

Meeting of the Civil Service Board

Present: Vice-Chair Steve Sanderfer, F. Ray Hill, Marvin M. Lane, Jr.,
Absent: James M. Meyer, Pat Parrish

Attendees:

Robert Bailey, Assistant Chief, Dallas Fire and Rescue Department
David Etheridge, Human Resources Director
Debera Jones, Manager, HRIS System
Janice Moss, Senior Assistant City Attorney
Rosie Ramirez, Assistant to David Etheridge
Tom Taylor, Grievance Chair, Dallas Fire Fighters Association
Joanne Ung, Project Manager, HRIS and Applicant Tracking/Workforce Management System Transition Project

Civil Service Department Staff:

Michelle Hanchard, Assistant Director
Sylvia Littleton, Executive Assistant
Patricia Marsolais, Secretary to the Board

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

The minutes of the Monday, May 1, 2006 meeting were unanimously approved.

Human Resource Information System (HRIS)/Workforce Management System Transition Project Manager Joanne Ung gave the Board an overview of the steps that have been taken on this initiative to date and provided a snapshot of the project's final phase. Ms. Ung stated that the current applicant tracking system used by the Civil Service Department does not meet the City's needs. The existing system is largely a database that stores job applicant data. The new trend is for the software and hardware to be maintained at the vendor's site rather than the customer's location. A request for competitive sealed proposals (RFCSP) to replace and update the system was issued on February 25, 2006. The four proposals received in response have been evaluated. The next step will be to choose finalists for further review and in-person demonstrations. Finalists will be selected based on their stated ability to meet the City's criteria.

Human Resources Director David Etheridge briefed the Board on the "Employee Performance Improvement Plan." Having implemented a performance appraisal system for civilian employees at the end of the 2004 and two rating periods taken place to date, the next phase is to focus on employees who have not been rated as "fully successful" in their jobs during those appraisal periods. That is what the "Employee Performance Improvement Plan" will address. The impacted employees will develop their own performance improvement document. At this juncture there are 33 civilian employees who fall into this category. The plan will involve the active participation and feedback of the employee's supervisor and departmental Human Resources Generalist. If it is found that the employee's supervisor has not documented the employee's performance thoroughly to warrant the rating given, that will be dealt with as part of this process too.

The Secretary gave the Board an update on the development of an assessment center appeal process. To date there have been four meetings with members of Fire and Police Associations to work on this project. The discussions have been productive although the development of a specific procedure is still in progress. Mr. Lane reiterated that if other members on the development committee do not agree with the plan submitted, they have a right and an obligation to present their disagreement and an alternate plan in writing. Mr. Lane does not just want to hear objections. He would also like to have a written status report on all items on the Boards list of projects concerning Police and Fire test projects. He would also like to have a status report from the Human Resources Department on the four Civil Service/Human Resources Task force items. The Board received its last update on these in February from Hazel Roper of the Human Resources Department.

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Assistant Director Hanchard provided the Board with a summary on the progress of uniformed testing. She said that the new Fire physical abilities test (PAT) was administered to 272 candidates over a two week period in May. The pass rate was higher than expected. Data on this testing will be sent to the consultant who developed the test for evaluation.

The Secretary reported in department news that Civil Service will be participating in customer service training with the Human Resources Department the next day. It is the first step in a series of customer service initiatives the City Manager has planned.

There being no business before the Board, the meeting adjourned at 9:03 a.m.

APPROVED

ATTESTED