

Meeting of the Civil Service Board

Present: Chair Ron Chapman, Jr., George L. Allen, Jr., Johnnie Goins, Juan C. Hernandez, F. Ray Hill

Absent: Vice-Chair Marvin M. Lane, Jr., Pat Parrish

Attendees:

Louie Bright, Assistant Chief – Dallas Fire-Rescue Department
Debra Carlin, Assistant Chief – Dallas Fire-Rescue Department
Richard Eley, Rehire Applicant
Shawn Gary, Dallas Fire-Rescue Department
Robbie Green, Rehire Applicant
Randal Hawley, City Employee
James Hunter, President – Dallas Black Firefighters Association
Jason McClain, Assistant City Attorney
Amy Messer, Assistant City Attorney
D.D. Pierce, President – Dallas Firefighters Association
Mark Sanders, Rehire Applicant

Civil Service Department Staff:

Michelle Hanchard, Assistant Director
Sheneice Hughes, Supervisor
Patricia Marsolais, Secretary to the Civil Service Board
Kim Martin, Senior Human Resource Analyst
Pamela McDonald, Manager – Examining and Recruitment Division
Dawne Payne, Senior Human Resource Analyst
Al Perez, Human Resource Analyst
Savina Rikhilal, Administrative Specialist
Martha Santos, Executive Assistant
Brandy Thomas, Office Assistant

The meeting was called to order at 8:31 a.m.

The Board unanimously approved the minutes of the Tuesday, May 5, 2009 regular meeting with revisions suggested by the Chair.

The Board heard the rehire appeal of former Fire-Rescue Department employee Richard Agreatt Eley. After much discussion with Mr. Eley about his previous employment with the City and consideration of material provided for the Board's review, the Board unanimously approved Mr. Eley's request to apply for employment opportunities with the City. He was not, however, approved to reapply to the Fire-Rescue Department.

The Board heard the rehire appeal of former Street Services Department employee Robbie K. Green. After much discussion with Mr. Green about his previous employment with the City and consideration of material provided for the Board's review, the Board unanimously denied Mr. Green's request to apply for employment opportunities with the City.

The Board heard the rehire appeal of former Street Services Department employee Mark A. Sanders. After much discussion with Mr. Sanders about his previous employment with the City and consideration of material provided for the Board's review, the Board unanimously denied Mr. Sanders' request to apply for employment opportunities with the City.

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Staff updated the Board on their research into City employee Randal Hawley's questions over the stated minimum qualifications for the Environmental Coordinator position. Senior Human Resource Analyst Dawne Payne advised the Board that she and other Examining and Recruitment Division staff met with three subject matter experts (SMEs) from three departments about the environmental coordinator series. The SMEs did not feel there was any level of experience to replace the degree requirement for the position Mr. Hawley did not qualify for. The SMEs did add architectural degree fields to the degrees that were previously included in the minimum requirements. The Chair advised Mr. Hawley that reconsideration of the requirements was explored based on the information he provided. However, it is not the Board's place to mandate a decision as to the requirements that go into the requisition. Mr. Chapman suggested that Mr. Hawley readdress the issue with the SMEs who were at the meeting with Civil Service staff.

Assistant Director Michelle Hanchard gave the Board an update on uniform test projects. Civil Service staff has been invited to participate in a new Fire department academy for Battalion Chiefs. Assistant Chief Debra Carlin said it would bring new candidates for the position up to speed on some of the administrative and tactical functions they will be facing in their new jobs. Ms. Hanchard also added that an independent analysis of the Fire-Rescue Captain's oral assessment scheduling issue will be done at the request of the employee associations.

Ms. Hanchard advised the Board that the passpoint panel scheduled for the Fire-Rescue Lieutenant's written examination did not have the requisite number of participants show up to participate in the process. By the time the passpoint panel of 16 incumbent Lieutenants was assembled, the first candidates were leaving the written examination. Reports of contact between passpoint panel participants and test takers were communicated to Civil Service by Assistant Fire Chief Debra Carlin. As a result, the data provided by the panel were judged ineligible for use in setting the passpoint. The decision was made to pass all candidates on to the oral assessment portion of the test. Assistant Chief Carlin acknowledged that the fault was that of the Fire Department and steps would be taken so that it and would not happen again on future tests. Ms. Hanchard also discussed the revision/update projects of both entry-level Police and Fire examinations since the current tests have been used for several years.

The Secretary gave the Board a progress report on the FY 09-10 budget process. As things stand now the Analysis, Development and Validation division is unfunded in the new fiscal year. This would be a significant impact on the services provided by the department. At this point the next round of testing will be to develop and administer new examinations for the Police promotional ranks. The Chair noted that he and the Secretary had a phone conversation with the City Manager about this issue. The ramifications of not funding this division are understood. The Chair added that the situation is fluid with lots of time yet to go before these decisions are finalized. Mr. Chapman encouraged dialogue with City Council representatives to let them know what the ramifications are so that they are fully aware of the issues at the appropriate time.

The Board went into Executive Session from 9:16 to 9:22 a.m. pursuant to Section 551.074 of the Texas Open Meetings Act to receive an update from the Secretary on the progress toward fulfilling her FY 2008-2009 goals and objectives. There was no action taken during the discussion.

There being no further business before the Board, the meeting was adjourned at 9:25 a.m.

(A complete transcription of this meeting is available)

ATTESTED

APPROVED