



**CIVIL SERVICE BOARD MINUTES  
REGULAR BOARD MEETING**

2427  
Tuesday, August 1, 2023

Chair Terrence Welch called the Board meeting to order at 9:30 a.m.

**Board members in Attendance:**

Terrence Welch, Chair  
Chandra Marshall-Henson, Vice-Chair  
Kyla G. Cole  
Angela Kaye Kutac  
Bridgett I. Mitchell  
Joan D. Smotzer

**Staff in Attendance:**

Jarred D. Davis, Director, Civil Service Department  
Ana Monzon, Executive Assistant, Civil Service Department  
Laura Morrison, Assistant City Attorney IV  
Dawne Payne, Interim Manager, Civil Service Department

CITY SECRETARY  
DALLAS, TEXAS

2023 NOV 13 AM 9:58

RECEIVED

I. Call to Order

II. Public Speakers

None

III. Approval of Minutes

- a. Approve Minutes from the June 6, 2023 Regular Civil Service Board Meeting.

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

- b. Approve Minutes from the June 27, 2023 Special-Called Civil Service Board Meeting.

*Board member Cole moved to approve the minutes as printed. Vice-chair Marshall-Henson seconded the motion. The Board unanimously approved the motion.*

IV. Hearing Item(s)

- a. None

V. Briefing and Discussion Item(s)

- a. Sworn Promotional Activity Overview

*Mr. Davis provided the Board with a high level overview of the sworn promotional activity and the phases from the time the Dallas Police Chief or Fire Chief declares a vacancy and requests that the Civil Service Department conduct a promotional exam, or an assessment center.*

*He explained that there are two parts on the process: a written exam component, and at later date, there will be an assessment center component where individual members from the Dallas Police Department or Fire Department would go through a series of activities to demonstrate their ability to perform on the job. For specific requests, CVS will work alongside the testing and assessment vendor to determine the test source and the essential knowledge skills and abilities to be assessed either in the written exam or in the assessment center. After CVS understands the source data and establishes the essential things to be assessed, CVS will administer the written exam or the assessment center, and every member would participate. Finally, CVS will publish the final register of eligible candidates for departmental promotions. After that, the department has 18 months from the date CVS posts the register to make the promotions.*

*Board member Smotzer inquired about who administers the exam. Mr. Davis explained that CVS administers the exams, but assessors are brought to CVS externally through CVS' current vendor Morris McDaniel.*

*Board member Cole sought clarification about the Civil Service Board's ability to suggest retesting of an expired list or have to wait until a new assessment center is requested. Mr. Davis explained that in the case DPD or DFD requests an extension of a list, the Civil Service Board would make that decision.*

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b. Civil Service Rules Revisions Update

*Mr. Davis provided the Board with a high level update on the Civil Service Rules Revisions approved by Council on June 28<sup>th</sup> and the next steps based on some recent requests from the DFD. He explained that CVS will make sure that DFD has an opportunity to take a fresh look at its promotional requirements much similar to what DPD previously requested. CVS will bring any new rule change to the Civil Service Board for consideration, and then move forward with any amendment.*

c. Q3 Departmental Scorecard

*Mr. Davis presented the Board with the Q3 Departmental Scorecard. Chair Welch was pleased to see that the CVS department participated at 10 Hiring Events; he believes that is a great way to get the message out there about employment opportunities with the City of Dallas.*

d. Department Updates and Announcements

*Mr. Davis informed the Board that CVS will be piloting a Hiring Event Management Plan with City departments to analyze events' effectiveness. He will bring more information about the program to the Board soon.*

VI. Action Items

a. N/A

VII. Adjournment

Chair Welch adjourned the meeting at 10:07 a.m.

  
Terrence S. Welch (Nov 7, 2023 13:33 CST)

ATTESTED

  
Terrence S. Welch (Nov 7, 2023 13:33 CST)

APPROVED