

Meeting of the Civil Service Board

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

Attendees:

Mike Buehler, President, Dallas Fire Fighters Association
David Etheridge, Human Resources Director
Janice Moss, Senior Assistant City Attorney
John Spinelli, Citizen
Tom Taylor, Grievance Chair, Dallas Fire Fighters Association
Margaret Wright, Human Resources Assistant Director

Civil Service Department Staff:

Randall Carman, Senior Human Resource Analyst
Michelle Hanchard, Assistant Director
Sylvia Littleton, Executive Assistant
Patricia Marsolais, Secretary to the Civil Service Board
Kim Martin, Senior Human Resource Analyst

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

The minutes of the September 12, 2005 regular meeting were unanimously approved.

The Board entered into closed executive session from 8:34 a.m. to 8:50 a.m. to receive an attorney briefing on:

- City of Dallas v. Greg Abbott, Attorney General, GV001999 in the 261st District Court.
- City of Dallas v. Greg Abbott, Attorney General, GV201604 in the 250th District Court.
- City of Dallas v. Greg Abbott, Attorney General, GV201892 in the 261st District Court.
- City of Dallas v. Greg Abbott, Attorney General, GV401225 in the 261st District Court.
- City of Dallas v. Greg Abbott, Attorney General, GV403778 in the 201st District Court.
- City of Dallas v. Greg Abbott, Attorney General, GV404142 in the 98th District Court.
- City of Dallas v. Greg Abbott, Attorney General, GV404153 in the 353rd District Court.

There was no action taken by the Board.

Mr. Lane stated that at the last meeting the Vice-Chair had requested he chair a committee to review the concerns of some of the employee associations regarding the checks and balances in the employee testing process including appeals of the process. As a first step, he has sent an e-mail or letter to the presidents of ten associations to have one-on-one meetings with them to specifically understand their concerns and to solicit from them recommendations on how the process could be improved. Mr. Lane added that he had already heard back from five. His goal is to meet with all interested associations in the next two weeks. At that point he will discuss the next step of the process with the Vice-Chair. The Vice-Chair thanked Mr. Lane for initiating the project.

Assistant Director Michelle Hanchard provided the Board with an update on uniformed testing. She reported that the written examination for Police Lieutenant was administered on September 19, 2005. The written examination for Police Sergeant is scheduled for December 6, 2005. Ms. Hanchard noted that she was having difficulty

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locating hotel space for the assessment center due to a national Heart Association conference being held in Dallas at the same time. She will continue to work on this issue. The development of a new fire physical abilities test is moving along. A tentative course outline has been established.

The Secretary advised the Board that the 2005/2006 City budget was passed by the City Council the previous week. The department fared well in that no positions were lost.

In department news, the Secretary updated the Board on placement efforts the staff is working on with 32 employees whose jobs are slated for elimination on September 30, 2005. At this time there is placement information on 16 of the employees. It is expected that there will be more placements during the last week based on success in past reductions-in-force.

Under department news the Board discussed the "City of Dallas Personnel Rules Proposed Training Plan" document with Human Resources Director David Etheridge. In response to a question from Mr. Lane, Mr. Etheridge said that he did not have any feedback from the City Attorney's Office as to when a draft of the revised rules would be ready for City Council. Senior Assistant City Attorney Janice Moss added that the attorney who is working on this has a number of City Council items concerning the Charter referendum and the budget to work on first. She will find out where the rules revision project stands and advise the Board.

Mr. Hill questioned the order of training listed in the briefing. It appeared to him that employees will be trained before their managers and supervisors. Mr. Etheridge acknowledged this and added that managerial staff has been and will be trained again on performance appraisal procedures in the near future. He added that the absence of the uniformed services on the training schedule is an oversight. Mr. Lane asked if the distribution of 15 employees from Human Resources and 7 from Civil Service in the "Train the Trainer" Program was correct. Mr. Etheridge said that they didn't want to bombard Civil Service. Mr. Etheridge said that Ms. Marsolais had not seen this information.

Mr. Lane requested that Mr. Etheridge meet with Ms. Marsolais to be sure that it is not an overburden on her staff, an under burden on the Human Resources staff, and that the ratios reflect the overall organization. Mr. Etheridge asked the Secretary if she had a recommended distribution to which she responded that she'd like to have time first to look the plan over since she had not seen it prior to the meeting. Mr. Etheridge recommended that the communications be in writing about this. Mr. Lane suggested Mr. Etheridge call Ms. Marsolais to discuss it. Mr. Etheridge said that it is his opinion that it is best to communicate in writing. Messers. Lane and Etheridge exchanged dialogue on the pros and cons of written versus verbal communication. Senior Assistant City Attorney Moss said she would be happy to research the status on any issues that involve the City Attorney's Office to facilitate the process.

There being no further business before the Board, the meeting adjourned at 9:09 a.m.

APPROVED

ATTESTED
