

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
Scott Clumpner, Dallas Fire Fighters Association
Ed Davis, Dallas Hispanic Fire Fighters Association
David Etheridge, Director – Human Resources Department
James Hunter, Dallas Fire-Rescue
Debera Jones, Human Resources Department
Erin Langston, Strategic Customer Services
David Serna, Former City employee
Kevin Sipes, Deputy Chief, Dallas Fire-Rescue
Kittie Stone, Member, Hiring and Training Task Force
Thomas Tanskley, Deputy Chief, Dallas Fire-Rescue
Joanne Ung, Project Manager, HRIS/Workforce Management Transition
Steve Williams, Council Member Hill's Office

Civil Service Department Staff:

Michelle Hanchard, Assistant Director
Sheneice Hughes, Test Development and Validation Division Coordinator
Millie Laird, Sr. Human Resources Analyst
Patricia Marsolais, Secretary to the Board
Kim Martin, Sr. Human Resources Analyst
Dawne Payne, Sr. Human Resource Analyst
Martha Santos, Interim Executive Assistant
Eddie Thames, Sr. Human Resource Analyst

The meeting was called to order at 8:31 a.m.

The minutes of the Monday, February 5, 2007 meeting were unanimously approved.

There being no further business before the Board, the meeting adjourned at 9:30 a.m.

Fire Chief Eddie Burns briefed the Board on proposed changes to Civil Service rules XIV PROMOTIONS, Section 4 B Fire Department and XXIV REQUIREMENTS FOR TRAINEE FIRE AND RESCUE OFFICER. The Chief outlined recommended changes to rule XIV that cover requirements for individuals who laterally transfer to fire prevention to complete all mandatory training before being eligible to promote to the next rank. Other rule modifications address extending all promotional lists to 18 months, the removal of a 90 day cap on assignments in higher classifications to permit the Chief more flexibility and the deletion of the requirement that a candidate for Fire and Rescue Officer Trainee or Fire Prevention Officer Trainee have a good credit rating. The Board will hold a public hearing and vote on the proposed changes at the next meeting.

Fire Chief Eddie Burns asked the Board to extend the eligible list for Driver Engineer to 18 months. The list was established on February 7, 2007. The Chief said he would like to see all lists be 18 months in duration. The Board unanimously approved the extension of the Driver Engineer eligibility list to 18 months.

HRIS/Workforce Management Transition Project Manager, Joanne Ung, outlined changes that would be needed to the City employment application for transition to the NEOGOV workforce management system. Ms. Ung covered the new items to be added, those to be changed, and a couple for deletion. The standard NEOGOV on-line application was discussed and contrasted with the City's existing application. There are several questions such as compensation preference, willingness to relocate, career objectives, etc. that are optional for applicants to fill out. For example, an item not on the current City application that the transition team would like to add is whether or not someone is a present City employee and their employee ID number. It will give the City a better reference point in the process. The hiring and tactical team from the City Manager's Office has requested that the following be added to the top of the application: "The City of Dallas is committed to quality customer service. We value and respect our customers."

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Removal of questions related to previous convictions is proposed for non public safety positions. These questions would be required further along in the hiring process instead of at the initial application stage. This is pursuant to the February 28, 2007 City Council agenda item related to the Employment Re-Entry Program. The Board unanimously approved all proposed modifications to the employment application.

Former Fire-Rescue Trainee David Serna told the Board that he never received a rapid response form advising him that he was approved to take the written examination for Fire Prevention Officer Trainee. The test was given on October 31, 2006. He said his notice was forwarded to the Fire Academy rather than to his home address. He asked the Board to allow him to take the examination now. Board Vice-Chair Steve Sanderfer said that under the Texas Open Meetings Act the Board could take no action because of the way the agenda item was worded. This item will be placed on next month's agenda for action.

The Secretary and Assistant Director gave the Board an update on the progress of recommendations made by the Special Civil Service Committee on uniform promotional testing. Items number one and three have been implemented.

1. "Notice for promotional testing to be given 90 days prior to written examination and dates of assessment center to be announced 90 days prior to assessment center and at least by the date of the written examination."
3. "In the explanation of the written examination appeal process state that any candidate has the right to appear before the Civil Service Board if he/she has concern about the written examination appeal process."

Item number two, the development of a booklet explaining in detail all the steps in the promotional process, both written and assessment center, is complete and under review. It will be sent to the Board prior to the April meeting. Mr. Lane and the Secretary will schedule a meeting with the City Attorney's Office to discuss the assessment center appeal process prior to the next Board meeting. Ms. Hanchard stated that item number 5, the development of a feedback questionnaire for assessment center participants is complete and will be submitted to the Board for approval. She added that the development of specific policies with the Fire and Police Departments as to the frequency of tests has not been started. Mr. Lane emphasized the importance of the rank and file being able to anticipate examinations and stressed the Board's desire to see this done. Ms. Hanchard also provided a status report on other initiatives related to the report.

Assistant Director Michelle Hanchard provided the Board with an update on uniform testing projects. The staff will be assisting the Fire Department in the administration of the Candidate Physical Ability Test (CPAT) and preparing for an upcoming round of Fire prevention testing.

The Secretary announced a minor reorganization of the examining and recruitment division to meet the changing needs of the workflow with the transition to the new workforce management system. The changes are all within budget.

In its discussion of the Board meeting time, the Board Members asked about the status of new Board Members. The last report the Secretary was given by Jessie Salazar from the City Secretary's Office was that there were three new Board Members in the pipeline and one adjunct panel member. Ms. Parrish said with her new job she would be covering 22 states and accordingly have a very difficult schedule. She does not know how available she will be in the future to attend meetings. Mr. Lane said he would contact the City Secretary about the prospective Board members who are pending approval. After some discussion, the Board decided to change its meeting to the first Thursday of the month at 8:30 a.m. starting with the April meeting.

There being no further business before the Board, the meeting adjourned at 9:30 a.m.

APPROVED

ATTESTED