

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
SEPTEMBER 13, 2017**

Mr. Jerry Alessia called the meeting to order at 6:00pm and noted Mrs. Kimberly Baer was present. Mr. Robert Calderone was not present. Also present was Valerie Carr, Service Director, and Pamela Serina and Melinda Svenson from Human Resources.

MINUTES

Commission reviewed the August 9, 2017 meeting minutes. Mrs. Baer motioned to approve the minutes and Mr. Alessia seconded the motion.

Commission reviewed the August 29, 2017 Special Meeting minutes. Mr. Alessia motioned to approve the minutes noting Dave Perrine, Service Supervisor candidate, provided additional information to be qualified for the exam and was subsequently qualified by the Commission.

CORRESPONDENCE

- The Commission reviewed the expense report ending August 31, 2017 noting there were no changes.
- Commission reviewed and signed the following Payroll Status Forms:
 - Brian Mulkey, Service Supervisor resignation
 - Dave Perrine and Larry Lott, temporary upgrades to Service Supervisor
 - Trent Green and Olen Kinsley, promotions into Service Worker II positions
- Pam Serina informed Commission that the Assistant Finance Director position had been removed from the bargaining unit effective August 24, 2017. Pam stated council had approved for the position to be unclassified and exempt.

NEW BUSINESS

NA

OLD BUSINESS

- **CSC Rule Changes**
 - Pam informed the Commission she had asked both Chief Funai, Fire Chief, and Valerie Carr, Service Director, to attend tonight's meeting. Pam stated she wanted to give both individuals a chance to ask questions as well as allow the Commission to ask questions of them pertaining to the proposed CSC rule changes. Pam also stated she wanted to meet with both Chief Funai and Valerie outside of the Civil Service meeting to highlight the changes proposed and then see if they had any questions or suggestions.

- Valerie stated she did have some concerns relating to the fact the City doesn't have the option to open the competitive tests immediately. Valerie stated she was not stating we didn't potentially have great internal candidates but feels it limits the city when we can't test outside. Valerie stated she wasn't trying to eliminate internal candidates and they'd be able to take the test as well. Valerie feels the city would have more options.
- Mrs. Baer commented that the bargaining unit contract allows for promotions to be posted. Mrs. Baer asked if the city looked at all bargaining unit candidates when they post for an internal promotion. Melinda stated all candidates are reviewed and the most qualified can be selected, but there does not have to be more than one candidate. Pam stated the candidate still had to meet the job qualifications.
- Valerie asked if the probationary periods in the Civil Service Rules matched that in the contracts. Mrs. Baer stated CSC made no changes regarding probationary periods.
- Mrs. Baer asked if Valerie had seen a copy of the proposed rule changes. Pam stated Valerie had not been copied on this. Mrs. Baer stated this would be easier for Valerie to understand which specific rules were being affected by the changes along with the rationale. Pam stated she was not sure she had the final rationale spreadsheet. Pam stated she would ask Mr. Calderone about the latest version of the rationale spreadsheet and then give it to both Valerie and Chief Funai.
- Valerie also questioned the Commission's rationale for how they wanted to break ties in the amended rules (using last digits of SSNs versus date application filed, etc.). Mr. Alessia stated the Commission felt the last digits of the SSN was a good way to get the most randomized system for breaking the ties. Valerie asked if all candidates were required to bring in applications and Pam stated this does not always happen and the method that it does happen is not consistent enough to use a date stamp method for tie-breaking. Pam gave the example of, "do you count the resume that came in via email...?". Mrs. Baer mentioned applications could get dropped off at the South Annex versus the Central Administration Building. Valerie stated she has worked for cities where the drop off for applications is more centrally controlled. Mrs. Baer stated the application date stamp wasn't a bad way to break ties, but the Commission didn't feel it would always be an accurate indication of which applications came in first.
- Valerie asked if candidates had to pay to take the exam. Melinda stated candidates taking the entrance exams pay \$10 but we haven't charged for internal promotional exams. Valerie stated this may be something we consider changing as another way to insure candidates are serious about taking the exam.
- Pam stated two Fire Division employees expressed their disagreement with the SSN tie breaker. They were familiar with the date stamp method and believed an earlier date stamp was an indication of the candidate's initiative.
- Valerie thinks SSN is more random which Mr. Alessia stated is what CSC was going for. Valerie agreed a date stamp showed the employee's initiative. Pam stated we could move to be more regimented but it may leave us open for more arguments. Valerie felt the biggest potential argument may be the person who ties for the 10th spot but isn't put on the list based on his/her SSN. Valerie asked if we had a lot of ties. The Commission stated, "yes". Pam stated she would get the rationale on using the SSN from Mr. Calderone to have when she meets with the Chief and Valerie. Mrs. Baer agreed stating it may be things the CSC intended do

not really match the rationale and both she and Mr. Alessia agreed more eyes on the proposed changes is appreciated to make sure the changes make sense.

- Valerie also stated she thought it was a waste of money to test the lowest skilled laborer. Valerie stated a lot of these people don't work out so a lot of money is spent on testing where employees could turn over multiple times. Valerie stated we still have a probationary period which helps weeding out certain people.

NEXT MEETING:

The next Civil Service Commission meeting is scheduled for October 11, 2017 at 6:00pm.

There being no further business, Mrs. Baer made a motion to adjourn and Mr. Alessia seconded this motion. The meeting adjourned at 6:37pm.

Respectfully submitted,

Melinda Svenson


Not Present

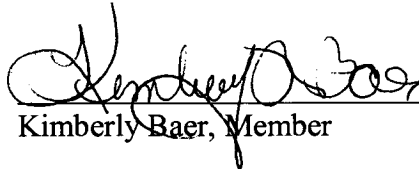
Robert Calderone, Chair



Date

Gerald Alessia, Co-Chair

Date


Kimberly Baer, Member



Date