

CIVIL SERVICE COMMISSION

September 7, 2016
Meeting Minutes

ROLL CALL:

Commissioners Present: Commission Chair Doug Cox
Commissioner David Gibney
Commissioner Susan Weed

Also Present: Kimberly Carper, Secretary/Chief Examiner
Michael Heston, Fire Chief
Gary Jenkins, Police Chief

The Meeting was called to order at 7:30 a.m. by Commissioner Cox.

APPROVAL OF AGENDA:

Commissioner Weed moved to approved the agenda; it was seconded by Commissioner Gibney, and the motion carried.

ITEMS OF BUSINESS:

1. The first item of business was Approval of Special Meeting minutes from August 11, 2016.
 - a. Commissioner Gibney moved to **approve the Special Meeting minutes from August 11, 2016**; it was seconded by Commissioner Weed, and the motion carried with no discussion.
2. The second item of business was Approval of the Fire Lieutenant Job Description.

Chief Examiner Carper stated that no changes had been made to the Fire Lieutenant Job Description.

- a. Commissioner Weed moved to **approve the Fire Lieutenant job description**; it was seconded by Commissioner Gibney, and the motion carried with no discussion.
3. The third item of business was Approval of the Job Announcement for Fire Lieutenant.

Chief Examiner Carper stated that Chief Heston is looking to establish a new list.

Commissioner Cox asked if there is currently an open position. Chief Heston replied that there is not an open position currently, but that the current list is expiring so he is looking to establish a new list.

- a. Commissioner Weed moved to **approve the job announcement for Fire Lieutenant**; it was seconded by Commissioner Gibney, and the motion carried with no further discussion.

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4. The fourth item of business was Approval of the recruitment process for Fire Lieutenant.

Chief Examiner Carper provided a summary of the process: applications are due to the City by September 28, 2016; a written examination will be conducted December 1, 2016; the 10 candidates with the highest scores from the written examination would move on to the assessment center to be held the week of December 5th; the combined results of the written examination and assessment center would be used to rank the candidates; that list is brought to the Commission to be certified and becomes the Eligibility List.

Commissioner Cox asked if there were weightings for the dimensions tested for in the assessment center; Chief Examiner Carper stated that the weighting were not yet determined.

- a. Commissioner Gibney moved to **approve the recruitment process for Fire Lieutenant**; Commissioner Weed seconded the motion, and the motion carried with no further discussion.

5. The fifth item of business was Approval of the RFP for Fire Lieutenant Assessment Center.

Chief Examiner Carper stated that the only change from the RFP in 2014 for a Fire Lieutenant was the removal of the dimension "Personal Characteristics".

- a. Commissioner Weed moved to **approve the RFP for Fire Lieutenant assessment center**; it was seconded by Commissioner Gibney, and the motion carried with no discussion.

6. The sixth item of business was Approval of the Firefighter Job Description.

Chief Examiner Carper stated that no change were made to the Firefighter job description.

- a. Commissioner Weed moved to **approve the Firefighter job description**; it was seconded by Commissioner Gibney, and the motion carried with no discussion.

7. The seventh item of business was Approval of the Job Announcement for Firefighter EMT-Paramedic.

Karen Sires, City Human Resources Director, indicated that the pay rate should be changed to \$4851/month.

- a. Commissioner Gibney moved to **approve the Job Announcement for Firefighter EMT-Paramedic** as amended; it was seconded by Commissioner Weed, and the motion carried with no further discussion.

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8. The eighth item of business was Approval of the recruitment process for Firefighter EMT-Paramedic.

Chief Examiner Carper outlined the process: the position would be listed with the National Testing Network (NTN); applications would be due to the City; NTN results would be downloaded; minimum requirements would be reviewed; the top number of candidates determined by the Department would be moved forward for interviews; applicants would then be ranked; that list would be brought to the Commission for certification; if there is a vacancy, the top 3 candidates would be invited for Chief interviews.

- a. Commissioner Weed moved to **approve the recruitment process for Firefighter EMT-Paramedic**; it was seconded by Commissioner Gibney.

Andrew Chiavaras, President, Local 1892, expressed concern that the City is losing out on potential applicants who complete the National Testing Network (NTN) process but do not complete the City employment application by the application deadline. Commissioner Weed felt this could be indicative of a candidate's ability to follow processes.

