



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: June 14, 2011

TO: Mayor and Councilmembers

FROM: City Administrator's Office

SUBJECT: Introduction Of Ordinance For Rule Of The List For Dispatch And Parking Enforcement Vacancies

RECOMMENDATION:

That Council introduce and subsequently adopt, by reading of title only, An Ordinance of the Council of the City of Santa Barbara Amending Section 3.16.200 of Santa Barbara Municipal Code Title 3 Pertaining to Certification of Eligibles from an Employment List for Certain Non-Sworn Police Department Vacancies.

DISCUSSION:

Civil service rules in public employment were established in large part to ensure that only qualified employees are appointed to publicly funded positions, and to prevent nepotism and cronyism in the public service. The City's civil service rules are contained in Santa Barbara Municipal Code (SBMC) Chapter 3.16.

Pursuant to SBMC Chapter 3.16, once a recruitment testing process for a vacancy is concluded by Human Resources, an employment list of qualified applicants for that classification is established. Human Resources may refer only the top scoring candidates from that list to the department for interviews for that classification. In most cases, the number of candidates that are referred equals the number of vacancies plus nine (the "Rule of Ten"), although variations on this rule apply to certain enumerated positions. A department must interview and evaluate all referred top-scoring applicants before it can request additional names from lower on the list and start that process all over again.

These candidate referral restrictions can delay the recruitment process, particularly for classifications that tend to have numerous vacancies simultaneously, or have high turnover, or where time consuming background investigations at the department level tend to disqualify a significant number of otherwise qualified applicants (such as those conducted by the Police Department). Delays in filling vacancies become particularly troublesome for safety sensitive operations. The "Rule of the List" may be more appropriate for these classifications.

Under the "Rule of the List" all applicants who have demonstrated that they meet the minimum qualifications for the job are referred to the department for consideration in score order. This allows the department to conduct simultaneous selection processes on a greater number of applicants, and to end up with a sufficient number of department-qualified applicants to choose from without having to start over again. The Rule of the List currently applies to entry-level Police Officer and Firefighter recruitments.

Police Department management has requested that the Rule of the List be extended to entry-level Public Safety Dispatch positions and to entry-level Parking Enforcement Officer positions. These demanding positions tend to experience high turnover, and referred candidates are frequently either disqualified through background checks or withdraw from the process when they understand the nature of the work. This leads to recruitment delays as lists are recertified. The Human Resources Manager supports this proposed change as it is consistent with the rationale for the Rule of the List. The Santa Barbara Police Officers Association (POA) has also given its support for the change.

PREPARED BY: Kristine Schmidt, Employee Relations Manager

SUBMITTED BY: Marcelo Lopez, Assistant City Administrator

APPROVED BY: City Administrator's Office