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Tuesday, January 9, 2024  
CITY SECRETARY  
DALLAS, TEXAS

**CIVIL SERVICE BOARD MINUTES  
SPECIAL CALLED BOARD MEETING**

**Board members in Attendance:**

Terrence Welch, Chair  
Pam Gerber  
Chris Leal  
Bridgett I. Mitchell  
Curtis Pierre

**Absent:**

Kyla G. Cole  
Angela Kaye Kutac

**Staff in Attendance:**

Jarred D. Davis, Director, Civil Service Department  
Brittany Drake, Manager, Civil Service Department  
Ana Monzon, Executive Assistant, Civil Service Department  
Suzanne Knuppel, Assistant City Attorney II

**I. Call to Order**

*Chair Welch called the Board meeting to order at 9:47 a.m.*

**II. Board Member Introductions**

N/A

**III. Public Speakers**

N/A

**IV. Approval of Minutes**

- a. Approve Minutes from the November 7, 2023 Regular Civil Service Board Meeting.

*Board member Mitchell moved to approve the minutes as printed. Board member Pierre seconded the motion. The Board unanimously approved the motion.*

**V. Hearing Items**

- a. Hear the rehire eligibility appeal of Mr. Isaac Ruiz, a former employee in the Courts and Detention Services Department.

*Appellant did not attend the hearing. Mr. Ruiz will be re-scheduled to attend the February 6, 2024 Civil Service Board meeting to present his case.*

**VI. Briefing and Discussion Item(s)**

- a. Civil Service Rules Revision Forecast

*Mr. Davis informed the Board that he had been in discussion with the Dallas Fire Department (DFR) and the City Council's Public Safety Committee about proposed changes and edits to the current Civil Service rules, particularly dealing with the department's promotional and entry level recruitment rules. DFR is considering changes to its promotional process and standards to improve performance in the following areas: Employee Recruitment and Retention, Operational Effectiveness, Leadership Development, and Employee Morale. The tentative Civil Service Rules Revision Road Map includes February 2024 DFR will present the recommended changes to CVS' staff and begin the validation and benchmarking of the proposed changes. In April 2024, the Civil Service Board will be briefed on those change. May 2024 CVS will post the Rules Notice and initiate the employee comment period. In June 2024 Civil Service and DFR will brief the proposed changes to the Government Performance and Financial Management Council Committee. In August 2024 the CVS Board will consider final changes and adopting of the revised rules, sending the approved revised rules to City Council for ratification in September 2024.*

- b. Sworn Service Promotional Forecast and Vendor Selection Process

*Mr. Davis announced the DPD Lieutenant and Sergeant Promotional Timeline. Mr. Davis explained to the Board that one of CVS' major functions is to ensure a promotional process for Police and Fire sworn service members. CVS will start working in on its biennial process to recruit a firm that will help CVS create, validate, and deploy the promotional and written exams.*

*Starting January 15-26, 2024, the vendor Selection Panel, which includes Civil Service Director Jarred Davis, Assistant Police Chief Angela Shaw, and First Assistant Fire Chief Delridge Williams, will review the vendor submissions. No later than February 8, 2024, the Selection Panel will provide a vendor recommendation to the Procurement Department. The recommended vendor is scheduled to engage in contract discussions with the City Attorney's Office through February 16, 2024. The vendor must sign the contract by March 15, 2024. The tentative date for the Council meeting to review and finalize the procurement process is April 10, 2024. After the selection process is done, the vendor will be introduced to the Board, so they can describe the services they provide.*

*Mr. Davis announced that the DPD Lieutenant Written Exam was completed on November 1, 2023, DPD Sergeant Written Exam was completed on November 22, 2023, DPD Lieutenant Written Exam/Pass Point will be completed on January 30, 2024, DPD Sergeant Written Exam/Pass Point will be completed on February 21, 2024, DPD Lieutenant Assessment Center will be completed on March 25-29, 2024, DPD Final Score will be posted on April 12, 2024, DPD Sergeant Assessment Center will be held on April 15-19, 2024, and DPD Sergeant Final Scores will be posted on May 3, 2024.*

c. Civil Service Annual Report Development

*Mr. Davis informed the Board that every year, CVS develops an annual report on hiring data and departmental priorities to be approved on February. He also provided Board members with the timeline of how CVS is planning to move forward this year with the report. Mr. Davis will circulate the first draft of the annual report on January 19, 2024, receive feedback and editorial comments by January 26, 2024, circulate the final draft along with the Board materials on February 2, 2024, and adopt the annual report February 6, 2024 Board meeting. The City Secretary's Office will publish it thereafter.*

d. Civil Service 2022-23 Priorities and Outcomes

*Mr. Davis explained CVS' organization and its functions. CVS is divided into three units: Recruiting & Examining, Test Validation and Assessment, and Administration. Civil Service is responsible for the initial sourcing, screening, and referral of candidates. CVS, in conjunction with Human Resources, manage the day-to-day performance, any disciplinary issues and compensation decisions.*

*CVS' work is divided into 3 different strategic focus areas: Talent Attraction, Talent Assessment, and Operational Excellence. These strategic focus areas will be tied back to the operational priorities in the coming years. For the year of 2023 the focus was to develop, launch, and monitor operational deliverables that promote talent acquisition; further and expand collaboration with the Department of Marketing to develop and launch a comprehensive brand campaign; continue efforts to partner with internal departments to identify critical and hard-to-fill positions; and work with Information Technology and Human Resources to effectively assess current and future applicant tracking system needs. In 2023 CVS successfully completed job analysis and validation studies for three critical and hard-to-fill positions, partnered with Information Technology and Human Resources to gather application tracking system requirements, and identified service gaps, developed and proposed a comprehensive branding campaign, and cleared the backlog of Trial Board Hearing and Administrative Law Judge hearings that were delayed due to COVID-related restrictions.*

e. Department Updates and Announcements

*Mr. Davis updated the Board with the Recruitment & Examining unit's participation on hiring events and job fairs through November 2023. The "How to Apply" presentation held on November 1<sup>st</sup> generated 12 job seekers; the U & I Veterans Job Fair held November 1<sup>st</sup>, generated 75 job seekers, resulting in 56 job offers; the Hiring Red, White & You Job Fair held on November 16<sup>th</sup>, generated 757 job seekers; and the Fresh Start Career Readiness Job Fair held on November 17<sup>th</sup>, generated 28 job seekers.*

*In the area of Uniform promotional activity, the Police Senior Corporal Written exam was held on November 7<sup>th</sup> with 373 candidates taking the exam. Police Lieutenant promotional announcement closed on December 1<sup>st</sup>; 104 candidates are scheduled to take the exam. Police Sergeant promotional announcement closed on December 22<sup>nd</sup>; 150 candidates applied.*

VII. Actions Items

N/A

VIII. Adjournment

Chair Welch adjourned the meeting at 10:43 a.m.

*Terrence S. Welch*  
Terrence S. Welch (Feb 6, 2024 16:19 CST)

APPROVED

*Jarred Davis*  
Jarred Davis (Feb 6, 2024 16:57 CST)

ATTESTED