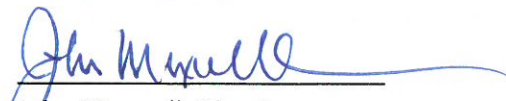




MEMORANDUM

TO: Linda Gorton, Mayor
Sally Hamilton, Chief Administrative Officer
Council Members

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: November 19, 2019

SUBJECT: **Conditional Offers during Council Break**

Request:

The attached action authorizes the Division of Human Resources to extend conditional offers to the following classified civil service, unclassified civil service and Community Corrections positions through January 10, 2020, the date in which this request expires. Those successful candidates, pay grades and salaries will be listed in the Mayor's report on January 16, 2020.

Classified Civil Service Positions

- Staff Assistant Senior, Division of Building Inspection;
- Code Enforcement Officer, Division of Code Enforcement;
- Life Skills Program Specialist, Division of Community Corrections;
- Software Developer Senior, Division of Computer Services;
- Telecommunicator and Telecommunicator Senior, Division of E911;
- Administrative Officer, Department of Environmental Quality and Public Works;
- Skilled Trades Worker Senior, Division of Facilities and Fleet Management;
- Early Child Care Program Aide, Division of Family Services;
- Heavy Equipment Technician, Division of Fire and Emergency Services;



- Fleet Operations Manager, Heavy Equipment Technician, and Vehicle and Equipment Technician, Division of Facilities and Fleet Management;
- Grants Administrative Aide, Division of Grants and Special Programs;
- Internal Auditor, Division of Internal Audit;
- Administrative Specialist Senior, Department of Law;
- Equipment Operator and Public Service Worker Senior, Division of Parks and Recreation;
- Staff Assistant Senior, Division of Planning;
- Assistant Records Custodian, Electronic Technician, Information Systems Specialist Senior, Division of Police;
- Administrative Specialist and Administrative Specialist Senior, Division of Revenue;
- Security Officer, Department of Public Safety;
- Equipment Operator Senior, Public Service Supervisor, and Trades Worker Senior, Division of Streets and Roads;
- Traffic Signal Technician Senior, Division of Traffic Engineering;
- Enforcement Officer, Public Service Worker, Resource Recovery Operator and Safety Specialist, Division of Waste Management; and,
- Capacity Management Operations and Maintenance (CMOM) Program Manager, Compliance and Monitoring Manager, Municipal Engineer Senior, Public Service Supervisor, Public Service Worker Senior, Pump Station Program Manager, and Skilled Trades Worker Senior, Division of Water Quality.

Unclassified Civil Service Positions

- Early Child Care Program Aide, Division of Family Services;
- Public Service Worker, Division of Waste Management;
- Juvenile Probation Officer, Division of Youth Services; and,
- Project Engineering Coordinator, Division of Water Quality.

Community Corrections

Community Corrections Officer Recruits

Why are you requesting:

The current job market necessitates that we hire people as quickly as possible in order to prevent losing potential candidates for positions.

File Number:

1294-19

Director/Commissioner:

John Maxwell/Sally Hamilton

