



**Date:** October 19, 2016  
**To:** Civil Service Commission  
**From:** Cynthia A. Stafford, Deputy Director – Department of Human Resources  
**Subject:** Request for Selective Certification – Administrative Analyst

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In accordance with Article IV, Section 28, of the Civil Service Rules and Regulations, the Department of Human Resources is requesting approval from the Civil Service Commission for a Selective Certification from the Administrative Analyst eligibility list for applicants with experience in risk management. Risk management experience was one of the desirables listed on the Administrative Analyst job bulletin.

The Administrative Analyst assigned to the Risk Management Bureau must have knowledge of insurance, loss prevention strategies, worker compensations rates, and general liability and property insurance contracts. The Risk Management area is very specialized and an analyst with the appropriate training and experience is needed in order to ensure accurate contracts and limit liability to the City.

If you have any questions or require additional information, please contact Omar Ramos at extension 8-6060.

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**REQUEST FOR SELECTIVE CERTIFICATION**

Civil Service Rules and Regulations    Section 28  
Civil Service Commission Policy        Not Applicable

Form completed by: Omar Ramos, Administrative Analyst                      Date 10-12-16  
Name/Title/Department

**Section 1: To be completed by requesting department.**

To be completed by  
department

Civil Service Dept  
Verification

A requisition is required. The requisition number is: #HR16 - 011.  
Has the requisition been received in the Civil Service Department?

☒ Yes    No

Yes

Title of classification. **Administrative Analyst**

X

Number of vacancies to be filled by this selective certification request.

1

X

The specific skills that are being requested.

X

The reason for the need for specific skill.

X

If the specific skill has been assessed.

X

When the need for the specific skill was identified.

X

Was the specific skill identified on the job opportunity bulletin as a desirable qualification?

☒ Yes    No

Yes

If the request will require generation of a new eligible list.

No

Quantification of the need for the request.

(Do other employees in the work area have the requested skill? How much time will the employee be required to use the skill? Will this replace an employee with the same skill?)

No

Attendance at the Civil Service Commission

- Requesting department.

**Notes:**

Civil Service staff has reviewed this request and recommends approval in accordance with Article IV, Section 28 of the Civil Service Rules and Regulations. Staff has preliminarily identified twenty-two candidates whom indicated to have Risk Management experience on their Administrative Analyst application and will provide Human Resources the necessary information allowing them to proceed with their selection process.