

Regular Meeting of the Civil Service Board

Present: Vice-Chair Steve Sanderfer, Marvin M. Lane, Jr., Pat Parrish

Absent: F. Ray Hill (Medical Leave)

Attendees:

Louie Bright, Executive Assistant Chief, Dallas Fire-Rescue
Mike Buehler, President, Dallas Fire Fighters Association
Eddie Burns, Sr., Chief, Dallas Fire-Rescue
Sandra Caro, Strategic Customer Services
Shawn Gary, President, Dallas Black Fire Fighters Association
Harold Gray, Rehire Applicant
Debera Jones, Human Resources Department
Caroline Jordan, Assistant City Attorney
Jill Jordan, Assistant City Manager
Erin Langston, Strategic Customer Services
Joel Lavender, Dallas Fire-Rescue
Ray Lee, Human Resources Department
Daniel Salazar, Deputy Chief, Dallas Fire-Rescue
Thomas Tanskley, Deputy Chief, Dallas Fire-Rescue
Joanne Ung, Project Manager, HRIS/Workforce Management Transition

Civil Service Department Staff:

Michelle Hanchard, Assistant Director
Pamela McDonald, Sr. Human Resource Analyst
Patricia Marsolais, Secretary to the Board
Dawne Payne, Sr. Human Resource Analyst
Martha Santos, Interim Executive Assistant

The meeting was called to order at 8:30 a.m.

The minutes of the Monday, December 4, 2006 meeting were unanimously approved.

The Secretary introduced Assistant City Manager Jill Jordan to the Board. Civil Service is a liaison department to City management under Ms. Jordan. Ms. Jordan described her work history in the public sector and said she has enjoyed working with Pat Marsolais. Ms. Jordan's main efforts with the City are in the areas of environmental matters and customer service. She offered to assist the Board in anyway she could. Other departments that report to her are the Trinity River Project, Office of Environmental Quality, Human Resources, the Efficiency Team, Strategic Customer Services, Equipment and Building Services and Communications and Information Services.

Fire Chief Eddie Burns, Sr., gave the Board an update on the current recruit class. He indicated the members of the class hired in September 2006 are currently in a mentoring class as part of their training to take the CPAT physical abilities test. Of the 50 recruits, three have resigned, one for health reasons and two as a career decision. The class will graduate in late spring and then progress to paramedic school. The entire training program will be over in late October or early November 2007.

The Board heard the rehire appeal of former Water Utilities employee Harold L. Gray. After much discussion with Mr. Gray about his previous employment with the City and consideration of material provided by the Board's review, the Board unanimously denied Mr. Gray's request to reapply for employment with the City.

Joanne Ung, Project Manager of the HRIS/Workforce management system project briefed the Board on the status of the transition to the NEOGOV applicant tracking system. The contract for this was awarded last September. Ms. Ung said that implementation teams from Civil Service, Human Resources and Communication and Information Services are currently doing system configuration based on what our requirements are and what is needed for implementation of the new system. Ms. Ung assured the Board that drafts of various notifications to applicants will be brought to them when they are complete. Ms. Ung added that recommendations developed by the New Employee Process Improvement Team for improvements to the on-boarding process have been integrated into the new workforce management system where applicable. Proposed changes to the employment application will be brought to the Board for consideration and approval at the next meeting.

The Board entered into closed executive session from 8:52 a.m. to 8:55 a.m. pursuant to section 551.071 of the Texas Open Meetings Act to receive legal advice on the proposed change to Civil Service Rule XXIV (B) Trainee Fire Prevention Officer.

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After coming out of Executive Session, the Vice-Chair announced the proposed change to Civil Service Rule XXIV (B) REQUIREMENTS FOR TRAINEE FIRE PREVENTION OFFICER. Assistant City Attorney Caroline Jordan stated that section 1 B (2) currently reads: "Be at least 21 years of age and not have reached 36 years of age on the date the Civil Service Examination is given." The proposed change will eliminate the upper age limit.

Mr. Sanderfer opened the public hearing to receive comments on the proposed rule change. For those wishing to speak, he asked that they limit their comments to three minutes in length. There were no written comments received.

Dallas Fire Fighters Association (DFFA) President Mike Buehler stated that the DFFA is opposed to the rule change. After talking with the pension board, the Association is concerned that individuals hired above the current age limit will be more likely to have workers compensation injuries and become disabled. He added that some fire prevention personnel are subjected to situations calling for more rigorous physical requirements than others. He asked the Board to keep an open mind on this should information become available to support their opposition.

Shawn Gary, President of the Black Firefighters Association did not express opposition to the rule change in his comments. He did question whether the college credits remain at 45 for Fire-Rescue Officer Trainee and 60 for Fire Prevention Officer Trainee. This is how the rules stand presently.

Mr. Lane asked if either of the Chiefs present had comments for the record. Chief Louie Bright indicated that they support the attorneys recommendation to remove the age limit.

There being no further comments, the Vice-Chair closed the hearing. The Board voted unanimously to approve the rule change as proposed.

In reviewing the fiscal year 2005-2006 annual report Mrs. Parrish asked that the Secretary research and reflect the full span of years she served as Vice-Chair of the Board. Board members Lane and Parrish asked the Secretary to include the fact that the Board has been without a Mayor-appointed Chair since George Allen, Jr. last served in that capacity.

In department news the Secretary announced that Executive Assistant Sylvia Littleton had been promoted to Manager of the "traffic stop red light program" in the Public Works and Transportation Department. Sylvia had been with the department for about 13 years. Mrs. Parrish suggested the Board could recognize her service in some way.

The Secretary advised the Board that each internal services department had been asked by the City Manager to develop a survey to be sent to City departments and employees. The Secretary passed out a copy of the survey and said it would be launched in the near future along with surveys by other department.

Mr. Sanderfer requested that the Board consider revising the meeting time at the March meeting. He said that 8:30 in the morning was becoming almost impossible for him due to his work commitments.

There being no further business before the Board, the meeting adjourned at 9:12 a.m.

APPROVED

ATTESTED