

Memorandum

TO: Civil Service Commission

FROM: Jennifer Schembri

SUBJECT: HIRING SUMMARY

DATE: October 25, 2023

This monthly report is submitted in accordance with the policies used in support of the Civil Service Rules covering hiring. The report presents a statistical summary of hiring activity and covers complaints about hiring issues.

Hiring Activity

The attached spreadsheet provides a summary of hiring activities.

Non-Competitive Appointments

Below is a summary of number and type of non-competitive appointments for the month of September 2023.

Type of Appointment	Count
Qualifying Promotions	17
Reallocations	0
Reinstatements	0
Placements	0
Other Non-Competitive Appointments	0

Complaints

Hiring Process	Issue	Resolution
Youth Outreach Worker I/II	Complaint that interview materials may have been provided to one or more candidates	An investigation was conducted and it was determined that the interview materials were not provided to candidates



Jennifer Schembri

Director of the City Manager's Office of Employee Relations
Director of Human Resources

Attachments:

Summary of Hiring Activity – September 2023