

RESOLUTION NO. 02-38

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AMENDING  
RESOLUTION NO. 923 ESTABLISHING PERSONNEL SYSTEM RULES AND  
REGULATIONS OF THE CITY OF LOS ALTOS**

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WHEREAS, Resolution No. 923 established rules and regulations for the administration of the personnel system for the City of Los Altos; and

WHEREAS, the practice of using the results of a recruitment process to fill positions in other, closely related, equal or lower level job classifications is widely practiced in government employment; and

WHEREAS, such a practice makes efficient use of resources without compromising the principles of a open, competitive, and lawful employment process, and ensures the hiring of a well qualified employee; and

WHEREAS, the City's personnel rules make no provision for such an action and must be amended to accommodate this practice.

NOW, THEREFORE, BE IT RESOLVED that resolution No. 923, Section 16 is amended to add section 16.05, as follows:

16.05 APPOINTMENTS FROM ALTERNATE LISTS

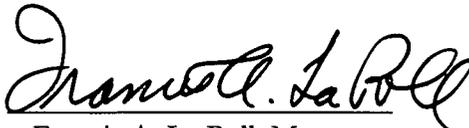
The City Manager may make an appointment to a position from among the candidates from a recruitment for another classification, provided that the position to which the candidate is to be appointed is 1) an equal or lower level position, 2) within the same job family or occupational category, 3) the qualifications and examination process are such as to ensure that the candidates for the alternate position are fully qualified and 4) the alternate recruitment occurred not more than twelve months prior to the date of the desired appointment.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a regular meeting thereof held on February 12, 2002, by the following roll call vote:

AYES: Mayor La Poll, Mayor Pro Tem Casto, Councilmembers Becker, Lear, and Moss

NOES: None

ABSENT: None

  
Francis A. La Poll, Mayor

ATTEST:

  
Carol Scharz, City Clerk