

Meeting of the Civil Service Board

Present: Chair Ron Chapman, Jr., Vice-Chair Marvin M. Lane, Jr., George L. Allen, Jr., Juan C. Hernandez, F. Ray Hill

Absent: Pat Parrish

Attendees:

John Cantu, Recruiter, Personnel Unit - Fire-Rescue Department
Randle Dawson, Rehire Applicant
George Florence, Captain, Dallas Fire-Rescue Department
Shyron Haddock, Rehire Applicant
Randal Hawley, Speaker
Billy Ingram, Driver Engineer, Dallas Fire-Rescue Department
Rudy Lopez, Speaker
Jason McClain, Assistant City Attorney
William Peaks, Rehire Applicant
James Pointer, Rehire Applicant
Rosa Rios, Assistant City Secretary
Daniel Salazar, Deputy Chief - Fire-Rescue Department

Civil Service Department Staff:

Michelle Hanchard, Assistant Director
Patricia Marsolais, Secretary to the Civil Service Board
Dawne Payne, Senior Human Resource Analyst
Martha Santos, Executive Assistant
Joanne Ung, NEOGOV Process Review Manager

The meeting was called to order at 8:30 a.m.

The Board unanimously approved the minutes of the March 3, 2009 regular meeting.

The Board heard the rehire appeal of former Equipment and Building Services employee Randle Dawson. After much discussion with Mr. Dawson about his previous employment with the City and consideration of material provided for the Board's review, Mr. Dawson's request to apply for employment opportunities with the City was unanimously approved.

The Board heard the rehire appeal of former Dallas Water Utilities employee Shyron Haddock. After much discussion with Ms. Haddock about her previous employment with the City and consideration of material provided for the Board's review, Ms. Haddock's request to apply for employment opportunities with the City was approved by a vote of 3 to 2. Voting Aye – Lane, Allen, Hill, Voting Nay – Chapman, Hernandez

The Board heard the rehire appeal of former Communication and Information Services employee William Peaks. After much discussion with Mr. Peaks about his previous employment with the City and consideration of material provided for the Board's review, Mr. Peaks' request to apply for employment opportunities with the City was approved by a vote of 3 to 2. This approval excludes applying for jobs in the Communication and Information Services Department. Voting Aye – Chapman, Lane, Hernandez, Voting Nay – Allen, Hill

The Board heard the rehire appeal of former Police Department employee James Pointer. After much discussion with Mr. Pointer about his previous employment with the City and consideration of material provided for the Board's review, Mr. Pointer's request to apply for employment opportunities with the City was unanimously approved.

Fire-Rescue Officer Trainee Applicant Rudy Lopez addressed the Board about his disqualification to take the entry-level Civil Service examination based on the age requirement. Mr. Lopez's age at the time of application this year exceeded the maximum allowable age to take the test. Mr. Lopez also said that he was aware of eight individuals who were older than he when they were hired by the Dallas Fire-Rescue Department. Mr. Lopez provided a copy of this list to us for review. The Chair indicated that the Board had no additional information for Mr. Lopez since the age requirement was approved by the City Council on September 27, 2006.

Environmental Coordinator applicant and City employee Randal Hawley outlined his disagreement with the qualifications established for this position. His application was denied because a review of his qualifications showed that he did not meet the minimum requirements which include the possession of a life science degree. Mr. Hawley believes the requirements that exist are unrealistic and may possibly filter out good candidates. After Mr. Hawley's initial inquiry to Civil Service about this, the subject matter experts (SMEs) in the departments that have this position were contacted about the requirements. The SMEs that responded felt that existing requirements were sufficient but were not aware of the specific inquiry. Mr. Chapman suggested staff contact the SMEs, advise them of this specific issue, and ask them if they think the requirements need to be revised. Staff agreed that it could conduct this evaluation in a month.

NEOGOV Process Review Manager Joanne Ung gave the Board an overview of the request by the City Secretary's Office to take a look at the NEOGOV system to collect information on Board and Commission applicants. The Mayor wants to make the Board and Commission opportunities more transparent, online, and less cumbersome than the current paper system which is 10 to 15 pages long. The process is in the exploratory stages. Ms. Ung has scheduled a demonstration of the NEOGOV system with the City Secretary.

Assistant Director Michelle Hanchard briefed the Board on recent uniform test projects and developments. She explained the "wave" assignment mix-up of candidates in the April 22-24, 2009 Fire Captain's Oral Assessment process. Candidates were not assigned randomly to the "waves" they were in. She explained that the assessors signed attestations certifying that they graded candidates on their presentations as instructed and had no knowledge that the candidates were not assigned to "waves" randomly. Meeting with Fire Management and Association Presidents have taken place to further discuss the impact of this error on the overall process. Another meeting has been scheduled. Mr. Chapman said if we need to fly consultant Dr. George Thornton in to answer questions and provide information, statically and otherwise, on the test process to do so. In order to avoid something like this happening again, checks and balances as well as quality assurance procedures will be put in place before the next assessment. Mr. Lane asked the Fire personnel who were present how many promotions to the rank of Captain generally occur in a two-year period. Deputy Chief Dan Salazar estimated 25 to 30.

Revisiting the earlier presentation by Rudy Lopez Deputy Chief Salazar reported that the eight people Mr. Lopez said had been hired over the maximum age limit were on lists established before the rule change or were individuals promoted to the executive ranks. The Board asked staff to research Mr. Lopez's assertions and get back to him.

Meeting of the Civil Service Board
Page 2

The Secretary recognized Assistant City Secretary Rosa Rios who just arrived to the meeting.

A closed executive session was held pursuant to Section 551.074 of the Texas Open Meetings Act to discuss the status and impact of the proposed FY 09-10 budget on department staffing operations. No action was taken.

There being no further business before the Board, the meeting was adjourned at 9:41 a.m.

(A complete transcription of this meeting is available)

ATTESTED

APPROVED