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CIVIL SERVICE BOARD MINUTES
REGULAR BOARD MEETING

CITY SECRETARY 2433
DALLAS, TEXAS Tuesday, February 6, 2024

Board members in Attendance:

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

Absent:

Angela Kaye Kutac

Attendees:

Isaac Ruiz, Appellant

Staff in Attendance:

Robert Borse, Fire Captain, Dallas Fire-Rescue Department
Jarred D. Davis, Director, Civil Service Department
Brittany Drake, Manager, Civil Service Department
Ana Monzon, Executive Assistant, Civil Service Department
Laura Morrison, Assistant City Attorney IV

I. Call to Order

Chair Welch called the Board meeting to order at 9:36 a.m.

II. Board Member Introductions

N/A

III. Public Speakers

N/A

IV. Approval of Minutes

- a. Approve Minutes from the January 9, 2024 Special Called Civil Service Board Meeting.

Board member Curtis moved to approve the minutes as printed. Board member Gerber 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.

The Board considered information about Mr. Ruiz's previous employment with the City. After hearing from Mr. Ruiz, including information about his City employment and work history since leaving the City, Board member Pierre made a motion to approve Mr. Ruiz's re-hire eligibility appeal. Board member Leal seconded the motion.

The Board unanimously approved the motion.

VI. Briefing and Discussion Item(s)

- a. Civil Service Rules Revision Overview, Dallas Fire-Rescue Department

Fire Captain Robert Borse from Dallas Fire-Rescue Department provided the Board with a high-level overview of the Civil Service Rules proposed revisions. He explained that DFR is considering changes to the current rules hoping to improve the performance, efficiency, and effectiveness in various areas. DFR is primarily focused on the recruitment and retention, operational effectiveness, leadership development, and the overall employee morale. DFR leadership is currently collaborating with Civil Service, DFR employee's associations, and other comparable departments around the State of Texas to determine best practices. DFR has realized that some of its currently standards especially for promotion, are not consistent with industry best practice. Most Fire departments in Texas utilize a standard of 2 years as the time required in the previous rank to be eligible to take a test to promote to the next higher rank.

b. Civil Service 2024 Priorities

Mr. Davis presented the Board the priorities that CVS will be focused on 2024. CVS is currently in the process of integrating to a new applicant tracking system. CVS is also reviewing the talent and recruitment function, as well as the grievance and hearing process. After completion of those reviews, Mr. Davis will share the outcomes with the Board. CVS will put together an action plan to address any opportunities that will supplement CVS' ongoing priorities.

Board member Cole expressed her concern about the Workday implementation which has been postponed since 2020. Mr. Davis informed the Board that CVS is set to implement Workday on February 14th, 2024.

Board member Gerber sought clarification on Workday meaning. Mr. Davis explained to her that Workday is a human resources information system that will contain all City's employee records and payroll. He further explained, this new system will change the way CVS reviews and refers qualified candidates. It will also increase the analytics and provides a data synthesis ability to better review and plan for the City's workforce.

Mr. Davis went over the 2024 priorities which were around the development and launching of operational deliverables that promote talent acquisition against CVS' equity plan. CVS will continue working with departments to identify critical and hard-to-fill positions and continue doing position analysis that will help to enhance those talent pools. CVS will also continue working with IT and HR to effectively assess the applicant tracking system needs, as well as improving the Administrative Law Judge and Trial Board hearing process.

Board member Cole suggested to add a note on the priorities to explain that Workday is anticipated to roll out and/or provide next steps for the ongoing priorities. Mr. Davis requested the Board to allow him a month or two to work across the organization to understand the status, timing, and sequence of those priorities. He will be working on target dates and building some milestones, so that by mid-year the priorities can be updated.

c. Civil Service Annual Report Review

Mr. Davis thanked the Board for their input and feedback in completing the 2023 annual report.

d. Q1 Departmental Scorecard

Mr. Davis presented the Q1 Departmental Scorecard which highlights CVS' Performance Metrics on Requisition Management, Talent Assessment & Testing, Talent Relation, Talent Outreach, and Uniform Promotion.

e. Department Updates and Announcements

Mr. Davis updated the Board with the Recruitment & Examining unit participation on hiring and job fairs through January 2024. The MLK Celebration Job Fair held on January 10th, generated 345 job seekers resulting in 21 offers. The Career Readiness Workshop held on January 26th, generated 15 job seekers.

In the area of Uniform promotional activity, the Police Lieutenant exam was administered on January 30th, 71 candidates took the exam. The Police Sergeant written exam is set to take place on February 21st; there are 144 candidates scheduled to take the written exam.

Mr. Davis announced that Kelly Dent recently joined CVS as Administrative Specialist II.

VII. Actions Items

a. 2023 Civil Service Annual Report Adoption

Board Member Cole thanked Mr. Davis for including most of her suggested changes to the report and expressed her satisfaction for the way the 2023 annual report looks. However, Board member Cole still believes the 2024 priorities should be included in the report. Mr. Davis thanked Ms. Cole for the suggestion.

Board member Pierre moved to approve the report as printed. Board member Gerber seconded the motion.

The Board vote 5 to 1 to approve the motion.

Voting Aye: Welch, Gerber, Pierre, Leal, Mitchell

Voting Nay: Cole

VIII. Adjournment

Chair Welch adjourned the meeting at 10:48 a.m.


Jarred Davis (Apr 2, 2024 15:29 CDT)

ATTESTED


Terrence S. Welch (Apr 2, 2024 14:56 CDT)

APPROVED