

Regular Meeting of the Dallas Civil Service Board

**Present:**

Chair Anita Childress, Vice-Chair Flora Hernandez, Jeff Bryan, Albert Turner, Sharon Van Sell

**Absent:**

Johnny Clark

**Attendees:**

Glenda Eller, Retired Firefighter  
Milton Henderson, Assistant City Attorney  
Ayeh Powers, Senior Assistant City Attorney II

**Civil Service Department Staff:**

Michelle Hanchard, Assistant Director  
Patricia Marsolais, Civil Service Board Secretary  
Pamela McDonald, Manager of Examining and Recruitment Division  
Ana Monzon, Executive Assistant  
Dawne Payne, Coordinator IV  
Poornima "Savina" Rikhilal, Budget Analyst

The meeting was called to order at 9:35 a.m.

**AGENDA ITEM 1 - Approve the minutes of the Tuesday, May 5, 2015 regular meeting**

The Board approved the minutes of the Tuesday, May 5, 2015 regular meeting. Ms. Hernandez was not present.

**AGENDA ITEM 4 - Test Development and Validation Division report**

Michelle Hanchard gave a report on the Test Development and Validation Division activities. Additions to the schedule included Fire Candidate Physical Ability Test (CPAT) testing, the job analysis project for the Fire Department and the administration of an alternate Senior Corporal examination for a candidate returning from military duty. Ms. Hanchard discussed the pass/fail rate for the CPAT. She stated that data had been entered through May 19, 2015. The Chair asked to have current information by the next Board meeting.

Ms. Hanchard briefed the Board on technology initiatives. The specifications for obtaining a consultant to study the video recording of assessment centers have not yet been put into a formal format but they are being worked on. Staff obtained knowledge of software called Gravic during a visit to Columbus, Ohio to observe their video recorded assessment centers. Gravic software allows the user to design forms using any word processor and print them on printers, scan them using an image scanner and analyze the data in the software or export the data to another application. Staff is looking into the utility of this software in Dallas. There was also some discussion about the team's overall experience in Columbus.

Ms. Hanchard informed the Board of the progress to computerize existing paper-and-pencil tests. The installation of CritiCall has been completed. Tests were run on the 911 Call Taker Trainee, Customer Service Agent, and Police Dispatch tests to determine if the tests performed the same as they did prior to the upgrade, and they did. The transfer of the Office Assistant B written examination to CritiCall computer testing software is complete. The next step is to have someone take this test as an applicant.

The Division has purchased and is using an online survey service ("Survey Monkey") to administer the Office Assistant B and 911 Call Taker Trainee job analysis surveys.

There was discussion about the kickoff meeting with Ergometrics, the consulting firm hired by the City of Dallas to conduct job analyses for 10 uniformed ranks in the Fire Department. This meeting was attended by the Civil Service staff, Fire Executives and the Civil Service Board Chair. Additional discussion covered the surveys incumbents will be completing, the method and security of the surveys, etc.

Ms. Hanchard gave the status of the 911 Call Taker, Office Assistant B and Water Field Representative E job analysis projects. The Chair asked that the names of the analysts conducting the job analyses be placed in the report.

Ms. Hanchard noted that the project plan for the ISO 9001-2008 certification project was also included in the Board's material.

**AGENDA ITEM 6 - Examination and Recruitment Division Report**

Manager of Examining and Recruitment Pam McDonald updated the Board on Examining and Recruitment activities over the past month. She addressed Fire and Rescue hires and 911 testing. Nearly 600 people applied for the 911 position when last advertised. Applicants are being scheduled to take the required test. Coordinator Dawne Payne noted that there are ten positions to fill at this time. The Vice-Chair asked staff to find out how long it takes Civil Service to refer an eligibles list to the Police Department after a vacancy occurs. How long is the Police waiting to receive an eligibles list? She emphasized that there is a number that represents the days the Police Department waits for an eligibles list and that is what she wants to know. If it is a rolling set of vacancies, an average would suffice.