Commissioner Gibney asked if applicants just completed the NTN process, but did not complete the City application, would the City be missing needed information? Ms. Sires stated there would be no information on whether applicants had DUIs or other concerns with their driving records, and that this would then not be known until the interview process. Ms. Sires that NTN results do not necessarily meet the City's minimum qualifications.

Mr. Chiavaras requested that potential candidates be able to complete the City application at a later date. Chief Jenkins suggested that on the day that the NTN testing must be completed, if potential candidates could be contacted and asked to fill out the City application by a specific date. Ms. Sires stated that in the past, potential candidates had been contacted if they were missing either the NTN scores or the City application and asked to complete the process.

Commissioner Weed asked if the recruiting process could include notifying potential candidates if they had not completed the City application and asking them to complete it. Mr. Chiavaras stated this would be an acceptable solution. Chief Heston, Ms. Sires, and Chief Examiner Carper all agreed to including this notification in the process.

Commissioner Cox recommended that extra time be added to the process to complete the City application. Commissioner Gibney stated that the job announcement should be changed to have a testing closing date of October 7, 2016, and an application closing date of October 14, 2016.

- b. Commissioner Gibney made a motion to reconsider the motion to **approve the recruitment process for Firefighter EMT-Paramedic** based on the discussion; it was seconded by Commissioner Weed, and the motion passed.

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9. The ninth item of business was Approval of Firefighter temporary hire.

Chief Heston explained that Firefighter Wakeman left and that in order to hire a replacement who would then attend the Fire Academy in January, there would be an 8-month gap in staffing. Chief Heston indicated there was a temporary hire available off the Eligibility List who could work for 4 months, and then the situation would need to be revisited.

Commissioner Weed asked if this followed the by-laws; Chief Heston affirmed it was the same process used before, and that the Eligibility List was still active.

- a. Commissioner Weed moved to **approve the Firefighter temporary hire**; it was seconded by Commissioner Gibney, and the motion carried with no further discussion.

10. The tenth item of business was Approval of Police Technology Specialist Job Description.

Chief Jenkins explained that previously the Police Department had an Information Systems Specialist. That individual was promoted to the City IT Department, leaving a vacancy. The Police Department held off on hiring for a year to see if their needs could be supported by the City IT Department. After one year, it was determined, through discussions with the City IT Manager, that the City IT Department could not sufficiently support the Police Department's needs as they were becoming more robust with CCTV, body-worn cameras, and in-car cameras.

The previous Information Systems Specialist job description was revised and renamed, and sent through City Human Resources for classification. The intention is to have the right individual hired by January 1, 2017.

- a. Commissioner Gibney moved to **approve the Police Technology Specialist job description**; it was seconded by Commissioner Weed.

Commissioner Weed asked if the position needed to be able to fix equipment; Chief Jenkins replied that was not the case, but that the individual would need to understand how the equipment works and work with vendors on repairs.

- a. The motion then carried with no further discussion.

11. The eleventh item of business was Approval of Job Announcement for Police Technology Specialist.

- a. Commissioner Weed moved to **approve the job announcement for Police Technology Specialist**; it was seconded by Commissioner Gibney, and the motion carried with no discussion.

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12. The twelfth item of business was Approval of the recruitment process for Police Technology Specialist.

Chief Examiner Carper outlined the process: applications are turned in to the City; minimums are reviewed; those applicants meeting the minimums are forwarded to the Department for interviews; applicants are ranked based on interview scores; that list is brought to the Commission for certification and becomes the Eligibility List; the top three candidates are invited for Chief interviews.

Commissioner Gibney asked if the City IT Manager would be involved in the interview process. Chief Jenkins responded that yes, he would be involved, as would the former Police Information Systems Specialist

- a. Commissioner Gibney moved to **approve the recruitment process for Police Technology Specialist**; it was seconded by Commissioner Gibney, and the motion carried with no further discussion.

OLD BUSINESS:

There was no Old Business

NEW BUSINESS:

There was no New Business

Commissioner Cox moved to adjourn; Commissioner Weed seconded, and the Meeting was adjourned at 8:07 am.

Respectfully submitted:

Chair

Secretary/Chief Examiner

Date: _____