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**CIVIL SERVICE BOARD MINUTES  
REGULAR MEETING**

2378  
Tuesday, January 5, 2021

Chair Terrence Welch called the Board meeting to order at 9:34 a.m.

**Board members in Attendance:**

Terrence Welch, Chair  
Chandra Marshall-Henson, Vice-Chair  
Kyla G. Cole  
Dr. Glynn E. Newman  
Shana Hope Khader  
Gwendolyn W. Satterthwaite

**Absent:**

Kendall W. Scudder

**Attendees:**

Jennifer Huggard, Executive Assistant City Attorney  
Laura Morrison, Senior Assistant City Attorney  
Kanesia Williams, Senior Assistant City Attorney

**Staff in Attendance:**

Jarred D. Davis, Director  
Ana Monzon, Executive Assistant  
Kamesha Williams, Administrative Specialist II

**1. PUBLIC TESTIMONY**

*None*

**2. APPROVAL OF MINUTES**

Approve Minutes from the December 1, 2020 Civil Service Board Regular Meeting Board

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

**3. HEARING ITEM(S)**

*None*

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

- a. Police Dispatcher Job Analysis Project Preview

***Mr. Davis presented the Board with the Police Dispatcher's Job Analysis timeline. He explained that according to the Civil Service Test Validation team, it takes from 14 to 16 weeks to gather research and deploy a validated exam.***

***Mr. Davis informed the Board that for the 1<sup>st</sup> Quarter of FY 2020-21 (October 1<sup>st</sup> through December 31<sup>st</sup>, 2020), the CVS Department received 507 Police Dispatcher applications, of which 88 met the minimum qualifications, and 20 were referred to the Dallas Police Department.***

***Board member Khader sought clarification on the relationship between new test development and the Board's role. Mr. Davis explained that the CVS Department does analysis work, determines key skills and qualifications, and subsequently develops tests. The Board determines and establishes minimum qualifications for all positions.***

***Chair Welch inquired about what triggers, in general, a new review of minimum qualifications and a job analysis. Mr. Davis informed him that reviews are done as frequent as needed and often in response to candidate shortages and departmental requests.***

***Board Member Cole stated that given the disparity between the number of applications received, the number of applicants who meet minimum qualifications and the number of applicants who pass the exam that there is a problem with the minimum qualifications and suggested that we should move forward with the research and meet with the police communication leadership and report back so the board can consider next steps.***

***Mr. Davis will work during the next three weeks on identifying what issues the Police Department is struggling with, compare with other cities' minimum qualifications, and prepare any recommendations, so the Board can provide further instruction on how the Board wants to move forward with any action. Mr. Davis will provide an update to the Board in February.***

- b. Virtual Trial Board Hearing Update

***Mr. Davis informed the Board that the City of Dallas is still under the Ninth Amended Emergency Regulations, which call for suspension of all face-to-face Board and Commission meetings, including Trial Board hearings. As a result, the Civil Service Department has 11 pending hearings.***

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*Currently, CVS Department has three requests for Virtual hearings. The CVS Department is actively identifying and securing physical and technical resources needed to support and facilitate virtual hearings, as well as considering the implementation of new protocols to continue with the scheduling of virtual and in-person hearings.*

*Board member Satterthwaite suggested to have a practice session before each virtual hearing, so the Board can feel more comfortable with the process. Mr. Davis concurred with the idea. He will do a demo session with 3 members at a time, or just do a demo session and send it to the group.*

*Board Khader raised a question about the resources the appellants will have to familiarize themselves with technology before their virtual hearings; she would like to have some kind of a recorded demonstration for them, so they know what to expect.*

c. Department Updates and Announcements

*Mr. Davis informed the Board that the CVS Department is preparing for a Dallas Fire-Rescue Lieutenant Assessment Center from January 12<sup>th</sup> through 15<sup>th</sup> at K. Bailey Hutchinson Convention Center.*

*On the 21<sup>st</sup> of January, the CVS Department is participating in the Workforce Solutions of Greater Dallas Virtual Job Fair representing the City of Dallas.*


*The CVS Department is preparing to deploy in February the Fire Driver Engineer written exam.*

a. Adopt Civil Service Board 2020 Annual Report


*Vice-Chair Marshall-Henson moved to adopt the FY 2019-20 Annual Report as printed. Board member Khader seconded the motion. The Board unanimously approved the motion.*

**ADJOURNMENT**

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

  
Jarred Davis (Feb 2, 2021 15:39 CST)

**ATTESTED**

  
Terrence S. Welch (Feb 2, 2021 15:38 CST)

**APPROVED**