**AGENDA ITEM 2 - Consider and decide retired firefighter Glenda Eller's April 23, 2015 letter requesting reinstatement from disability retirement to the position of firefighter, pursuant to Civil Service Rule XXV Section 1 (F)**

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The Secretary gave the Board an overview of retired firefighter Glenda Eller's request to be reinstated from disability retirement to her former position. The matter was referred to the Civil Service Board by the Police and Fire Pension Board under Civil Service Rule XXV- Reinstatement from Disability, Retirement or Resignation. The initial letter sent by Ms. Eller to the Board did not present sufficient clarity of her request for the Board to have jurisdiction in the matter. Ms. Eller subsequently forwarded another letter that does permit the Board to address her request. The Board went into Executive Session to receive legal advice on this matter. The closed session lasted from 10:38 a.m. to 12:50 p.m. It was combined with legal advice on the Criminal Convictions Matrix for Civil Service and Public Safety employees.

**AGENDA ITEM 3 - Briefing on the Criminal Convictions Matrix for Civil Service and Public Safety employees**

This issue was discussed in both public and executive session. The Board asked the Director to follow up on certain issues that the Board may or may not act upon at the next meeting, one of those being the possible reduction in length of wait time from ten to seven years in the current matrix. Additionally, the Board will consider whether to adopt the dual categories of felonies that were a new feature of the HR direct hire matrix.

**AGENDA ITEMS - 5, 7, 8, and 10 were deferred until August 4, 2015 regular meeting.**

AGENDA ITEM 5 Update to the Civil Service Department's response to CPS HR Consulting Hiring Practices Report Findings

AGENDA ITEM 7 Update on Fiscal Year 2014-15 budget expenditures and Fiscal Year 2015-16 budget development.

AGENDA ITEM 8 Update on 2014-15 Goals and Objectives

AGENDA ITEM 10 Department news

**AGENDA ITEM 9 - Designate panel members for Trial Board hearing**

There were no new Trial Boards to designate.

**AGENDA ITEM 11 - Continue the grievance appeal of Housing/Community Services Department Senior Contract Compliance Administrator Kojo Nkansah, claiming that the Housing/Community Service Department discriminated against him when it made interim appointments for a Manager III position and Manager II position**

The Board continued the grievance hearing of Housing and Community Services Department Senior Contract Compliance Administrator Kojo Nkansah in which he claims that the Housing and Community Services Department discriminated against him when it made interim appointments for a Manager III position and a Manager II position. The City was represented by Assistant City Attorney Sarah Mendola with the assistance of Senior Assistant City Attorney Jennifer Huggard. Bernadette Mitchell, Interim Director of Housing and Community Services represented the department. Mr. Nkansah represented himself. The Chair stated that she had received amended witness lists. In response to the Chair, Mr.

Nkansah identified the witnesses he intended to call. Ms. Mendola objected to some of Mr. Nkansah's witness on the basis that the City is unaware that they had personal knowledge of the two interim appointments of Candy Coblyn or Roger Demas. The City was not opposed to anyone who discussed the interim assignments directly with former Director Killingsworth or had input into those assignments. There was further discussion regarding Mr. Nkansah's witnesses. The Chair stated that the Board does not want to hear redundant testimony and that she will entertain objections if this occurs.

The Chair brought up an issue from the last session. There was discussion of a motion that Mr. Nkansah filed that had not been provided to the Board. The motion was dated March 16, 2015 and entitled "Subject Matter on Original Grievance Determination for Complainant's Appeal Hearing and Subsequent Rehearing Motions Due to Abuse of Discretion on March 3, 2015 Motion Hearing to Replace Board Members with Three Panel Adjunct Board to Hear Complainant's Appeal." The Board subsequently received them at that hearing and had time to consider them. The Chair, with agreement from the Board members, denied the motion. There were no other motions pending before the Board.

The Board heard testimony and received evidence from both sides. The grievant requested that the Board deliberate in open session. After deliberations, the Board unanimously ruled that Kojo Nkansah did not establish by a preponderance of the evidence the existence of discrimination based on protected classes as it affected his training, promotion, advancement, or transfer.

There being no further business, the Civil Service Board meeting adjourned at 5:00 p.m.

(A complete transcription of this meeting is available)

  
ATTESTED

  
APPROVED