



Memorandum

Human Resources Division

TO: Todd Rent, Chief Examiner
Civil Service Commission

FROM: Human Resources Staff

RE: Establish a Passing Score for the Civil Engineer I register

DATE: February 25, 2015

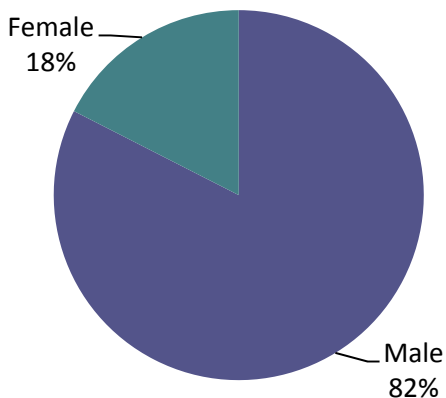
A. Summary

Staff recommends a passing score based on meeting the minimum qualifications of the position and submitting a completed application. This would result in an eligibility register of 39 candidates.

B. Background

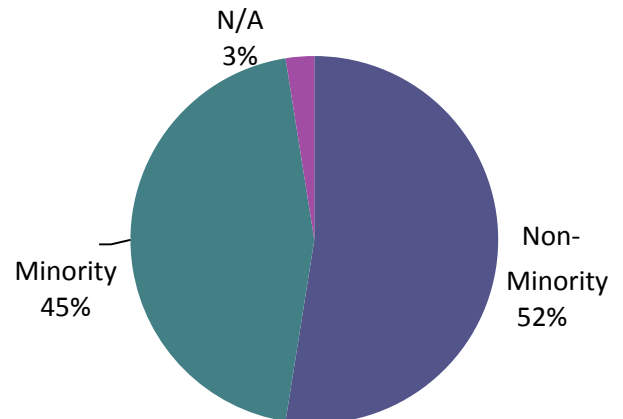
The position was open for applications from Jan. 16 – Feb. 20, 2015; in response, the City received 40 applications for the position. Applicant demographics are as follows:

Applicants by Gender



Male	33
Female	7

Applicants by Race/Ethnicity



Non-Minority	21
Minority	18
N/A	1

D. Passing Score and Recommendation

The hiring manager for this position supports the recommendation that the passing score be based on applicants who meet the minimum qualifications of the position and who submitted completed applications. Of the 40 applicants who submitted applications, 39 met the minimum qualifications and were complete.