police Officer-POST eligibility list. (FOR POSSIBLE ACTION)

Mindy Falk explained that the reason to expire the list is to allow us to implement the new process including the oral board.

Motion: Move to approve to expire the Police Officer-POST eligibility list.

Moved by: Commissioner Ngo

Seconded by: Commissioner Dauria

Yes: Commissioner Dauria, Shore, Ngo and Greggio

No: None

Abstain: None

Vote: Motion passed unanimously, 4-0.

7.5 Consideration and possible approval for a six-month extension of the Laborer eligibility list. (FOR POSSIBLE ACTION)

Vice Chair Ngo asked the reason of the extension.

Mindy Falk Human Resources Director indicated that the list has a sufficient number of candidates remaining and the testing for this particular position is time intensive and requires the involvement of all staff in Human Resources as well as many staff from the Maintenance Division to conduct and with the current situation, we would not be able to conduct a testing.

Motion: Move to approve a six-month extension of the Laborer eligibility list.

Moved by: Commissioner Ngo

Seconded by: Commissioner Dauria

Yes: Commissioner Greggio, Dauria, Shore and Ngo

No: None

Abstain: None

Vote: Motion passed unanimously, 4-0.

7.6 Consideration and possible approval for a six-month extension of the Police Sergeant eligibility list. (FOR POSSIBLE ACTION)

Vice Chair Ngo asked if there are current openings for Sergeant.

Mindy Falk Human Resources Director informed the Commission that with the retirement of the Police Chief, there will be shifting of positions throughout the department.

Vice Chair Ngo lost connection just prior to the vote.

Motion: Move to approve a six-month extension of the Police Sergeant eligibility list.

Moved by: Commissioner Dauria

Seconded by: Commissioner Shore

Yes: Commissioner Dauria, Shore and Greggio

No: None

Abstain: None

Vote: Motion passed unanimously, 3-0.

Vice Chair Ngo reconnected after the vote was taken.

8. City Staff and Committee Member Announcements

8.1 City Staff Announcements

Mindy Falk announced that although it is not a Civil Service position, Human Resources was approved for another HR Analyst and we are actively recruiting for the position to support the City in our functions.

8.2 Committee Member Announcements

Rita welcomed Justin to the Commission.

Justin provided the Commission with a brief update on him and thank the Commission for the opportunity to serve.

9. Public Comment

There was public comment from a citizen stating we are infringing on Officer George Forbush's first amendment rights. The citizen stated he stands with him and demands no disciplinary action be taken against him.

10. Adjournment

The Civil Service Commission Meeting was adjourned at 6:12 p.m.

Rita Greggio, Chair

ATTEST:

Mindy Falk, Human Resources Director

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Civil Service Commission Meeting

Agenda Item 6.1

Employee Actions



EMPLOYEE ACTIONS

Date	Action	Prior Title	New Title	Department
9/28/2020	Completed Probation	Laborer	-	Community Services
9/28/2020	Completed Probation	Laborer	-	Community Services
9/28/2020	Completed Probation	Laborer	-	Community Services
9/28/2020	Completed Probation	Laborer	-	Community Services
9/28/2020	Completed Probation	Firefighter Paramedic-112	-	Fire Department
9/28/2020	Completed Probation	Laborer	-	Community Services
10/5/2020	New Hire	-	Police Assistant	Police Department
10/9/2020	End Employment-Resignation	Code Enforcement Officer	-	Community Services
9/10/2020	Completed Probation	Fire Marshal	-	Fire Department
10/12/2020	Completed Probation	Wastewater Plant Operator I	-	Community Services
11/2/2020	End Employment-Retirement	Treatment Plant Electrician & Instrumentation Technician II	-	Community Services
11/8/2020	End Employment-Retirement	Police Officer	-	Police Department

11/9/2020	Position Change-Promotion	Police Lieutenant	Deputy Police Chief	Police Department
11/9/2020	Position Change-Promotion	Police Lieutenant	Deputy Police Chief	Police Department
11/9/2020	Position Change-Promotion	Police Sergeant	Police Lieutenant	Police Department
11/9/2020	Position Change-Promotion	Police Sergeant	Police Lieutenant	Police Department
11/9/2020	Position Change-Promotion	Police Officer	Police Sergeant	Police Department
11/23/2020	Completed Probation	Police Officer	-	Police Department
10/26/2020	Completed Probation	Police Officer	-	Police Department
12/7/2020	New Hire	-	Emergency Communications Dispatcher	Police Department
12/7/2020	New Hire	-	Police Officer	Police Department
12/7/2020	New Hire	-	Police Officer	Police Department
12/7/2020	New Hire	-	Police Officer	Police Department
12/7/2020	New Hire	-	Police Officer	Police Department
12/7/2020	Position Change-Promotion	Police Recruit	Police Officer	Police Department
12/7/2020	Position Change-Promotion	Police Recruit	Police Officer	Police Department
12/7/2020	Position Change-Promotion	Police Recruit	Police Officer	Police Department
11/23/2020	Position Change-Series Classification	Information Technology Support Specialist I	Information Technology Support Specialist II	Financial Services
11/23/2020	Completed Probation	Police Officer	-	Police Department

11/23/2020	Completed Probation	Wastewater Plant Operator I	-	Community Services
11/23/2020	Completed Probation	Police Officer	-	Police Department
11/23/2020	Completed Probation	Police Officer	-	Police Department
11/23/2020	Completed Probation	Police Officer	-	Police Department

**SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 6.2
MEETING DATE: January 13, 2021**

Subject: Report on Advertising

Petitioner: Mindy Falk, Human Resources Director

Recommendation: This is an informational item.

