

Meeting of the Civil Service Board  
Monday, November 7, 2005

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

Attendees:

Marie Crowder, Rehire Applicant  
David Etheridge, Human Resources Director  
Tomas Gonzalez, Assistant City Manager  
Caroline Jordan, Assistant City Attorney  
Janice Moss, Senior Assistant City Attorney  
Tom Taylor, Grievance Chair, Dallas Fire Fighters Association

Civil Service Department Staff:

Michelle Hanchard, Assistant Director  
Sylvia Littleton, Executive Assistant  
Patricia Marsolais, Secretary to the Civil Service Board  
Martha Santos, Management Assistant

The meeting was called to order at 8:40 a.m.

The minutes of the October 3, 2005 regular meeting were unanimously approved.

Vice-Chair Pat Parrish acknowledged the resignation of Board Member Ron Chapman Jr. On behalf of the Board she thanked him for his service and wished him well. Mr. Chapman has been appointed to the Park Board by the City Council.

The Board welcomed new Assistant City Manager Tomas Gonzalez. Mr. Gonzalez has served as City Manager of Harlingen, Texas and in various capacities, including Assistant City Manager for the City of Lubbock, Texas. His duties in Dallas include oversight of the Staff Accountability Priority Key Focus Area and the northeast sector of the City. The Civil Service Department is a liaison department to Mr. Gonzalez. Mr. Gonzalez pledged his cooperation in working with the Civil Service Board and the department on issues of mutual interest and concern.

The Board heard the rehire appeal of Marie Crowder, former Water Department employee. After much discussion with Ms. Crowder and consideration of the information available to the Board on her previous work with the City, the Board voted unanimously to deny her appeal to be allowed to reapply for City employment.

The Board entered into closed executive session from 8:55 a.m. to 9:10 a.m. to receive an attorney briefing on:

-City of Dallas v. Greg Abbott, Attorney General, GV001999 in the  
261<sup>st</sup> 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  
261<sup>st</sup> 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 353<sup>rd</sup> District Court.

There was no action taken by the Board.

Senior Assistant City Attorney Janice Moss gave the Board an overview of the draft revisions to Chapter 34 of the Dallas City Code, "PERSONNEL RULES." She said that in large part they are just "clean-up" items. The City Attorney's Office worked with the Human Resources Department on the project. In response to a question from Board Member Lane, Assistant City Attorney Caroline Jordan confirmed that all of the recommendations made by the Civil Service/Human Resources Efficiency Taskforce about the employee appeals process were incorporated. Ms. Moss outlined each of the changes from simple wording adjustments to substantive ones to streamline and improve the employee appeal process. Ms. Moss said that the revisions will go to the City Council on December 14, 2005 for approval.

Marvin Lane updated the Board on the special civil service committee that was formed by the Board to look into issues that were brought forward from employee associations about the promotional process, in particular, the checks and balances associated with a testing appeal. Mr. Lane said he had met with ten employee associations since the last Board meeting. After talking with the ten, he sent copies of his notes to the uniformed associations for review and comment and met with Senior Assistant City Attorney Janice Moss and Assistant City Attorney Caroline Jordan about what he had learned and what his initial thoughts were. Based on a recommendation from Ms. Moss, he will also meet with the Police and Fire Chiefs to obtain their input. A teleconference with Dr. George Thornton, consultant for the assessment process will follow. When all of these steps are complete, Mr. Lane will come forward with a summary of what he's learned and his preliminary thoughts on how the City can improve the process. He will present them in a meeting to association presidents, Human Resources staff, Civil Service staff, and members of the City Attorney's Office. Following that he will make a presentation of the inputs he has received and will make recommendations to the Board at the January meeting.

The Secretary provided the Board with an update on the applicant tracking system. After working with Assistant City Attorney Don Knight on this matter, the City finally has a contract with the vendor for this service. Concurrently the staff will be working with the Communications and Information Services Department on the future of applicant tracking for the City. Vice-Chair Parrish recused herself from this discussion to avoid a possible conflict of interest. She designated Mr. Sanderfer to serve as chair in her absence.

The Secretary advised the Board that the Judicial Nominating Commission will be interviewing and evaluating the current panel of four Administrative Law judges for reappointment in the next week. Their contracts are two years in length and expire at the end of the calendar year.

The Secretary submitted the quarterly probationary extension report to the Board for review and questions.

In department news, Assistant Director Hanchard updated the Board on uniformed testing projects including the upcoming written examination for Police Sergeant and the assessment center for Police Lieutenant.

There being no further business before the Board, the meeting adjourned at 9:42 a.m.