

# CIVIL SERVICE COMMISSION

## MINUTES

Thursday – May 22, 2014 – 4:30 p.m.

Reno City Hall – Room 709

One East First Street, Reno, Nevada

### MEMBERS

Jeannie Atkinson, Chairperson  
Bertha Mullins, Vice Chairperson  
Tray Abney  
Darrin Georgeson  
John Hester  
Paul Lane  
Jenny Martinez  
Ric Bailey, Chief Examiner

#### 1. CALL TO ORDER/ROLL CALL

Chair Atkinson called the meeting to order at 4:30 p.m. A quorum was established.

**MEMBERS PRESENT:** Jeannie Atkinson, Tray Abney, Darrin Georgeson, John Hester, Paul Lane, Jenny Martinez and Bertha Mullins.

**MEMBERS EXCUSED:** None.

**ALSO PRESENT:** Ric Bailey – Chief Examiner; Brad Drum – IAFF 731; Jo Ann Malugani – Civil Service Technician; Susan Rothe – Deputy City Attorney and Renée Ruņģis – Director of Human Resources.

2. **PUBLIC COMMENT** – This item is for either public comment on any action item or for general public comment and is limited to no more than **three (3) minutes** for each commentator.

None.

#### 3. APPROVAL OF AGENDA (For Possible Action)

*It was moved by Vice Chairperson Mullins, seconded by Commissioner Martinez, to approve the May 22, 2014 agenda as written. The motion carried unanimously.*

4. **LIAISON REPORT** (*Item for announcements and informational items only. No deliberation or action will be taken on this item.*)

None.

5. **MINUTES** – *Approval of the April 24, 2014 regular meeting minutes. (For Possible Action)*

*It was moved by Commissioner Martinez, seconded by Vice Chairperson Mullins, to approve the April 24, 2014 minutes as submitted. The motion carried: Chairperson Atkinson, Commissioners Abney, Hester, Lane and Martinez and Vice Chairperson Mullins assenting; Commissioner Georgeson abstaining.*

#### 6. CONSENT AGENDA

Chairperson Atkinson: On Items H & I, if we are going to move with the consent agenda, I would ask that you add a six-month probationary period on those two items.

Commissioner Hester: I have a question. What I think you said in your email was that we are not setting the bargaining unit and salary.

Deputy City Attorney Susan Rothe: Correct, that is not within the Commission's purview. You are only approving the minimum qualifications per City Charter and Rules.

Chairperson Atkinson: These are class specifications that were developed by the Parks & Recreation Department as part of the process that we have been involved in for a while now.

Deputy City Attorney Susan Rothe: You can move to approve the entire consent agenda with the modification of the six-month probationary period, noted by your Chair, on H & I.

- A. Request to approve employee confirmations. (For Possible Action)
- B. Request to approve eligible list for Police Recruit. (For Possible Action)
- C. Request to approve eligible list extension for Associate Civil Engineer. (For Possible Action)
- D. Request for one-year extension to be placed on the re-employment list for Traffic Signal Mechanic from Aaron Faigin. (For Possible Action)
- E. Request for one-year extension to be placed on the re-employment list for Community Services Officer II from Bretta Inman. (For Possible Action)
- F. Request for one-year extension to be placed on the re-employment list for Maintenance Technician from Tom Metcalf. (For Possible Action)
- G. Request for one-year extension to be placed on the re-employment list for Firefighter from Martin Smith. (For Possible Action)
- H. Request to approve minimum qualifications for Parks, Recreation and Community Services Department Regular Part-Time Classifications; Pool Operator, Head Pool Operator and Recreation Assistant. (For Possible Action)
- I. Request to approve minimum qualifications for Parks, Recreation and Community Services Department Regular Part-Time Classifications; Recreation Leader and Senior Recreation Leader. (For Possible Action)

***It was moved by Commissioner Hester, seconded by Commissioner Abney, to approve Consent Agenda Items A, B, C, D, E, F, G, H, & I and to include the modification of a six-month probationary period on Items H & I. The motion carried unanimously.***

## **7. REGULAR AGENDA**

7-A. *Report from Renée Ruņģis, Director of Human Resources, per Rule VII, Section 12. (e) roster of temporary employees and non-civil service part-time employees. (Not for Action)*

Renée Ruņģis, Director of Human Resources, stated that she would be happy to answer any questions regarding the reports.

There were no questions.

