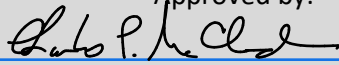


| CITY OF CATHEDRAL CITY   ADMINISTRATIVE POLICY  |  |               | HR-AP -26 |
|---|--|---------------|-----------|
| TOPIC   | Personnel Rules Section 402.5 – Eligibility List Amendment |               |           |
| Approved by:<br><br><del>Charles McClendon (May 29, 2025 15:37 PDT)</del><br>Charles McClendon, City Manager | Distributed by   | Original Date | Revised   |
|   | Human Resources  | 05/29/2025    |           |

## PURPOSE

This policy establishes the City Manager's authority to extend eligibility lists beyond the standard twelve (12) month period, providing additional flexibility to address recruitment challenges, organizational needs, and operational requirements while maintaining qualified candidate pools for critical positions.

## POLICY

This policy applies to all eligibility lists established under Personnel Rules Section 402.5 for regular full-time and part-time positions within the City of Cathedral City, excluding elected officials. This policy supplements existing extension authority granted to the Human Resources Manager and establishes additional extension parameters under City Manager authority.

## DEFINITIONS

- **Eligibility List:** A list of qualified candidates who have successfully completed the examination process for a specific classification
- **Extension:** The continuation of an eligibility list's validity period beyond its original expiration date
- **Standard Validity Period:** The initial six (6) month period during which an eligibility list remains active
- **Maximum Validity Period:** The total potential duration of eighteen (18) months including all possible extensions

## EXTENSION AUTHORITY STRUCTURE

### City Manager Extension Authority

- A) Additional Extension Period:** Beyond the six (6) month Human Resources Manager extension authorized in Personnel Rules Section 402.5, subsection 3, the City Manager may extend an eligibility list for an additional six (6) months, creating a maximum potential validity period of eighteen (18) months total.
- B) Extension Structure:** The maximum eighteen (18) month period shall be structured as follows:
- Initial validity period: 6 months (per Personnel Rules Section 402.5, subsection 3)

- Human Resources Manager extension: up to 6 months (per Personnel Rules Section 402.5, subsection 3)
- City Manager extension: up to 6 months (per this policy)

## **ELIGIBILITY CRITERIA**

**c) Conditions for Extension:** The City Manager may approve an extension only when one or more of the following conditions exist:

1. Ongoing recruitment challenges for specialized or hard-to-fill positions
2. Budget constraints that prevented timely hiring during the standard eligibility period
3. Organizational restructuring that affected the timing of position fills
4. Critical operational needs that require maintaining qualified candidate pools
5. Other exceptional circumstances that serve the best interests of the City

## **PROCEDURE**

### **1. Application Process**

#### **d) Application Requirements:**

1. The requesting department must submit a written request to Human Resources prior to eligibility list expiration
2. Human Resources shall review the request and provide recommendations to the City Manager

### **2. Review and Evaluation**

- Human Resources will evaluate the request against established criteria
- HR will verify the legitimacy of stated conditions and operational needs
- HR will assess the continued viability of the candidate pool
- HR will prepare a recommendation for City Manager consideration

### **3. Decision and Approval**

- The City Manager will review the HR recommendation and supporting documentation
- Final approval authority rests solely with the City Manager

### **4. Notification and Implementation**

**e) Notification Requirements:** Upon approval of a City Manager extension:

- All candidates on the eligibility list shall be notified of the extension
- Candidates must confirm their continued interest and availability
- Requesting departments will be notified of the extension approval and updated candidate pool

## **IMPLEMENTATION**

This amendment to Personnel Rules Section 402.5 shall take effect immediately upon adoption and shall apply to all current and future eligibility lists. This policy works in conjunction with existing Personnel Rules Section 402.5, subsections 1-6, and does not supersede or modify the underlying eligibility list procedures, except as specifically outlined herein.

## **REVIEW AND AMENDMENTS**

This policy will be reviewed by the Human Resources Department annually and updated as necessary to ensure alignment with organizational goals, operational needs, and compliance with applicable legal standards.






# HR- AP-22 Personnel Rules Section 402.5- Eligibility List Supplemental Policy (Rev. 05.29.2025)

Final Audit Report

2025-05-29

|                 |  |
|-----------------|--|
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