CITY OF RENO – CIVIL SERVICE COMMISSION

MINUTES

Thursday – April 30, 2015 – 4:30 PM
Reno City Hall
1 East First Street, 7th Floor Caucus Room
Reno, Nevada

1. CALL TO ORDER / ROLL CALL

Chairperson Atkinson called the meeting to order at 4:30 PM. A quorum was established.

MEMBERS PRESENT: Jeannie Atkinson, Bertha Mullins, Tray Abney, and, Paul Lane.

MEMBERS EXCUSED: John Hester.

MEMBERS UNEXCUSED: Darrin Georgeson and Jenny Martinez.

ALSO PRESENT: Ric Bailey – Chief Examiner; Kym Suh – Civil Service Technician; Susan Rothe – Deputy City Attorney; Karl Hall - City Attorney, Kelly Leerman – Human Resources Director, Andrena Arreygue – Human Resources Technician, Paul McKenzie – City Council Liaison, Dan Holly, Building and Safety Manager, Community Development, Andy Bass – Director, Parks, Recreation & Community Services, Darryl Feemster - Youth Services Manager, Parks, Recreation & Community Services, Dave Cochran – Division Chief, Fire Department, Alex Aldana, Firefighter, Fire Department, James Leonesio, Fire Equipment Operator, Fire Department, Mike Pilcher, Fire Captain, Fire Department, Brian Dye, Sergeant, Police Department, Paul Sevcsik, Sergeant, Police Department.
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.

Mike Pilcher - Fire Captain: Do I need to fill out a card?

Chairperson Atkinson: No, you don’t.

Mike Pilcher - Fire Captain: It will be on Item 7 when that comes up.

Chairperson Atkinson: Okay. Let me call you for Item 7 when that comes up. Okay.

Alex Aldana, Firefighter: I would like to, also, please.

Chairperson Atkinson: Okay. Both of you? Okay. I will call you on that.

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

*It was moved by Vice Chairperson Mullins, seconded by Commissioner Abney, to approve the March 26, 2015, 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.)

Paul McKenzie - City Council Liaison: Nothing to report.

5. **MINUTES** - Approval of the March 26, 2015, regular meeting minutes. (For Possible Action)

*It was moved by Commissioner Abney, seconded by Vice Chairperson Mullins, to approve the minutes as written. The motion carried unanimously.*

6. **CONSENT AGENDA**

A. Request to approve employee confirmations. (For Possible Action)

B. Request to approve eligible list for Building Inspector I, Crime Analyst, Maintenance Worker III, Plans Examiner, Police Lieutenant. (For Possible Action)

C. Request to approve eligible list extension for Senior Engineering Technician I. (For Possible Action)

D. Request from Dan Holly, Building and Safety Manager, to void Development Permit Technician eligible list per Rule VII, Section 9. (For Possible Action)
E. Request to approve minimum qualification and probationary period for Assistant Building and Safety Manager (For Possible Action)

F. Request to approve revised minimum qualifications for Purchasing Technician. (For Possible Action)

G. Request for one year extension to be placed on the re-employment list for Tree Maintenance Worker from Robert Lawson. (For Possible Action).

H. Request for one year extension to be placed on the re-employment list for Recreation Program Coordinator from Rosalba Tibaduiza. (For Possible Action)

I. Request from Darryl Feemster, Youth & Seniors Manager, Parks, Recreation & Community Services for three-month temporary employee extension request for Recreation Specialist III for Justin Adkinson. (For Possible Action)

Chairperson Atkinson: I’d like to set aside Item 6.E. on the Consent Agenda and on Item B. with reference to Police Lieutenant, we’ve had a request for public comment.

Vice Chairperson Mullins: What was the other one? The first one.


Paul Sevcsik – Sergeant: Introduced himself, giving a brief professional biography. I am here today to bring forth some concerns about the most recent Police Lieutenant test. First, the test took much longer than the same test for the same position. Previous test took approximate 1 week to 10 days. This time is was over two weeks to take the test. This caused prolonged stress among the candidates, especially those with multiple collateral duties. Secondly, the assessment center, the assessment phase of the process, held in the assessment center was very disorganized. Times were changed at the last minute for the candidates, which caused confusion and disarray in the already stressful situation. Third, the final scores sent to the candidates were changed more than once, due to the educational bonus points not being awarded correctly and questions on how points were assigned. This resulted in various sets of scores being sent out to the candidates causing them to move up or down 2, 3 positions. These facts are concerning enough to challenge the validity and reliability of the testing process. (Spoke about the current turn-over in the Police Department and need to promote the most qualified candidates.) My recommendations would be: Encourage a new testing process where all non-probationary Sergeants have the opportunity to test or have the minimum threshold of years in the position in lieu of the current educational requirements. Two, remove the bonus points awarded for education unless they are used with concrete and easily recognized measures such as a Bachelor’s or Master’s degree. Lastly, a retest would be strongly encouraged and recommended based on the evidence and facts presented here.

Chairperson Atkinson: Thank you.
Brian Dye – Sergeant: (Introduced himself, giving a brief professional biography.) Also spoke about the assessment panel time change and the concerns from fellow officers about the scores being changed.) The solution to this would be to have the scores prepared, with the assessor’s notes by an independent party to ensure their accuracy. Then any rumors of intentional misrepresentation of scores can be dispelled.

Commissioners agreed to move Item 6.B. Police Lieutenant from the Consent Agenda to the Regular Agenda.

