

Regular Meeting of the Dallas Civil Service Board

Present:

Chairman Dr. Troy Lee Coleman, Vice-Chair Flora Hernandez, Lorraine Montemayor, Nirav Sanghani, Terry Welch

Absent:

Chandra Marshall-Henson

Attendees:

Crystal Flores, Appellant
Emiliano Herrera, Appellant
Alvin Ogilvie, Appellant
Islam Pavel, Sr. It Manager, Communications and Information Services
Bert Vandenberg, Senior Assistant City Attorney

Civil Service Department Staff:

Anthony Assad, Sr. HR Analyst
Brandy Larsen, Sr. HR Analyst
Temitayo Lawal, Interim Assistant Director
Shari Mallet, Employment Analyst
Pamela McDonald, Interim Secretary to the Civil Service Board
Ana Monzon, Executive Assistant
Vinay Patel, Test Validation Analyst
Erin Smith, Test Validation Specialist
Tonya Sneed, Department Budget Analyst
Adam Thurley, Test Validation Analyst
Andy Yurkon, Test Validation Administrator

The meeting was called to order at 9:30 a.m.

AGENDA ITEM 1 – Approve the minutes of the Tuesday, January 8, 2019 regular meeting

The Board unanimously approved the minutes.

AGENDA ITEM 2 – Hear the rehire eligibility appeal of Emiliano Herrera, a former employee with the Dallas Police Department

The Board heard the appeal of Emiliano Herrera. The Board considered information about Mr. Herrera's previous employment with the City. After hearing from Mr. Herrera, including information about his City employment and work history since leaving the City, Ms. Hernandez made a motion to approve the rehire eligibility appeal of Mr. Herrera. Ms. Montemayor seconded the motion. The Board unanimously approved Mr. Herrera's appeal.

AGENDA ITEM 3 – Hear the rehire eligibility appeal of Crystal Flores a former employee with the Trinity Watershed Management Department

The Board heard the appeal of Crystal Flores. The Board considered information about Ms. Flores' previous employment with the City. After hearing from Ms. Flores, including information about her City employment and work history since leaving the City, Mr. Welch made a motion to approve the rehire eligibility appeal of Ms. Flores. Ms. Montemayor seconded the motion. The Board unanimously approved Ms. Flores' appeal.

AGENDA ITEM 4 – Hear the rehire eligibility appeal of Alvin Ogilvie, a former employee with the Dallas Water Department

The Board heard the appeal of Alvin Ogilvie. The Board considered information about Mr. Ogilvie's previous employment with the City. After hearing from Mr. Ogilvie, including information about his City employment and work history since leaving the City, the Board went into executive session at 10:13 a.m. to receive advice from its attorney, and returned at 10:42 a.m., no action taken.

Mr. Sanghani made a motion to approve the rehire eligibility appeal of Mr. Ogilvie. Ms. Montemayor seconded the motion. The Board voted three to two to approve Mr. Ogilvie's appeal.

Voting Aye: Montemayor, Hernandez, Sanghani

Voting Nay: Coleman, Welch

AGENDA ITEM 5 – Director's Report

Communication Information Services (CIS)- Neogov/Workday (compare/contrast) Update

Mr. Islam from the CIS Department attempted to brief the Board on the request to compare and contrast the functions of Neogov to Workday (Human Capital Management Systems). After much discussion the Board instructed Mr. Islam to perform a gap analysis report on the two systems. The Board stated they wanted to know the efficiencies (function by function) that the transition from one system to the other would yield for the Civil Service Department. Mr. Islam agreed to come back in March and provide a side by side comparison for Civil Service processes only.

Revised Annual Report for FY 2017/2018

Ms. McDonald presented the revised Annual Report to Board Members. The Board decided to approve the Annual Report with the suggested changes to be completed.

Reduction In Force (RIF)

Ms. McDonald briefed the Board on the FY17/18 RIF's to date. Housing, Park and Recreation Departments requested seniority lists for their upcoming RIF. Seventy-one employees were affected. We also anticipate a RIF in the Convention and Event Services Department. Staff will meet with the affected employees and refer them to hiring manager for all qualified positions. The RIF period will be at least 45 days. Civil Service will monitor RIF reinstatement rights for two years. RIF'd employees have rights to the position or lower position in that career series if funding is returned to the department.

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Department Reports

Ms. Hernandez stated she would like to see statistics by department on time to hire, number of vacancies, requisitions, etc. Dr. Coleman suggested that the Board receive these statistics on a quarterly basis. Ms. Hernandez asked about the number of candidates that were referred for the TPO position, the number of vacancies for the position, and the yield rate of applicants referred to hired.

Ms. McDonald and Dr. Coleman suggested that a Police representative begin coming to the Board meeting to provide information regarding where candidates are falling out of the process after they have been referred, so Civil Service can adjust to their needs.

Ms. Hernandez discussed Chief Hall's briefing of the Public Safety Committee regarding the TPO validation and cut score setting process. The importance of the Civil Service Department and the Police Department being on the same page was discussed. Ms. Hernandez asked several questions regarding the process and rationale of setting cut scores. These questions focused on the many considerations taken into account when setting cut scores including test difficulty, ability to differentiate between candidates, and Supreme Court decisions.

Budget Update

Tonya Sneed discuss the anticipated request for Mid-Year Appropriations for the Civil Service Budget. The current budget is \$3.2M with 82% of the budget allocated to salaries, 10% of the budget is allocated to sacred codes which leaves 8% of the budget for operations. That is approximately \$350,000 for the entire fiscal year, of which \$100,000 is allocated to Linked-In. The balance of the operating budget for the fiscal year is \$250,000. We anticipate requesting \$225,000 for the Mid-Year Appropriation from the Office of Budget that will go before the City Council for approval. The funds will be used for security panels for the doors, security camera for the testing room, renovations to the Boardroom and conference rooms, carper and paint of the entire office.

Ms. Sneed discussed the other alternative would be to push back the hiring of the Assistant Director position to use salary savings. The Civil Service Board discuss the amount being too low, however additional funding would be requested in the upcoming budget bids during the new budget season.

AGENDA ITEM 6 – Designate panel members for Trial Board Hearings

Chairman Dr. Troy Coleman designated the following panel members:

Chandra Marshall-Henson to chair the March 21 & 22, 2019 Trial Board hearing of Ramon Gonzalez. Adjunct panel members will be Dena Stroh and Robert Murphy.

Dr. Troy Coleman to chair the April 9 & 10, 2019 Trial Board hearing of Ashley Yarberry. Adjunct panel members will be Darryl Baker and Alendra Lyons.

AGENDA ITEM 7 – Department News

Ms. McDonald recognized Adam Thurley, Ana Monzon, Anthony Asaad, and Brandy Larsen, for their 2, 19, 6, and 13 years of service respectively.

Note: For more information on the discussion of any issue heard during this meeting, refer to the transcript retained in the Civil Service Department.

There being no further business, the Civil Service Board meeting adjourned at 12:17 p.m.

(A complete transcription of this meeting is available)



ATTESTED



APPROVED