

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:

Yolanda Clark-Bufford, Rehire Applicant

Debra Carlin, Assistant Chief, Dallas Fire and Rescue

James Causey, Rehire Applicant

Debera Jones, Manager, HRIS System

Jason McClain, Assistant City Attorney

Kojo Nkansah, Reapplication Candidate

Joe Pierce, Deputy Chief, Dallas Fire and Rescue

Tom Taylor, Grievance Chair, Dallas Fire Fighters Association

Joanne Ung, Project Manager, HRIS and Applicant Tracking/Workforce Management Transition Project

Rowland Uzu, IT Manager, CIS Department

Civil Service Department Staff:

Michelle Hanchard, Assistant Director

Sylvia Littleton, Executive Assistant

Patricia Marsolais, Secretary to the Board

Pamela McDonald, Senior Human Resource Analyst

The meeting was called to order at 8:32 a.m.

The minutes of the Monday, June 5, 2006 meeting were unanimously approved.

The Board heard the rehire appeal of former Code Compliance employee Yolanda Clark-Bufford. After much discussion with Ms. Clark-Bufford about her previous employment with the City and consideration of the material that had been provided for the Board's review, the Board voted unanimously to approve her request to reapply for jobs with the City. The Board applauded Ms. Clark-Bufford for her educational accomplishments since her departure from the City.

The Board heard the rehire appeal of former Water Utilities Department employee James Causey. After much discussion with Mr. Causey about his previous employment with the City and consideration of the material that had been provided for the Board's review, the Board voted to approve his request to reapply for jobs with the City. Voting Aye: Hill, Lane, Voting Nay: Sanderfer

The Board considered the reapplication appeal of Kojo Nkansah, a current Environmental Health Services employee. After presenting applications containing discrepancies in dates of employment in 2004, Mr. Nkansah was not allowed to apply for other positions with the City for a period of two years. Upon discussing this with Mr. Nkansah and reviewing the dates contained in the current resume he presented, the Board unanimously denied his request to pursue other employment opportunities with the City. The current resume had discrepancies in dates of employment also.

Joanne Ung, Human Resources Information System (HRIS)/Workforce Management Transition Project Manager gave the Board an update on the procurement of a new workforce management or applicant tracking system. Ms. Ung described the steps of the project from its inception to the recommendation of NeoGov as the proposed vendor. The City Council's Audit and Finance Committee will be briefed next week. Full Council action is anticipated at the end of the month. Mr. Lane asked if an individual who has applied on-line would receive notification from the City that it had been received. Ms. Ung confirmed that this was the case and that additional business processes would be incorporated into the system to enhance the City's customer service response. Mr. Lane requested that the Board be briefed on the practical applications of the business rules decided on at a future meeting.

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The Secretary provided the Board with a status report of all the items researched and reviewed by the Board in its study of the assessment center process. Mr. Lane asked the Secretary to update the Board again in October and to furnish a comparison against what the current schedule is versus what the schedule was when first presented. Mr. Lane asked that Hazel Roper or someone from the Human Resources Department provide the Board with a status report on the four Civil Service/Human Resources Department Task Force recommendations compared to what schedule they were on when presented in February 2006.

Assistant Director Hanchard updated the Board on the progress of police and fire test projects. She advised the Board that the consultant who developed the new Fire Physical Abilities Test will brief the Board on the results at the September 11, 2006 regular meeting.

The Secretary offered her perspective on the fiscal year 2006/2007 budget process and how the Civil Service Department fared. It was her opinion that with all things considered the department made out well. It was a new process (The Price of Government) so there was confusion on how to proceed at the outset. Assistant Chief Carlin headed up the Public Safety Results Team. She gave the Board her thoughts on the first year of the new approach.

The Secretary provided the Board with a listing of dispositions on probationary period extensions submitted by departments.

In department news the Secretary announced that Executive Assistant Sylvia Littleton had earned the designation as a Professional in Human Resources (PHR) by taking a very difficult certification examination. The Board congratulated her on this accomplishment.

There being no further business before the Board, the meeting adjourned at 9:31 a.m.