*7-B. Update, discussion and possible direction regarding the Charter Committee proposed changes that may impact the Civil Service Article. (For Possible Action)*

Chairperson Atkinson: From our last meeting you may recall that what remained in question was how you define “appointive employee” and how that number would be set. A second issue was the extent to which this Commission would have review authority over classification decisions.

The Charter Review Committee (CRC) at their May 1<sup>st</sup> meeting made a decision to go with a 4% or 40 position limit on appointive positions. The average across the agencies that we surveyed was 3.2%. I know that this Commission thought that 3% was a reasonable number and was interested in a more conservative approach. I believe that after the CRC discussed it, they settled on 4% because it felt right. It does accommodate existing practice, even though existing practice is not in conformance with the Charter. It does recognize there is a history where that practice has been out of conformance and it has set a pattern that they want to legitimize. The 40 position number was there in the event that there are mergers or some other major modifications to the workforce of the City of Reno that you wouldn’t end up dropping below the 40. What the data suggested to us is, regardless of the size of an agency, there are still a net number of people that you need to perform the functions that would fall in this administrative “appointive” employee category. That was right around 25 to 35. The number from my perspective was more generous than I would have preferred, but I felt that it was certainly defensible. As the Chairperson I told the CRC that I thought this Commission would essentially be in agreement with that.

Commissioner Hester: I agree and I think we had a discussion about that we didn’t really know whether it was five, ten or whatever, but Commissioner Lane said three felt good conservatively, but four is livable.

Chairperson Atkinson: It’s a difference of ten positions under today’s condition. I think it gives some needed flexibility. The way it has been written in the past has been very restrictive which is why you see a practice that is out of compliance. It is my understanding that the CRC report will be going to Council at their June 1<sup>st</sup> meeting.

Deputy City Attorney Susan Rothe: I think it is on next Wednesday’s (May 28<sup>th</sup>) agenda.

Chairperson Atkinson: Once it gets posted, we can ask Ric to distribute it so that each member of this Commission has a copy. If any of you wish to go to the Council meeting when that is heard, I think that is acceptable. I won’t be available to go to that meeting. Is there any open meeting issue if more than two (Commission members) show? I believe it would just be individual interest.

Deputy City Attorney Susan Rothe: As long as there is no further action coming back to this Commission, there wouldn’t be a problem. If there was, then I would strongly discourage too many members.

Chairperson Atkinson: I’m thinking that this item comes to the City Council for their initial review and comment back to the CRC. The CRC will subsequently meet with the City Council. Am I remembering that correctly?

Chief Examiner Ric Bailey: It's right because they get the recommendation first and then they come back.

Chairperson Atkinson: The second item was the extent to which this Commission might have some review authority on issues where employees feel that their classification determination is inaccurate. The way that the CRC forwarded that would be that the CSC can sit as a review body (not an appeal body). There is no authority to override what the City Manager's decision is, but we do become an avenue for an employee who feels that something has been missed in the process or there has been some inequitable decision made. They can come and have it aired here and then this Commission can prepare a report back to the City Manager with respect to our findings. We would sit as a neutral third party that would look at the facts of the matter and report back to the City Manager what we saw in that event.

Once the City Council has looked at this and the CRC has finalized its product at some point this may or may not go forward as a bill draft to the legislature. There are still a number of steps that would have to fall into place before this would ever show up in the Charter, but we are certainly on the front end of that.

## **8. IDENTIFICATION OF FUTURE AGENDA ITEMS**

Charter Committee update.

Chairperson Atkinson: We are working on a rule change under the transfer rule (Rule X) that we hope to bring back at next month's meeting if we can get it worked through. If not, we will bring it back in July. We will distribute and post it in accordance with the rules and regulations that we have about how we approach rule changes.

## **9. SET NEXT MEETING DATE (For Possible Action)**

The next regular meeting of the Civil Service Commission is Thursday, June 26, 2014 at 4:30 p.m.

**10. PUBLIC COMMENT** – This is for general public comment limited to items that do not appear on the agenda and is limited to no more than **three (3) minutes** for each commentator. Pursuant to NRS 241.020, no action may be taken upon a matter raised under this item until the matter has been specifically included on an agenda.

None.

## **11. ADJOURNMENT (For Possible Action)**

Chairperson Atkinson adjourned the meeting at 4:44 p.m.

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Jeannie Atkinson, Chair

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Date