The following positions were advertised from October 2020 through December 2020:

Job Title	Advertise From	Advertise To
Police Officer – POST (21-01)	10/08/2020	Continuous
Police Officer/Recruit (21-02)	10/26/2020	Continuous
Treatment Plant Mechanic I/II (21-08)	11/10/2020	12/01/2020
Assistant Fire Marshal (21-09)	12/01/2020	12/29/2020

**SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 6.3
MEETING DATE: January 13, 2021**

Subject: Report on Testing Completed October 2020 through December 2020

Petitioner: Mindy Falk, Human Resources Director

Recommendation: This is an informational item designed to provide information to the Commission regarding the applicant flow of recruitments for the period of October 2020 through December 2020

Police Officer - POST (21-01)

Test Type	Written Exam, Physical Assessment & Oral Boards
Test Date	Continuous Recruitment 10/17/2020
Invited to Test	9
Passed to Eligibility List	7
Failed Physical	0
Failed Written Exam	0
Failed Oral Board Exam	2
Voluntarily Withdrew	0
No Showed	0
Did Not Self Schedule	0

Police Officer - Recruit (21-02)

Test Type	Written Exam, Physical Assessment & Oral Boards
Test Date	Continuous Recruitment 10/17/2020
Invited to Test	24
Passed to Eligibility List	14
Failed Written	0
Failed Physical	2
Failed Oral Board Exam	5
Voluntarily Withdrew	1
No Showed	2
Rescheduled	0
Did Not Self Schedule	0

Wastewater Operator I/II (21-04)	
Test Type	Written Exam
Test Date	10/20/20
Invited to Test	45
Passed	25
Failed Written	4
Voluntarily Withdrew	1
No Showed	15
Did Not Self Schedule	0

Code Enforcement Officer (21-05)	
Test Type	Training & Experience Questionnaire
Test Date	Oct-Nov 2020
Invited to Test	75
Passed	61
Failed Written	13
Voluntarily Withdrew	1
No Showed	0
Did Not Self Schedule	0



Civil Service Commission Meeting

Agenda Item 6.4

Seniority Lot Draw for Police
Officer Recruits hired
12/07/2020



Civil Service Commission Meeting

Agenda Item 6.5

Seniority Lot Draw for Police
Officer Recruits hired
01/04/2021



Civil Service Commission Meeting

Agenda Item 6.6

Seniority Lot Draw for
Wastewater Operator I hired
01/04/2021

**SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 7.1
MEETING DATE January 13, 2021**

Subject:	Request to Remove Name(s) from Eligibility List(s)
Petitioner:	Mindy Falk, Human Resources Director

Recommendation: That the Commission approve the removal of the requested names from the eligibility list(s).
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BACKGROUND

Civil Service Regulation IV, Section 15 reads:

Removal of Name from Eligibility List: The Commission may remove the name of an eligible from the list if the eligible has:

- (a) Been certified and passed over three times for appointment. Justification by the appointing authority for passing over the eligible the third time will be forwarded to the Commission prior to removing the eligible’s name from the eligibility list.
- (b) Failed to respond to an original notice of appointment within four (4) days. However, if satisfactory reasons for such failure to respond are presented within thirty (30) days, the Commission may reinstate his or her name on the eligibility list.
- (c) Declined Appointment. In the event an applicant declines appointment, his or her name shall be removed from the eligibility list immediately and notification of such action shall be mailed to the applicant.
- (d) For cause as in Section 7 of these regulations
- (e) In the Police Department, if the candidate has failed any portion of the background, polygraph, psychological, physical or controlled substance screening. Failure by an applicant to pass any portion of the screenings automatically removes the candidate’s name from the eligibility list.

Eligibility List	Civil Service Regulation
Emergency Communications Dispatcher (19-33)	Per Section 15c & 15e

RECOMMENDATION

That the Commission approve the request to remove names from the eligibilities lists as outlined in the candidate selection letter(s).

**SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 7.2
MEETING DATE January 13, 2021**

Subject:	Request to Remove Name(s) from Eligibility List(s)
Petitioner:	Mindy Falk, Human Resources Director

Recommendation: That the Commission approve the removal of the requested names from the eligibility list(s).
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BACKGROUND

Civil Service Regulation IV, Section 15 reads:

Removal of Name from Eligibility List: The Commission may remove the name of an eligible from the list if the eligible has:

- (a) Been certified and passed over three times for appointment. Justification by the appointing authority for passing over the eligible the third time will be forwarded to the Commission prior to removing the eligible’s name from the eligibility list.
- (b) Failed to respond to an original notice of appointment within four (4) days. However, if satisfactory reasons for such failure to respond are presented within thirty (30) days, the Commission may reinstate his or her name on the eligibility list.
- (c) Declined Appointment. In the event an applicant declines appointment, his or her name shall be removed from the eligibility list immediately and notification of such action shall be mailed to the applicant.
- (d) For cause as in Section 7 of these regulations
- (e) In the Police Department, if the candidate has failed any portion of the background, polygraph, psychological, physical or controlled substance screening. Failure by an applicant to pass any portion of the screenings automatically removes the candidate’s name from the eligibility list.

Eligibility List	Civil Service Regulation
Police Assistant (20-20)	Per Section 15a

RECOMMENDATION

That the Commission approve the request to remove names from the eligibilities lists as outlined in the candidate selection letter(s).

SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 7.3
MEETING DATE January 13, 2020

Subject:	Regulation III-Section 4: Nepotism. Consideration, discussion, and possible approval to hire Christopher Sullivan and Stephany Sullivan, husband and wife, within the same Department of Police.
Petitioner:	Mindy Falk, Human Resources Director and Chris Crawford, Police Chief

Recommendation:	That the Civil Service Commission hear the joint request by the Police Department and Human Resources to the Civil Service Commission and approve the hiring of Christopher Sullivan and Stephany Sullivan to the positions of Police Officer.
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BACKGROUND

Civil Service Regulation III, Applications and Applicants, Section 4 reads as follow:

Section 4. Nepotism

- a. Hiring – No hiring authority shall hire relatives within the third degree of consanguinity or affinity of any current employee in the same department, except as provided in section (c) of this regulation.
- b. Supervision – No employee shall directly supervise a relative within the third degree of consanguinity or affinity in the same department, except as provided in section (c) of this regulation.
- c. Exceptions
 - 1) The Civil Service Commission may, by majority vote, grant an exception to sections (a) and (b), provided that the department director and the Human Resources Manager jointly request the exception.
 - 2) Sections (a) and (b) shall not apply when relatives within the third degree of consanguinity or affinity obtain employment within the same department as the result of bumping, displacement, recall or some other non-discretionary personnel action.
 - 3) Sections (a) and (b) shall not apply when the relative within the third degree of consanguinity or affinity is hired in a casual or temporary employment status.

Human Resources Director, Mindy Falk, and Police Chief, Chris Crawford, jointly request that the Civil Service Commission make an exception to the Civil Service Regulation regarding Nepotism, specifically Subsection C of the Regulation.

This request is based on the hiring of Christopher Sullivan and Stephany Sullivan, husband and wife to the positions of Police Officer on January 18, 2021. Neither would be in a position of supervising, reviewing performance or giving work direction to the other.

RECOMMENDATION

It is recommended that the Civil Service Commission approve the hiring of Christopher Sullivan and Stephany Sullivan to the positions of Police Officer effective January 18, 2021.

**SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 7.4
MEETING DATE January 13, 2021**

Subject:	Request to Approve Eligibility List Extension
Petitioner:	Mindy Falk, Human Resources Director
Recommendation:	That the Civil Service Commission approve a six-month extension to the Eligibility List Submitted

BACKGROUND

Regulation IV, Section 14, of the Civil Service Rules and Regulations allows the Commission to extend eligibility lists from their original year duration for two additional periods of six months each. The following six-month extension is being requested.

Title	Begin Date	End Date	To Extension Date #1	To Extension Date #2
Business License Specialist (20-15)	04/30/2020	04/30/2021	10/31/2021	

The list has sufficient names remaining to be submitted for future openings.

RECOMMENDATION

In an effort to save recruitment/testing resources, it is recommended that the Civil Service Commission approve the request to extend the eligibility list.

**SPARKS CIVIL SERVICE COMMISSION
AGENDA ITEM 7.5
MEETING DATE January 13, 2021**

Subject:	Request to Approve Eligibility List Extension
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Petitioner:	Mindy Falk, Human Resources Director
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Recommendation:	That the Civil Service Commission approve a six-month extension to the Eligibility List Submitted
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BACKGROUND

Regulation IV, Section 14, of the Civil Service Rules and Regulations allows the Commission to extend eligibility lists from their original year duration for two additional periods of six months each. The following six-month extension is being requested.

Title	Begin Date	End Date	To Extension Date #1	To Extension Date #2
Police Assistant (20-20)	03/17/2020	03/31/2021	09/30/2021	

The list has sufficient names remaining to be submitted for future openings.

RECOMMENDATION

In an effort to save recruitment/testing resources, it is recommended that the Civil Service Commission approve the request to extend the eligibility list.