

Resolution No. CS

RESOLUTION CERTIFYING THE RESULTS OF THE OPEN/PROMOTIONAL EXAMINATION FOR THE POSITION OF OFFICE SPECIALIST/SECRETARY

The Chief Examiner for the Civil Service Commission opened the recruitment for OFFICE SPECIALIST/SECRETARY on February 4, 2018, and closed it on February 9, 2018. The Chief Examiner received a total of 159 applications. The open/promotional recruitment evaluated applicants for specified knowledge, skills, and abilities to perform the duties of the Miscellaneous position of OFFICE SPECIALIST/SECRETARY, as set forth in the job announcement prepared in accordance with the Rules and Regulations of this Commission; and

The Chief Examiner for the Civil Service Commission conducted an open/promotional examination for OFFICE SPECIALIST/SECRETARY, on February 27, 2018, for the City of Stockton; and

The Chief Examiner has filed with this Commission a report of the results of the open/promotional examination, in accordance with Rule VI, section 12(a) of the City of Stockton Civil Service Rules and Regulations for Miscellaneous Employees, which report is on file with the Human Resources Department; now, therefore,

BE IT RESOLVED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF STOCKTON, AS FOLLOWS:

1. That the report of the open/promotional examination for the Miscellaneous position of OFFICE SPECIALIST/SECRETARY is hereby approved.

2. That the open/promotional list of eligibles for the Miscellaneous position of OFFICE SPECIALIST/SECRETARY for the City of Stockton, attached hereto as Exhibit 1, is hereby certified.

3. That the candidates appearing on Exhibit 1 are hereby declared eligible for appointment to the Miscellaneous position of OFFICE SPECIALIST/SECRETARY, and shall be certified to the appointing authority to fill vacancies approved by the Personnel Officer in accordance with the Stockton Municipal Code and the Rules and Regulations of this Commission.

4. That the list certified herein shall remain in effect for TWO (2) years and shall expire on March 16, 2020, unless the duration is otherwise changed by this Commission.

PASSED, APPROVED, and ADOPTED this 15th day of March 2018.

PAMELA SLOAN, CHAIR
CITY OF STOCKTON
CIVIL SERVICE COMMISSION

ATTEST:

BRET HUNTER
SECRETARY TO THE CIVIL
SERVICE COMMISSION

By: _____