

**GREEN CIVIL SERVICE COMMISSION  
MEETING MINUTES  
AUGUST 12, 2020**

Mr. Robert Calderone called the meeting to order at 6:00pm and noted Mr. Clark “Chip” Westfall and Mrs. Kimberly Baer were present. Also present were Pam Serina and Melinda Svenson from Human Resources. All attendees practiced social distancing and wore masks in accordance with CDC guidelines.

**MINUTES**

Commission reviewed the July 8, 2020 meeting minutes. Mrs. Baer made a motion to approve and Mr. Westfall seconded the motion.

**CORRESPONDENCE**

- Commission reviewed the expense report ending July 31, 2020. No changes from the previous month.

**NEW BUSINESS**

- Proposed Civil Service Rule Revision
  - Pam ensured the Commission members had a copy of the email she had originally sent out on August 6, 2020, stating the following:

Civil Service Commissioners:

Below is language I would like to have discussed and considered at our meeting tomorrow evening.

For either professional positions requiring a minimum of a college bachelor's degree and/or for positions that are supervisory in nature, the Hiring Manager (Mayor, Department Head, or Division Head) may elect either:

- (1) a Promotion exam available only to qualified, active employees seeking a promotion or
- (2) an Open-competitive exam available to anyone who meets the minimum qualifications. An Open-competitive exam invites both internal and external candidates to compete for the open position.

The decision will be determined by the individual to whom the position reports; and, a letter will be submitted to the Commission indicating the chosen exam type.

Thank you, and see you then.

Pam

- Pam explained she wanted to consider the option of allowing each hiring manager the option to decide if a test should be internal or external (with internal applicants allowed). Pam stated that if there is a promotional opportunity today, and if we have three qualified and interested employees, the test stays internal. Pam also stated that the way the rules are today, if we have one or two internal candidates, then the test is open to the outside. Pam stated with her proposed change, the hiring manager would have the chance to have external candidates apply, not excluding the internal candidates from testing as well.

- Mr. Calderone paraphrased and stated that the current rules state if there are three or more internal candidates, then the Commission would give the hiring manager a list. Mrs. Baer clarified that the Commission would give an exam and if all three candidates passed, then the hiring manager would be given a certification list with those three names. Mrs. Baer stated if only one or two candidates were to pass, the hiring manager can choose from the names left or ask for a full certification and the test would be given again, including external candidates.
- Pam stated for clarification that the first thing that needs to happen is the candidates need to qualify to take the exam. Pam stated if we have three qualified people, we then have a promotional exam. Pam stated all three must pass and then the hiring manager receives the certification list.
- Mr. Calderone pointed out that CSC Rule 9.5 currently says the Commission “may” conduct an examination if there are less than three qualified individuals. Mrs. Baer stated this is because depending on the position, the Commission may choose to not do a formal exam but may have other means of testing the candidates and/or ranking them. Mr. Calderone asked Pam that based on the current rules, what would change with what Pam is asking for.
- Pam stated that offering the hiring manager the flexibility to have a larger pool of candidates to select from would give the manager and the city a better chance of finding the best candidate for a given position. Pam gave the example of the Income Tax Administrator position. This position had only two internal candidates who were qualified to take the exam so the test was extended to external candidates. We ended up hiring an internal candidate but including external candidates allowed us to consider outside candidates as well and increase our candidate pool.
- Mrs. Baer stated that Civil Service Rules 9.4 and 9.5 are the two rules that cover how the promotional exams are currently done.
- Mr. Calderone stated it sounds like what Pam is proposing is to vacate these two sections and leave it up to the hiring manager/department head and/or Mayor. Mr. Calderone’s concern is if the Commission made a change like the one proposed, there could be issues that develop.
- Mrs. Baer wanted to know why Pam wanted to narrow this change to only positions of a supervisory nature and/or that require a bachelor’s degree. Mrs. Baer stated she had a concern with the rules being created differently for different groups of candidates versus applying to all classified employees equally.
- Pam stated she felt that if a position was supervisory and/or required a BA, that these positions sometimes require a larger range of experience and/or education which could make it harder to find when you limit the opening to just internal candidates. Pam defined these positions as more “professional” positions. Pam stated it was her preference to have the hiring manager decide which way they wanted to go (internal vs. external) prior to posting for the position.
- Pam also advised the Commission that City Council is looking at legislation for diversity and inclusion and if they vote on the legislation, all hiring procedures will be examined at the city. Pam also stated she is imagining the perspective will be on how we can broaden our pool of candidates.
- Pam stated she agreed the different managers could make different decisions in testing external versus internal. Pam states there is always room for people to be arbitrary as well as the possibility for things to happen we aren’t always anticipating.
- Pam stated she feels all current directors want to get the best candidates, but also feels it would be most of their preference to hire internally when they can as the current employees know the city, and it is not necessarily an advantage to hire from the outside. Pam did state you also want to consider candidates who have a variety of background that could bring value to the position which is why it is also beneficial to consider external candidates.
- Mrs. Baer stated the Commission has always asked for the hiring manager’s input and always tries to work with the person to get the best exam, etc. Mrs. Baer also pointed out that in the past, the commission has invited the hiring manager to sit down with them as they review applications for qualifications as the commission knows they are not as knowledgeable with certain positions, etc..