*It was moved by Vice Chairperson Mullins, seconded by Commissioner Abney, to approve Consent Agenda excluding Items 6.B. Police Lieutenant and 6.E. The motion carried unanimously.*

Chairperson Atkinson: Let’s go back to Item 6.B.

Commissioners and Ric Bailey – Chief Examiner spoke about the candidates being given the opportunity to review their scores. The initial scores had an arithmetic error that was fixed. The exam is a valid exam. The conflict about the scheduling is about the rooms, due to availability. No one appealed it. Changing times is an element of unexpected circumstances, such as a Police Lieutenant may expect.

*It was moved by Commissioner Lane, seconded by Commissioner Abney, to approve Item 6.B., the eligible list for Police Lieutenant. The motion carried unanimously.*

Chairperson Atkinson: We are down to Item 6.E.

Commissioners, Dan Holly - Building and Safety Manager, Kelly Leerman – HR Director and Ric Bailey – Chief Examiner discussed the need for the new position of Assistant Building and Safety Manager position in anticipation of 42,000 more permits requested. To enable internal candidates who may have yet to gain the supervisory experience currently listed as a minimum qualification, it was recommended to add the word “preferably” as it pertains to the supervisory experience as a minimum qualification.

*It was moved by Vice Chairperson Mullins, seconded by Commissioner Abney, to approve the Assistant Building and Safety Manager minimum qualifications as amended. The motion carried unanimously.*
7. **REGULAR AGENDA**
   
   A. Discussion and possible approval of request by the Reno Fire Department to establish new written and physical abilities examinations for testing and establishment of a new firefighter eligible list. (For Possible Action)

Chairperson Atkinson: Item 7.A. which is discussion and possible approval of request by the Reno Fire Department to establish new written and physical abilities examinations for testing and establishment of a new firefighter eligible list.

Ric Bailey – Chief Examiner summarized the Staff Report.

Commissioners, Mike Pilcher - Fire Captain, Ric Bailey – Chief Examiner, Kelly Leerman – HR Director, Susan Rothe - Deputy City Attorney and Dave Cochran – Division Chief discussed why the minimum qualifications should not be changed due to the time since the last hiring and rumored large, local, applicant pool. It was agreed that a new Firefighter job analysis, with validation, and written examination should be completed. In order to begin this process this fiscal year, funds of $15,500 would need to augmented. Because all new Firefighters need to learn the Reno Fire Department way, all new hires do need to go through the academy. The merits of accepting the Candidate Physical Ability Test (CPAT) from other agencies and developing a cross-agency, cooperative physical examination in the future was also discussed. Requiring future applicants to take CPAT at their own expense may result in disparate impact, which may result in negatively impacting the diversity progress the Department has made since the Consent Decree was implemented.

Chairperson Atkinson: I want to put a little bit of structure to this so that it’s not as broad. I think there are a number of things here that we are considering. 1 is a “yes, go forward motion.” The second would be to proceed with the plan that has been presented to us. The conceptual plan that has been presented to us. And weighing concerns that have been expressed in the discussion. The third would be that there would be a Civil Service rule that we need to bring back to modify if we’re going to continue the use of the matrix itself. We’ll need to add that to the agenda. The fourth would be to include reciprocity as part of the concept for physical agility. Until such time until a regional academy can be established, but to endorse the concept of a regional CPAT program, as necessary, with hope that we may receive funding for that in fiscal years 16 and 17 budget. The next thing would be to request augmentation to Ric’s budget so he may proceed with the validation. Quick numbers: That would be about $21,000 and then the last piece is to establish or discuss what number we want to place on the number of applications we will accept.

Chairperson Atkinson and Susan Rothe – Deputy City Attorney discussed that the need to bring those two items back. No motion is necessary for those.
Chairperson Atkinson: What I’m looking for is a motion to go forth with the plan in place, or the conceptual plan in place, broader, rather than more specific, to bring back the Civil Service rule for modification as necessary, to bring back the number of applications that we may consider, bring back the minimum qualifications, if in fact there is a need to adjust those, and bring back the cost issues.

Commissioners, Ric Bailey – Chief Examiner and Kelly Leerman – HR Director: Discussed the urgency of moving forward with this. It should be on the June meeting. The job analysis would be done by Ted Darany and his associates.

Ric Bailey – Chief Examiner briefly explained what a job analysis is.

Chairperson Atkinson: I move that staff be instructed to proceed based on the conceptual plan that was presented this evening, taking into account the testimony that we have heard and the concerns that have been expressed by the Commission, that as part of that, that staff look at in cooperation with the Reno Fire Department, look at accepting a CPAT certification in reciprocity from other agencies and also explore the viability of creating a regional CPAT program in Northern Nevada.

*It was moved by Chairperson Atkinson, seconded by Commissioner Abney, to approve the motion as stated. The motion carried unanimously.*

8. **IDENTIFICATION OF FUTURE AGENDA ITEMS**

Chairperson Atkinson: I would like to put a couple of items on the agenda. The number of applicants accepted, the cost of securing and validating the written exam and the discussion regarding the modification to the Civil Service rule on certification.

Chairperson Atkinson and Ric Bailey – Chief Examiner: It was decided to move the performance appraisal of Ric Bailey to June.

Chairperson Atkinson requested that Ric Bailey also check on Police Lieutenant, on the status of the minimum qualifications.

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

The next regular meeting of the Civil Service Commission is Thursday, May 28, 2015, at 4:30 PM.
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 a future agenda.

None.

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

Chairperson Atkinson adjourned the meeting at 5:47 PM.

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Jeannie Atkinson, Chairperson                    Date