Agenda Item Form

Agenda Date: 04/20/04

Districts Affected: N/A
Dept. Head/Contact Information: Human Resources, Terry Bond, (915) 541-4509

Type of Agenda Item:

- ☐ Resolution
- ☐ Tax Installment Agreements
- ☐ RFP/ BID/ Best Value Procurement
- ☐ Application for Facility Use
- ☐ Interlocal Agreements
- ☒ Other Provisional Appointment
- ☐ Staffing Table Changes
- ☐ Tax Refunds
- ☐ Budget Transfer
- ☐ Bldg. Permits/Inspection
- ☐ Contract/Lease Agreement
- ☐ Board Appointments
- ☐ Donations
- ☐ Item Placed by Citizen
- ☐ Introduction of Ordinance
- ☐ Grant Application

Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: _____

Legal:

☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days:_____

Why is this item necessary:
Civil Service Commission Recorder has submitted her resignation effective 4/16/04. Position is needed to maintain ongoing secretarial support for CSC meeting agendas, special meetings, hearings, and other related activities. Request that the position be filled temporarily until a recruitment can be conducted.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:
Salary and benefits.

Statutory or Citizen Concerns:
None anticipated

Departmental Concerns:
None ancitipated

2004 APR 15 PM 12 44
CITY CLERK DEPARTMENT

Human Resources Department

MEMORANDUM

DATE: April 6, 2004

TO: Terry A. Bond, Director
Human Resources

FROM: Terry A. Bond, Director
Human Resources

SUBJECT: Provisional Appointment

Rosy Buenning currently holding the position of Civil Service Recorder, has submitted her resignation effective 04/16/04, leaving the position of CSC Recorder vacant (Req. # 040569) . This position is vital to maintain ongoing secretarial support for the CSC secretary and for various functions and activities. activities. Request that the position be filled provisionally until a recruitment can be conducted.

Home > Develop Workforce > Recruit Workforce (GBL) > Use > **Job Requisition Data** New Window

Requisition Data | Job Details | Job Posting | Basic Eligibility | Educ/Experience | Comps/Accomps | Hire

Job Requisition #: 040569 **Status:** No List Ex **Status Date:** 04/10/2004

Position Number: 00001501 Civil Service Commission Recor

***Business Unit:** COFEP **DeptID:** 09010027 Human Resources Administration

Job Code: 184500 Civil Service Commission Recor

Job Posting ID:

Descriptions View All First 1 of 1 L

***Type:** Posting

Civil Service Commission Recorder resignation of Rosy Buenning, last day 4/16/04. Position needed to maintain ongoing secretarial support for Civil Service meeting agendas, special meetings, hearings, and other related activities. Request that the position be filled temporarily

Posting Information View All First 1 of 1 Last

	*Posting Type	Medium	Date Opened	Date Closed	Description
1			04/05/2004		

Save Add Update/Display

Requisition Data | Job Details | Job Posting | Basic Eligibility | Educ/Experience | Comps/Accomps | Hired