



**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
OCTOBER 10, 2017**

Mr. Robert Calderone called the meeting to order at 6:00pm and noted Ms. Kimberly Baer was present. Mr. Jerry Alessia was not present. Also present was Pamela Serina from Human Resources.

MINUTES

Commission reviewed the September 13, 2017 meeting minutes. Mrs. Baer motioned to approve the minutes and Mr. Calderone seconded the motion.

CORRESPONDENCE

- The Commission reviewed the expense report ending September 30, 2017 noting there were no changes. Mrs. Baer asked if the City had paid Pat Ramsey for the Supervisor exam. Pam stated she was sure Pat had been paid by now but noted it was not on the expense report. Pam stated it would be reflected in the October expense report.

NEW BUSINESS

- **Service Worker Eligibility List**
 - Mrs. Baer stated she had come in to sign the score and ranking letters for the candidates the first week of October. Pam reminded the commission the final score was a combined score of the candidates' written exam and assessment. Pam clarified she can only consider the top three candidates at this time and the commission stated this was correct.
 - Both commission members signed the eligibility list.
- **Extension of the Service Worker I and Service Worker II Eligibility Lists**
 - Pam explained to the Commission that both lists were due to expire in October and stated she had questions regarding the extension.
 - Pam asked if she was correct in understanding both lists could be extended for up to twelve months. Commission stated this was correct.
 - Pam asked if lists could be extended for four month increments. Mr. Calderone stated there is nothing prohibiting this and Mrs. Baer agreed.
 - Pam stated she was asking the commission to extend the lists four months.
 - Mr. Calderone asked if the City is planning on hiring off the lists in the next four months and Pam stated, "yes". Pam stated right now, the City is looking to bring on one candidate. Pam stated the City may consider hiring another candidate at a later time. Mrs. Baer reiterated again there is nothing prohibiting them from extending the lists multiple times.
 - Mrs. Baer made a motion to extend both lists for four months and Mr. Calderone seconded the motion. Lists to be extended to February 12, 2018. Mrs. Baer

stated the commission should note prior to February they need to revisit the lists to see if the City wants to extend the lists again.

- Pam stated the Service Worker position the City was looking to fill initially is going to be part time. Pam stated the City contacted the candidates on the list and asked them if they were still interested in the position and if they would be interested in a part time position if one was available. Pam stated nine of the candidates stated they would not be interested in a part-time position. Pam asked the commission if this would count as one time these candidates were considered since they said no to part-time. Both commission members stated this should not count as a certification for these candidates since they were not offered a full-time job. Mrs. Baer stated her concern with this is the city may hire someone from the list as part time and then have a full-time job available the outside candidates are not considered for because the City moves the current part time employee(s) to full time. Mrs. Baer stated the City should have to go back and offer the candidates who turned the part time position down the full-time position. Kim clarified right now we have temporary or permanent positions regardless of hours per the charter. Pam gave an example of hiring someone part time from the list and stated he would be bargaining. Pam stated if she later posted a full-time position, the individual may bid on the position along with other interested employees since the candidate is now in the union. Mrs. Baer feels this eliminates the potential candidates who only wanted full-time from being able to get the job. Based on Mrs. Baer's comment, Mr. Calderone stated the candidates passing on the part-time job should then be considered as certified once. Pam clarified that all candidates on the list are given the opportunity to say they want the part-time job. Pam also clarified that all candidates have the possibility of having three certifications. Mrs. Baer stated she thought if an employee declined the position, they were automatically off the list. Mr. Calderone clarified that the City can only look at the top ten ranked positions on the current lists. Mr. Calderone stated CSC Rule 8.3 may be the answer if the City offers a candidate the job and they state they don't want it, then they are removed from the list. Mr. Calderone reiterated the employee would need offered the job and then decline it. Mrs. Baer stated the city needs to send a letter to the candidate notifying them they are being removed from the list per CSC Rule 6.4. Mr. Calderone asked who the first candidate was who declined part-time work and stated this candidate must be offered the job and then if he declines the position, he needs removed from the eligibility list. Mrs. Baer stated it needs to be presented to the candidate that if they decline the open part-time position, they will be removed from the list. Mrs. Baer feels some of the candidates may reconsider if they know they will be removed from the list. Pam clarified that a letter needs drafted per Rule 8.3 to the candidates confirming they wish to decline the position and be removed from the eligibility list. The commission members agreed. Pam clarified this removal is different than "passing" a candidate up on the list. Commission agreed. Mrs. Baer then questioned if we are really getting the best candidates for the job. She stated if we are passing candidates up because they are only willing to take full-time positions because they may have another job with benefits, are we getting the best candidates when we go with people who are willing to take part-time work. Kim asked why the City wasn't asking for a full-time position. Mr. Calderone stated part-time is a cost saving to the City. Mr. Calderone said the only way around the issue is two separate tests – one for part-time and one for full-time. Pam stated she wasn't interested in two tests at this time. Pam stated the City

already knows there are three individuals interested in part-time positions who are currently on the list. Mr. Calderone stated if the individuals are on the list, the City can hire them now. Pam asked if the City could “pass” a candidate because they are not interested in part-time but leave them on the list. The Commission members agreed as long as the City doesn’t go below the top ten ranked candidates. Mrs. Baer asked if the City had a list showing who was certified and when. Pam confirmed the City does have a spreadsheet outlining the names and number of certifications. Pam stated there was a candidate the City was interested in who was low on the list. The Commission stated the City may want to consider removing the candidates instead of “passing” them as one certification. Mr. Calderone stated if you “pass” a candidate, the City doesn’t have to have a reason as long as they are in the top ten. Commission members stated in the future, advertisements for positions should state if the position may be a part-time position. Mr. Calderone stated the city cannot “pass” an individual on the list if they tested for a full-time position and the individual does not want part-time. Mr. Calderone asked if we could “reinstate” a candidate to the list based on CSC Rule 6.5 for those candidates not interested in the part-time position.

OLD BUSINESS

- **CSC Rule Changes**

- Pam asked if Mr. Calderone could send her the CSC rule revision rationale. Mr. Calderone stated he would resend these if he still had them available on his computer.
- Mr. Calderone stated he wanted to confirm the rationale for using the SSN for the tie breaker was so it was completely randomized to Mr. Alessia’s point in previous meeting.
- Pam stated her next objective would be to sit with the Service Director and Fire Chief at the same time to see if they had any further thoughts regarding the rule revisions before they are finalized.
- Mr. Calderone asked for clarification to previous minutes stating the Service Director was wanting to be able to go outside to test even if internal candidates were available and willing to test. Mr. Calderone stated this was the exact issue with the Fire Chief a few years back. Mr. Calderone stated the purpose of the rules is to protect current classified employees and their right to be promoted. Both commission members stated the bargaining unit contracts usually prevail as well.
- Pam stated she will get feedback from the Service Director and Fire Chief and make sure they are comfortable with the changes since they are heavily affected by the rules.
- Mrs. Baer stated she also wanted to give the revisions to the Rules and Personnel Board prior to sending it to council for approval. Pam stated this is currently chaired by Steve Dyer. Mrs. Baer stated it may be easier to get the revisions approved through council if the Personnel Board has reviewed the rules first.

NEXT MEETING:

The next Civil Service Commission meeting is scheduled for November 8, 2017 at 6:00pm.

11/21/17

Date