



**CIVIL SERVICE BOARD MINUTES
REGULAR MEETING**

2391
Tuesday, October 5, 2021

Chair Terrence Welch called the Board meeting to order at 9:37 a.m.

Board members in Attendance:

Terrence Welch, Chair
Kyla G. Cole
Shana Hope Khader
Dr. Glynn E. Newman
Gwendolyn W. Satterthwaite
Kendall W. Scudder

Absent:

Chandra Marshall-Henson, Vice-Chair

Attendees:

James Brown, Appellant

Staff in Attendance:

Jarred D. Davis, Director
Ana Monzon, Executive Assistant
Laura Morrison, Senior Assistant City Attorney
Ashley Rucker, Manager III
Catrina Shead, Assistant Chief, Dallas Police Department
Robert Uribe, 911 Communications Administrator, Dallas Police Department

1. PUBLIC TESTIMONY

None

2. APPROVAL OF MINUTES

Approve Minutes from the August 3, 2021 Civil Service Regular Board Meeting

Board member Scudder moved to accept the minutes as printed. Board member Cole seconded the motion. The Board unanimously approved the motion.

3. HEARING ITEM(S)

The Board heard the rehire eligibility appeal of Mr. James Brown, a former employee in the Code Compliance Department.

The Board considered information about Mr. Brown's previous employment with the City. After hearing from Mr. Brown, including information about his City employment and work history since leaving the City, Board member Scudder made a motion to approve Mr. Brown's appeal. Board member Khader seconded the motion.

The Board unanimously approved the motion.

4. BRIEFING & DISCUSSION ITEM(S)

- a. DPD 911 Telecommunicator Hiring Update

Mr. Davis provided the Board with a 911 Telecommunicator hiring update. As of July, the Civil Service Department had 256 potential 911 call taker trainee candidates. During the 4th quarter, DPD made 33 hires into that position. During August and September hiring events and additional seven positions were open for applicants. Those positions include Crime Technician, Fleet Coordinator, Office Assistant II, Police Dispatcher, and other positions to support the department.

Chair Welch inquired about the number of positions still open for 911 Caller Taker Trainee after the 33 hires were made during the 4th quarter. Mr. Davis informed him that CVS will have to do a fiscal year to fiscal year comparison of the number of 911 Call Takers; for now he is reporting on how many CVS was able to hire from July to the end of September.

Board member Newman inquired of Mr. Davis about CVS's target hiring goal for this position; he inquired whether the 33 hires represent a satisfactory number. He stated he would like to know how many more hires for this position are needed to position the City of Dallas where it needs to be. Mr. Davis informed him that 50 was the target number, so 33 is close to that number. He will take a new look in the new fiscal year and plan the work from there.

Chief Shead stated that she feels the 911 Call Taker Trainee hiring is an ongoing process and that the Police Department will need to double the number of those hires just to maintain the service level for the citizens.

b. Code Compliance Recruitment and Hiring Overview

Mr. Davis presented a Code Compliance Recruitment and Hiring overview. He reported that CVS turned the Central Library into an onsite hiring event location for Code Compliance on July 28th. At the event, there were 147 attendees, 83 interviews and 44 offers were made on the spot for that position. Overall, of the 1266 applicants, 575 were referred, and 33 were hired for other positions such as Equipment Operator, Inspector, and Inspector II.

Chair Welch stated he is pleased with the numbers reported and encouraged CVS to continue with the good work.

Board member Khader sought clarification on the number of 44 hires reported versus 33 hires reported on the combined data presented. Mr. Davis will take a deeper look into the information and report back to her in November.

c. DPD Promotional Planned Schedule

Mr. Davis presented a Promotional Planned Schedule. He explained that this merely will help to coordinate the assessment centers, resources needed, and all the planning and organization it takes to create a written exam and an assessment center for sworn service:

<i>Major Milestone</i>	<i>Completion Date</i>
<i>Announce DPD Lieutenant Written Exam</i>	<i>September 15, 2021</i>
<i>Announce DPD Sergeant Written Exam</i>	<i>November 2, 2021</i>
<i>DPD Lieutenant Written Exam/Pass Point</i>	<i>December 14, 2021</i>
<i>Announce DPD Senior Corporal Written Exam</i>	<i>December 22, 2021</i>
<i>DPD Sergeant Written Exam/Pass Point</i>	<i>January 31, 2022</i>
<i>DPD Lieutenant Assessment Center</i>	<i>February 14-18, 2022</i>
<i>DPD Sergeant Assessment Center</i>	<i>March 14-18, 2022</i>
<i>DPD Senior Corporal Written Exam/Pass Point</i>	<i>March 22, 2022</i>

Board member Khader inquired about the factors that have gone into establishing this schedule and what factors may affect CVS's ability to stick with the proposal. Mr. Davis explained that the factors include the amount of time it takes to create an exam, and complete an assessment center, identify and secure assessors who would participate, the whole test development process, and the coordination it takes internally.

Board member Khader inquired about who is providing goals to Morris McDaniel and guidance in terms of what the Police Department is looking for at the written assessment centers, and how the exams are written and designed – particularly with respect to the priorities Chief Shead mentioned at the May 5 board meeting, including use of force, de-escalation, and procedural justice. Mr. Davis explained leaders within DPD are working closely with Morris McDaniel to ensure the instrument reflects the department goals and needs. He recognizes that conversations are ongoing, and that CVS is also exploring what does Morris McDaniel offers, and what can be used in Dallas as appropriate. Chief Shead explained that from a departmental leadership perspective, DPD has had the opportunity to have multiple conversations with Dr. Morris, particularly as to the Sergeant and Lieutenant ranks and look at some of the setups for their assessments, but has not had as much of an opportunity as DPD would have liked to address the priorities raised at the May 5 meeting. However, she noted that many of those values are taught and assessed every day at DPD and may not readily be incorporated into the promotional process, except to some extent in assessment centers. Board Member Khader urged CVS and DPD to maximize the current opportunity to incorporate these values into the promotional process.

d. Department Updates and Announcements

Mr. Davis informed the Board that CVS is busy with many different task and projects. He thanked the Board for their guidance.

Mr. Welch thanked Board members Satterthwaite and Scudder for their dedicated service to the Board.

ADJOURNMENT

Chair Welch adjourned the meeting at 11:10 a.m.


Jarred Davis (Nov 3, 2021 07:25 CDT)

ATTESTED


Terrence S. Welch (Nov 2, 2021 16:59 CDT)

APPROVED