

Meeting of the Civil Service Board

**Present:** Chair Ron Chapman, Jr., Vice-Chair Marvin M. Lane, Jr., George L. Allen, Jr., F. Ray Hill

**Absent:** Pat Parrish, Alicia S. Voltmer

**Attendees:**

Linard Anderson, Rehire Applicant  
Jay Ellwanger, Attorney for Roderick Tolor  
Cecilia Hinojo, Lieutenant, Dallas Police Department  
Chris Kaakaty, Assistant Director, Dallas Water Utilities  
Janice Moss, Senior Assistant City Attorney  
Ayeh Powers, Assistant City Attorney  
Gene Summers, Lieutenant, Dallas Police Department  
Roy Lee Tidwell, Rehire Applicant  
Roderick Tolor, Grievant\*

**\*Several witnesses for the Tolor hearing**

**Civil Service Department Staff:**

Janice Favors, Senior Human Resource Analyst  
Michelle Hanchard, Assistant Director  
Sheneice Hughes, Supervisor IV  
Millie Laird, Senior Human Resource Analyst  
Patricia Marsolais, Secretary to the Civil Service Board  
Pamela McDonald, Manager – Examining and Recruitment Division  
Dawne Payne, Senior Human Resource Analyst  
Martha Santos, Executive Assistant  
Eddie Thames, Senior Human Resource Analyst  
Joanne Ung, NEOGOV Process Review Manager

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

Prior to beginning the agenda, the Chairman asked the parties in the Roderick Tolor discrimination hearing if they had conferred regarding exhibits. They had met and the City's exhibits had been agreed to. The Grievant's Attorney, Jay Ellwanger, noted that the admissibility of a few of his exhibits was unresolved. The Chair said that those exhibits would be addressed at the appropriate time.

The minutes of the August 7, 2008 regular meeting were unanimously approved.

The Board heard the rehire appeal of former Street Services Department employee Linard B. Anderson. After much discussion with Mr. Anderson about his previous employment with the City and consideration of material provided for the Board's review, the Board unanimously approved his request to apply for employment opportunities with the City.

The Board heard the rehire appeal of former Park and Recreation Department employee Roy Lee Tidwell. After much discussion with Mr. Tidwell about his previous employment with the City and consideration of material provided for the Board's review, the Board unanimously approved his request to apply for employment opportunities with the City.

Lieutenant Gene Summers of the Dallas Police Department Training Academy submitted a proposal to the Board that would clarify rules that govern the department's rehire of applicants who fail the Police Academy. Lieutenant Cecilia Hinojo from Police Recruiting was also present for the discussion. According to Lieutenant Summers the various steps and progression through the Police Academy and the failure of tests that constitute dismissal from the academy are inconsistent. The Dallas Police Department is requesting the Board allow the department to place officers who have failed an academy test in a rehire category. The department does not believe this should be a long term or permanent disqualifier. Right now candidates have to wait at least one year before being considered for rehire. The proposal is to reduce the one year to six months. After discussion with Police representatives to obtain a better understanding of how the Academy works, the Board unanimously approved the requested change in waiting time from one year to six months. Senior Assistant City Attorney Janice Moss supported this change in light of the Police Department's hiring difficulties.

**Meeting of the Civil Service Board  
Page 2**

The Secretary provided the Board with an update on the NEOGOV Workforce Management System action items. The proper functioning of the "read-only" feature is fully operational. The users assigned to this side of the NEOGOV system have been changed to "read-only-yes" if that status is what is appropriate. The system will remain a single portal. A two portal system would be an inconvenience for customers for many reasons. With the cooperative spirit between the City Manager's Office and Civil Service Department, it has been agreed to maintain a single portal. If anything occurs to alter that the Secretary will advise the Board. Communication and Information Services Director Worris Levine has assured the Secretary that work on a change control system can begin now that the "read-only" feature is resolved.

The Secretary shared a memorandum she had received from Dallas Police Department Lieutenant Marc Hearn recognizing Senior Human Resource Analyst Jan Favors for outstanding work. A twenty-seven year employee of the Civil Service Department, Ms. Favors has not lost her enthusiasm and dedication for her job. On behalf of the Board, Mr. Chapman thanked her for her service and dedication.

The Board heard the grievance appeal of Water Utilities employee Roderick Tolor alleging discrimination in promotion based on race and color. The City was represented by Assistant City Attorney Ayeh Powers. Assistant Director of Water Utilities Chris Kaakaty was the Water Utilities representative. Attorney Jay Ellwanger represented Mr. Tolor. After hearing testimony and evidence from the grievant, both sides presented closing arguments. The Board voted three to one that the grievant did not meet his burden to show he was discriminated against based on race and color in promotion. Voting Nay: Chapman, Hill, Lane Voting Aye: Allen

There being no further business before the Board, the meeting was adjourned at 2:55 p.m.

**(A complete transcription of this meeting is available)**

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**ATTESTED**

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**APPROVED**