- Mr. Calderone stated the suggested rule change seemed to lean toward being more arbitrary. Pam stated she agreed the decision to test internal versus external may not be made the same every time a position is tested.
- Mr. Westfall stated he understands what Pam is asking but stated the current rules maintain clarity and consistency. Mr. Westfall stated he is leaning towards what currently exists so all managers are doing the same thing. He feels the current language maintains consistency.
- Pam told the Commission she appreciated what they were saying because it would definitely be different. Managers have the responsibility to hire the best candidate they can and feels managers would be better able to do this with this proposed rule change. Pam stated she would respect whatever decision the commission comes up with but feels managers are capable in making good decisions in these situations.
- Mrs. Baer stated she agrees with Mr. Westfall; however, Mrs. Baer stated the Commission could do a better job working with the hiring manager to get the best candidate. Mrs. Baer stated she doesn't know what the current culture is with the thought on promotions.
- Pam said she feels internal candidates see a promotion tied with tenure and that she understands this mentality; however, Pam also said it is important to the city to get highly talented people in the positions we have available.
- Mr. Westfall asked Pam if the city gives employees the opportunity for professional development and/or if the manager looks to the people below them to encourage them to get outside training for possible future positions.
- Pam stated we could do more with this. Pam stated during the last negotiations, we did increase the tuition reimbursement to \$4000 a year. Pam stated we do offer training, but maybe not so much in the way of succession planning.
- Mrs. Baer suggested that "three" might not be the magic number and maybe it is something where we want to have a pool of five candidates.
- Mr. Calderone reiterated his opposition to allowing a department head to arbitrarily decide whether a promotion would be internal or open to the public.
- Mrs. Baer reiterated that whatever decision is made, it should cover all classified positions.
- Pam asked the Commission what the "bad" thing is about managers being able to make the proposed decision to test externally versus all internally.
- Mr. Calderone asked if what if one time a manager takes three internal candidates and keeps the test internal and the next time he/she has three internal candidates they do an external exam? Mr. Calderon stated he wanted to see the criteria that would be used to determine if a test would be internal or external.
- Mr. Westfall reviewed why the Civil Service Commission was created to begin with. He said there were too many arbitrary decisions by management with no consistency so the employee may feel they are a good solid employee who has done great work and now they have to compete with all these other candidates.
- Mr. Calderone stated he would be more open to losing section 9.4 and doing all tests as an external exam versus making it arbitrary and leaving it up to each hiring manager. Mr. Calderone stated he would prefer to make a final decision on this proposed change until he had more time to think on it. Mrs. Baer agreed and stated no motion was needed right now.
- Mrs. Baer stated she is in agreement with getting the best candidate but does not feel changing the rules is the way to do this.

### **OLD BUSINESS**

- N/A

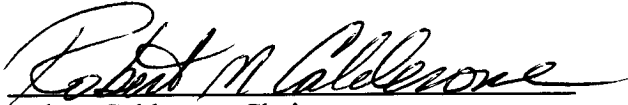
### **NEXT MEETING:**

The next Civil Service Commission meeting is scheduled for September 9, 2020 at 6:00pm.

There being no further business, Mr. Westfall motioned for the meeting to adjourn and Mr. Calderone seconded this motion. The meeting adjourned at 7:00pm.

Respectfully submitted,

Melinda Svenson



Robert Calderone, Chair

9-9-2020

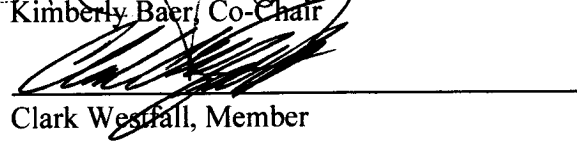
Date



Kimberly Baer, Co-Chair

9-9-2020

Date



Clark Westfall, Member

9-9-2020

Date