

Meeting of the Civil Service Board

**Present:** Vice-Chair Steve Sanderfer, George L. Allen, Jr., F. Ray Hill, Marvin M. Lane, Jr., Pat Parrish, Joseph L. Phifer

**Absent:** Alicia S. Voltmer

**Attendees:**

Guillermo M. Valdez, Rehire Applicant  
Alicia (granddaughter of Guillermo Valdez)

**Civil Service Department Staff:**

Michelle Hanchard, Assistant Director  
Sheneice Hughes, Coordinator IV  
Mildred Laird, Senior Human Resource Analyst  
Patricia Marsolais, Secretary to the Civil Service Board  
Kimberly Martin, Senior Human Resource Analyst  
Pamela McDonald, Manager – Examining and Recruitment Division  
Alfredo Perez, Human Resource Analyst  
Poornima “Savina” Rikhilal, Coordinator II  
Brandy Thomas, Office Assistant II

The meeting was called to order at 9:00 a.m. The Board unanimously approved the minutes of the Thursday, May 1, 2008 regular meeting.

The Board heard the rehire appeal of former Sanitation Department employee Guillermo M. Valdez. After much discussion with Mr. Valdez about his previous employment with the City and consideration of material provided for the Board’s review, the Board unanimously approved his request to apply for employment opportunities with the City.

The Secretary updated the Board on the development of the Fiscal Year 2008-2009 budget. After receiving an initial dollar figure to work with for the department that represented a nine percent reduction from current year funding, staff set about allocating these funds to the present services provided. After submitting bids for each service to maintain the present funding levels, the E3 Efficient, Effective, and Economical Government Results Team, recommended funding for all with the exception of two “maintain” bids (i.e., Uniform Applicant Processing (\$118,000 - two Sr. Human Resource Analysts) and Civilian Applicant Processing (\$103,000 - the NEOGOV Process Review Manager and a vacant Office Assistant)). The budget process is still in the early stages of development. The Secretary will write two impact statements detailing the effect these reductions would have on department operations and submit them to the City Manager for consideration. With the City Council’s focus on adding 200 more officers to the Police force, a diminution in the department’s ability to process applications would be grievous. In addition, the loss of \$37,834 under the criminal background check service will eliminate that service and complete the City Manager’s transition of this work to the Human Resources Department.

The Secretary gave the Board an update on the status of the NEOGOV action items discussed at the April 1, 2008 special meeting with the City Manager. A subsequent meeting was held with the City Manager but due to the absence of Human Resources Director David Etheridge, little was accomplished. Another meeting will be scheduled when he is available. The NEOGOV staff is working on the “read-only” issues through CIS Director Worriss Levine. According to the NEOGOV Process Review Manager, Joanne Ung, this feature is still not functioning correctly based on tests she’s run. The Secretary will provide another status report at the August 7, 2008 Board meeting.

Assistant Director Michelle Hanchard presented an overview of the 2008 internal services survey. There were 470 responses to the survey. This is less than half the responses received last year. The likely explanation for the decrease is that Strategic Customer Services bundled all internal service surveys up into a single memorandum versus the individual department distribution of surveys in 2007. The results were very similar to last year’s positive feedback. However, some individual comments clearly illustrate the confusion between what the Civil Service and Human Resources Departments do.

Action items recommended by the staff are to hold workshops on navigating NEOGOV, a NEOGOV Tip of the Week, continued emphasis on customer service training and to study/identify factors to expedite the application turnaround time. In addition, a strategy to educate employees on Civil Service responsibilities will be developed

Board member Lane requested a one or two-page slide that updates the Board on each of these action items at the November or December meeting.

In department news Mr. Lane inquired about the response to Water Utilities’ Grievant Yi Yin’s allegations that certain reports were falsified. The Secretary said that Senior Assistant City Attorney Janice Moss is still working on the response. The Vice-Chair requested a date be given when a response would be available. Board members agreed to hold a special meeting to deal with this issue if necessary.

There being no further business before the Board, the meeting was adjourned at 9:53 a.m.

**(A complete transcription of this meeting is available)**

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