

Memorandum



CITY OF DALLAS

DATE May 29, 2015

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair), Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT Upcoming Agenda Item: Ordinance Amending Rule IX Section 2(A) of the Code of Rules and Regulations of the Civil Service Board Relating to Registers of Eligibles

On June 17, 2015, City Council will consider an agenda item to amend Rule IX Section 2(A) of the Code of Rules and Regulations of the Civil Service Board, relating to the register of eligibles.

In 2014, CPS HR Consulting issued its final report and recommendations about the City's hiring practices. One of its recommendations was to change the length of all eligibility lists to six months and candidate eligibility lists to six months. In practice, City employees have been placed on a list for one year. Outside candidates have been placed on a list for six months with the ability to request an extension for another six months. To reconcile the dates and provide more current lists, the Civil Service Board voted to amend Rule IX Section 2(A) on April 7, 2015 to adopt the changes recommended by CPS HR Consulting.

Finalization of the rule change requires City Council approval. Many of the other recommendations, including; continuous posting of vacancies, additional training for managers and supervisors, and auto-scoring of applications have already been implemented administratively.

Attached is a copy of the proposed ordinance language change.

Please let me know if you have any questions.

A handwritten signature in blue ink, appearing to read 'Patricia Marsolais'.

Patricia Marsolais, IPMA-CP, CBM, CSSBB, CLSSS
Secretary
Civil Service Board

Attachment

c: Honorable Mayor and Members of City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, First Assistant City Manager

Jill A. Jordan, P.E., Assistant City Manager
Joey Zapata, Assistant City Manager
Mark McDaniel, Assistant City Manager
Eric D. Campbell, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager

The proposed ordinance will include the following amendment:

CIVIL SERVICE BOARD CODE OF RULES AND REGULATIONS

RULE IX - REGISTER OF ELIGIBLES

Section 1. A register of eligibles shall be prepared by the Civil Service Board as the needs of the service may require, for each position in the Classified Service, from candidates who have been found duly qualified after an examination and in order of merit and fitness as shown by the respective scores of the aggregate marking. When two or more eligibles shall have equal average scores on an examination, they shall have equal rank on the eligible register.

Section 2. A. ~~Non-employee eligibles may be removed from~~ All qualified candidates will remain on the register of eligibles after for six months unless otherwise stated from the date of examination provided that an eligible may notify the Board of continuing interest in City employment and may continue eligibility for an additional six months without further examination in the Civil Service Board Code of Rules and Regulations.

B. The register of eligibles for each classification may be supplemented periodically as the personnel needs of the City and the principle of open competition may warrant. As registers are thus supplemented all eligibles will be ranked according to their respective performance by examination.