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**CIVIL SERVICE BOARD MINUTES  
REGULAR MEETING**

2395  
Tuesday, December 7, 2021

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

**Board members in Attendance:**

Terrence Welch, Chair  
Chandra Marshall-Henson, Vice-Chair  
Kyla G. Cole  
Shana Hope Khader  
Angela Kaye Kutac  
Dr. Glynn E. Newman  
Joan D. Smotzer

**Staff in Attendance:**

Jarred D. Davis, Director  
Ana Monzon, Executive Assistant  
Laura Morrison, Senior Assistant City Attorney  
Ashley Rucker, Manager III

1. **PUBLIC TESTIMONY**

*None*

2. **APPROVAL OF MINUTES**

Approve Minutes from the November 2, 2021 Civil Service Regular Board Meeting

*Vice-Chair Marshall-Henson moved to accept the minutes as printed. Board member Kutac seconded the motion. The Board unanimously approved the motion.*

3. **HEARING ITEM(S)**

*None*

4. **BRIEFING & DISCUSSION ITEM(S)**

- a. Entry Level Sworn Recruitment Overview

*Mr. Davis presented the Board with the DPD and DFR Entry-level Sworn Recruiting data and Outreach Initiatives. He explained some of the Civil Services Department's initiatives in collaboration with the Dallas Police Department and Dallas Fire Department in the upcoming fiscal year.*

*Mr. Davis presented the DPD's background and goals for the FY 21/22, which included the hiring of 275 police officers, market salary increases, and the new lateral transfer program.*

*Mr. Davis explained an Applicant Comparisons which revealed a 25% Police decrease in Police Officer Trainee applicants in FY 20-21 compared to FY 19-20. However, there was a 202% increase in the number of applicants tested.*

*He further explained the Applicant Comparisons data, revealed a 14.5% decrease in Fire Rescue Officer Trainee applicants in FY 20-21, compared to FY 19-20. However, there was a 34% increase in the number of applicants hired. For the Fire Prevention Officer Trainee rank, there was a 91% increase in applicants in 2021, compared to 2018, as well as a 265% increase in the number of applicants referred.*

*Board Member Khader asked Mr. Davis what factor he attributes the significant increase in the testing show rate. Mr. Davis explained he believes the increase happened when CVS fully moved to online testing due to COVID-19.*

*Mr. Davis discussed CVS' recruiting and outreach strategies which focused on diversity hiring, strengthening the pipeline from the community to the Department, targeting social medial and digital content, and the DPD recruiting website.*

*Chair Welch inquired about whether the DPD and DFD were part of the CVS' job fairs. Mr. Davis informed him that DPD and DFD's recruitment and hiring teams have been a critical part of job fairs. Due this collaboration, CVS has been able to make some job offers on the spot and to get hiring managers involved.*

*Board member Kutac inquired whether CVS plans to target radio and TV promotion, as well as keeping a positive image as part of the recruitment strategy. Mr. Davis explained that CVS is working with the City's marketing communications department to make sure that CVS has developed a solid marketing and communications approach in communicating Civil Service career opportunities.*

*Mr. Davis presented the DFD background and goals, which included plans for Fire Rescue Officer Trainee classes in FY 21/22, the hiring of 91 members in FY 20/21, Operations' plan to hire 120-125 members in FY 21/22, Fire Prevention plans to hire 16 members in FY 21/22, and an indoor facility plans for Candidate Physical Agility Test.*

*Board member Khader inquired whether CVS has a committee, task force, or work plan that lays out the particular steps that CVS, in conjunction with other players, are going to take to meet the 50% increase in Police Officer Trainees' recruitment goal. Mr. Davis explained that there is a work group working collaboratively on this goal. Mr. Davis will provide an update to the Board in two months.*

b. Department Updates and Announcements


*Mr. Davis announced that the Water Department had a hiring event on November 10<sup>th</sup> in which CVS was able to make 24 job offers on the spot. Fire Rescue Officer Trainee exams will open on December 19<sup>th</sup> and will close on December 29<sup>th</sup>. CPAT will start in April through May.*

*Mr. Davis informed the Board that CVS has completed the Fire Prevention written exams. Assessment Centers will be on the following dates: Lieutenant- January 12, 2022, Captain- January 18, 2022, Section Chief- January 14, 2022, and Fire Prevention Promotional scores will be posted January 31, 2022.*

*He further announced that the DPD promotional Lieutenant exam is scheduled to take place on September 15<sup>th</sup>, Sergeant on November 2<sup>nd</sup>, and Senior Corporal on December 22<sup>nd</sup>. The exam for DPD Lieutenant will be held at the Dallas Convention Center. There are 228 scheduled candidates. 330 candidates applied for Sergeant. The written Sergeant's exam will be January 31, 2022.*

ADJOURNMENT

Chair Welch adjourned the meeting at 10:25 a.m.

  
Jarred Davis (Jan 4, 2022 15:42 CST)

ATTESTED

  
Terrence S. Welch (Jan 4, 2022 15:27 CST)

APPROVED