

CIVIL SERVICE COMMISSION MEETING

February 18, 2014

Cheryl Beckett, Vice-Chair, called the regular meeting to order at 9:30 a.m. All Commission members were present, except Mary Doran and Jim DeWalt, who were excused.

Ms. Beckett stated that she would take agenda Item IV first.

Agenda Item IV. Claim/Complaint Regarding Administrative Determination by Chief Examiner.

Ms. Beckett noted that it had been known that one of the Commissioners would be absent, but it now appeared that two were unavailable to attend. Attorney Dennis Thompson, representing appellant Zachary Dahle, addressed the Commission. Noting that there were only three Commissioners present, Mr. Thompson requested a continuance of the hearing until the full Commission was available to hear the appeal. Ms. Beckett asked the Chief Examiner whether that is something they can approve under Rule XI. Chief Examiner Glenn Kibbey stated that the rule (Rule XI, Section 7(a)) does provide that a continuance is granted upon request of a party to a hearing, when there is less than the full Commission present. Ms. Beckett requested that the agenda item be rescheduled to the regular meeting in March. The Chief Examiner stated that he would do so. Ms. Beckett apologized to the appellant for the inconvenience.

Agenda Item I.

Approval of Minutes:

Ms. Beckett introduced the Minutes from the regular meeting of January 21, 2014, for approval. Hearing no changes or corrections to the minutes, Ms. Beckett asked for a motion to adopt. Craig Hult moved for adoption. Ms. Gabel seconded the motion, and it carried unanimously. Ms. Beckett stated that the minutes are approved as prepared.

Agenda Item II.

Staff Activities:

The Chief Examiner stated that January had been a busy month for staff, with several job announcements issued, a number of examinations administered, and several classification surveys in process. Mr. Kibbey also noted this would be the last Commission meeting for Lori Harvey, Clerk III, as she had accepted another position in the Park and Recreation Department. Mr. Kibbey noted his appreciation for the work performed by Ms. Harvey over her nearly seven years with the Commission, and said that she would be missed.

The following statistics were reported for January, 2014:

Announcements issued	3	Classifications under review	1
Examinations	11	Classifications reviewed	2
Requisitions received	59	Classifications revised	2
Requisitions certified	60	Classifications New/Deleted	2/0
Requisitions pending	2	Title Changes	0
Requisitions cancelled	0	Surveys completed/cancelled/pending	3/0/13

Average days from departmental initiation to receipt of requisitions in Civil Service = 2.9

Average days from requisition receipt to certification = 0.2

Percentage of Requisitions Certified within 24 hours of receipt = 100%

Agenda Item II, Continued:

The Chief Examiner reported additional details regarding surveys in process, and changes to the minimum and/or promotional requirements for the classifications of Division Accountant, Field Engineer, and Refuse District Supervisor. The report was concluded with no questions from Commission members.

Agenda Item III.

Request for Classification Resolution & Request for Designation as Senior Admin. Assistant, per Rule V, Section 5:

Ms. Beckett introduced the agenda item. The Chief Examiner provided the background on the proposed resolution providing for the adoption the classification of Technical Writing Professional, a new classification, and the reactivation of a previously deleted classification of Assistant Clerk of Court, under the new title of Assistant Court Administrator. Mr. Kibbey reported that the Class Specifications had concurrence of management and labor, and recommended adoption. Mr. Kibbey also recommended inclusion of the Classification of Assistant Court Administrator with the classifications designated as Senior Administrative Assistants, which it had been prior to deletion.

Ms. Beckett stated that there are two resolutions to consider, and the first would be the resolution for adoption of the two classifications. Ms. Gabel moved to adopt the classifications. Mr. Hult seconded the motion, and it carried unanimously. Ms. Beckett asked if there was a motion regarding the second resolution to include the classification of Assistant Court Administrator with those classes designated as senior administrative assistants. Mr. Hult moved for adoption. Ms. Gabel seconded the motion, and it carried unanimously.

Agenda Item V.

Proposed Relocation of Civil Service Office:

The Chief Examiner reported that Asset Manager Mike Werner had been invited to attend and provide an update to the Commission. Mr. Werner addressed the Commission and provided background information on the efforts to optimize space allocation within City Hall and other City facilities. Mr. Werner continued that the space currently allocated per employee in City Hall is larger than comparables in the private sector, and is more costly per employee than optimum.

Mr. Werner stated that the goal is to occupy appropriate spaces, decrease overhead costs, and improve business continuity, providing value to the public. He stated that Asset Management is trying to be more efficient and effective, and that City Hall is a prime target when an average of 292 square feet is allocated per employee, as compared to 156 square feet per employee in most businesses. He continued that they are trying to right-size spaces. Mr. Werner stated that Asset Management is a service department, providing the "what" to those who provide the "why". He continued that his team is engaged in a large amount of research, and said that nothing is "baked", as his department doesn't make the final decision and is just responsible for providing information.

Ms. Beckett stated that not all departments are the same, and that Civil Service is involved with confidential testing processes, and maintains confidential files. She asked Mr. Werner if such issues are being considered. Mr. Werner answered that such issues are being considered, and that research has indicated that the department has need of additional facilities, when testing has to be done off-site, and there is a potential for expansion of testing facilities within City Hall. Mr. Werner provided his background in training and Human Resources functions and indicated that he understands the need for confidentiality. Mr. Werner continued that there are a number of stakeholders, so they are trying to be careful.

Agenda Item V, Continued:

Ms. Beckett asked where information will come from. Mr. Werner responded that any move would affect multiple stakeholders; and, input would be sought from the Chief Examiner and the other stakeholders.

Ms. Gabel noted that there are three criteria listed; asked about the process, and whether those criteria are primary. Mr. Werner answered that they have been going through a broader process of how City Hall is used; considering business continuity, and other issues such as confidentiality for HR and Civil Service; and, then improving footprint/sustainability, which also may reduce costs. He stated that moving isn't something that anyone wants to do, but that it may provide opportunities. He stated that the solution may not be optimal, due to the large number of stakeholders.

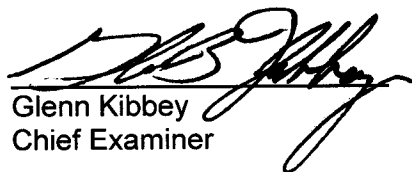
Ms. Beckett asked if there was a timeline for a move. Mr. Werner answered that there was not at this time, and noted that there are large projects and testing processes being done by potentially affected departments. Mr. Werner stated that they are starting to look at windows when such moves could happen, but that there is a considerable amount of coordination required, and several logistical steps involved in such a move. He stated that they were trying to be sensitive to what the work is, what the deliverables are, and what the expectations are.

Ms. Gabel stated her understanding that when several hundred test-takers are involved, such as with the entry-level Firefighter exam, that staff does test off-site. She asked the Chief Examiner if there are other exams that are tested for off-site. Mr. Kibbey answered that there are usually a couple of other exams administered off-site during a year, such as for the larger promotional Police Sgt, and Detective classifications.

Hearing no further questions for Mr. Werner, Ms. Beckett thanked him for attending and providing information.

Agenda Item VI.
Other Business:

Hearing no other business to come before the Commission, Ms. Beckett adjourned the meeting at 9:52 a.m.


Glenn Kibbey
Chief Examiner