

Memo

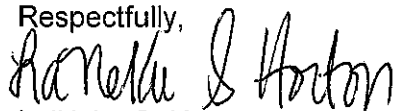
To: Fire and Police Commissioners
From: La'Neka Horton, Staffing Services Manager
cc: Leon Todd, Executive Director
Date: April 29, 2021
Re: Eligible List Preference Points

Commissioners,

It was brought to my attention the previous lists for 911 Operator and Fire Cadet did not have preference points notated. It was determined that some candidates on the Fire Cadet list had received preference points; however, not all of the points had been added onto the list. At that point, an internal audit was performed on both the 911 Operator and Fire Cadet lists.

Moving forward, all eligible lists will go through a three-step process to ensure accuracy. The Program Assistant II (PAII) will confirm receipt of acceptable preference point documents by their respective due dates. The PAII will then add the points to the candidate's JobAps application and send a notification to the candidate acknowledging receipt of the documentation. The Human Resources Representative will then review the respective list in JobAps to ensure points were properly added. The list will have a third check performed by the Staffing Services Manager prior to being submitted to the FPC board for final approval.

Respectfully,



La'Neka S. Horton
FPC Staffing Services Manager