

CIVIL SERVICE COMMISSION

November 7, 2016

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

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

The Special Meeting was called to order at 7:30 am by Commissioner Cox.

ITEMS OF BUSINESS:

1. The first item of business was **Approval of October 5, 2016 Meeting Minutes**.
 - a. Commissioner Weed moved to **Approve the October 5, 2016 Meeting Minutes**; it was seconded by Commissioner Gibney, and the motion carried with no discussion.
2. The second item of business was **Consideration and Approval of the Police Records Specialist Job Description**.
 - a. Chief Jenkins explained that there have been two Records Specialist positions in the past: Records Specialist I which focused on data entry and the front desk, and Records Specialist II which required additional training and focused on public records requests. The decision was made to move these two positions into a single position and train all Records Specialists for the same role. The reasoning behind this was to spread the duties out so the department can better respond to all requests, and to allow for more flexibility within the role. The revised job description was sent to BPDA, a job classification consulting firm, for review.
 - b. Commissioner Weed asked if there are currently 6 full-time Records Specialists; Chief Jenkins responded that there are 6 full-time Records Specialists, and 1 part-time Records Specialist.
 - c. Commissioner Weed asked if the I and II roles are at the same level. Chief Jenkins responded that II is higher, and that all Records Specialists are being moved to that level.
 - d. Commissioner Weed asked if the City Council approved this change. Chief Jenkins responded that the City Supervisor approved the change and advised the City Council.
 - e. Commissioner Weed moved to **Approve the Police Records Specialist Job Description**; it was seconded by Commissioner Gibney, and the motion carried with no additional discussion.

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3. The third item of business was **Consideration and Approval of the Police Records Specialist Job Announcement**.
 - a. Commissioner Gibney moved to **Approve the Police Records Specialist Job Announcement**; it was seconded by Commissioner Weed, and the motion carried with no discussion
4. The fourth item of business was **Consideration and Approval of the Police Records Specialist Recruitment Process**.
 - a. Secretary Carper outlined the process: the job announcement would be open for four weeks; applications would be reviewed for minimum qualifications by Secretary Carper; those applicants who met the minimum qualifications would be interviewed by a panel. After the panel interview, the candidates would be ranked by their interview scores, and the top three candidates would move on to Chief interviews.
 - b. Commissioner Gibney moved to **Approve the Police Records Specialist Recruitment Process**; it was seconded by Commissioner Weed, and the motion carried with no discussion
5. The fifth item of business was **Approval of Extension of the Fire Training Officer Recruitment Period**.
 - a. Secretary Carper explained that the job posting was scheduled to close on November 2nd. As of a week prior to closing, only two applications had been received. Secretary Carper and Chief Heston explored other avenues for posting the position that were fire specific and posted through those venues "until filled".
 - b. Commissioner Cox asked whether there was any concern that the two who had applied may not be pleased that the opening was extended. Secretary Carper stated that, according to the Civil Service Commission rules, interviews had to occur by the rule of 3, and we would not be meeting that requirement. Human Resources Director Karen Sires confirmed that there needed to be at least three qualified candidates.
 - c. Commissioner Weed moved to **Approve the Extension of the Fire Training Officer Recruitment Period**; it was seconded by Commissioner Gibney, and the motion carried with no further discussion

Commissioner Cox moved to adjourn; Commissioner Gibney seconded and the Special Meeting was adjourned at 7:40 am.

Respectfully submitted:

Chair

Secretary/Chief Examiner

Date: _____