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CIVIL SERVICE BOARD MINUTES
REGULAR MEETING

CITY SECRETARY
DALLAS, TEXAS
2410
Tuesday, September 6, 2022

Chair Terrence Welch called the Board meeting to order at 9:43 a.m.

Board members in Attendance:

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

Absent:

Dr. Glynn E. Newman

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
Catrina Shead, Police Assistant Chief, Dallas Police Department

1. PUBLIC TESTIMONY

None

2. APPROVAL OF MINUTES

Approve Minutes from the September 6, 2022 Civil Service Regular Board Meeting.

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

3. HEARING ITEM(S)

N/A

4. BRIEFING & DISCUSSION ITEM(S)

- a. Dallas Police Department Promotional Requirements Overview

Mr. Davis provided the Board with an overview on the Dallas Police Department Promotional Requirements. He informed the Board that in October 2021 the Dallas Police Department Leadership requested the Civil Service Department consider amending the promotional minimum qualifications for the Senior Corporal, Sergeant, and Lieutenant ranks. The Civil Service Rules Revision Committee was generally made aware of the requested changes at that time and the CVS department started conducting benchmarking against other police departments to consider its findings as final rules changes are made. Mr. Davis shared with the Board the benchmarking comparison results for the DPD Senior Corporal, Sergeant, and Lieutenant positions' promotional requirements, so the Board can consider DPD's request.

Board member Cole inquired about why the DPD wants to make this change. Mr. Davis explained that DPD is requesting this change to make the promotional process more competitive and insure each candidate has longer time and experience in the previous rank.

Chief Shead further explained that DPD realized that the current process for individuals to be promoted to Senior Corporal, Sergeant, and Lieutenant ranks do not provide enough experience and credibility for the individuals promoted to those ranks. DPD considers that now is that time to make changes to avoid more issues and concerns with law enforcement agents.

Chair Welch inquired Chief Shead whether this request has been vetted in DPD. Chief Shead explained that before DPD came out with a proposal of how to make changes within the department and that DPD leadership sat down with every association and president to review and gain support for the proposed changes.

Chair Welch inquired if this recommendation would be included in the CVS revised rules. Mr. Davis confirmed and explained that the department brought this recommendation up before the Board since CVS is in the process of rule revision. Moving forward, CVS will work on the language and continue the discussion and revisions.

- b. Job Analysis Project Overview

Mr. Davis provided the Board with a high-level Job Analysis Project Overview. CVS has been working on a job analysis project that supports critical functions in Code Compliance, Water, and General Office Support. The project helps better understand these roles and was based upon stakeholder feedback and an ongoing undertake of job analysis. CVS recognizes its need to better understand what the key skills and abilities are necessary to perform those jobs.

Mr. Davis explained that it takes about 11 weeks to conduct a job analysis per classification. A final report will be prepared per classification fully documenting the analysis process and containing all the results of the job analysis. The report will conform to the documentation stated by the uniform guidelines of employee selection. The analysis will help CVS to update any required minimum qualifications, and to better understand, share, and brief the department with CVS' findings around the job.

c. Trial Boards Scheduling Update

Mr. Davis informed the Board that CVS is still working diligently to have pending Trial Boards rescheduled. CVS has currently 13 Trial Board requests of which 6 have been scheduled and 7 are pending. CVS has received 5 Administrative Law Judge hearing requests, 2 are scheduled and 3 are pending.

Mr. Davis explained that the hearing backlog is mostly due to the open meetings moratorium. CVS will continue working on processing all the pending hearings requests.

d. Department Updates and Announcements

Mr. Davis provided an update on the CVS Recruitment and Examining unit hiring events and job fairs' participation throughout July and August 2022. The CVS team is scheduled to assist Dallas Fire Rescue with its upcoming Candidate Physical Ability Test (CPAT) training from September to November 2022. On the promotional activity, Dallas Fire Rescue written exam was held at Kay Bailey Hutchison Convention Center on August 29th. There were 113 candidates scheduled; 87 showed up to take the exam. The Battalion Section Chief Assessment Center is scheduled for September 11-16; 33 candidates are scheduled. The Dallas Fire Rescue Lieutenant written exam will be held at KBHCC on September 29th; 231 candidates are scheduled.

ADJOURNMENT

Chair Welch adjourned the meeting at 10:35 a.m.



Jarred Davis (Oct 5, 2022 07:09 CDT)

ATTESTED



Terrence S. Welch (Oct 4, 2022 18:33 CDT)

APPROVED