

CITY OF RENO – CIVIL SERVICE COMMISSION

APPROVED MINUTES

Thursday – January 25, 2018 – 3:30 PM

Reno City Hall

1 East First Street, 8th Floor PW

Conference Room

Reno, Nevada

MEMBERS

Jeannie Atkinson, Chairperson

Tray Abney, Vice Chairperson

YeVonne Allen

Darrin Georgeson

John Hester

1. CALL TO ORDER/ROLL CALL

Chairperson Atkinson called the meeting to order at 3:30 PM. A quorum was established.

MEMBERS PRESENT: Jeannie Atkinson Tray Abney YeVonne Allen
Darrin Georgeson John Hester

MEMBERS EXCUSED: None

ALSO PRESENT: Angie Ureta, Sr. Management Analyst, Civil Service Commission
Candie Lorenzo, Technician, Civil Service Commission
Karl Hall, City Attorney
Susan Rothe, Deputy City Attorney
Mandee Bowler, Director, Human Resources
Andy Bass, Director of Parks, Recreation, and Community Services
Paul McKenzie, Reno City Councilman
James Leonasio, Reno Firefighter Association Liaison
Glen McKinnon, Reno Firefighter Association Liaison

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.

James Leonasio and Glen McKinnon with the Reno Fire Department and Reno Firefighter Association both expressed excitement and motivation to be working with department staff on hiring and filling vacant spots within the department.

Fire Chief Cochran indicated he would be bringing selective certification criteria for the Firefighter eligibility list at the next meeting which would add a list of certified paramedics to the hiring pool to expand diversity within the department.

3. APPROVAL OF AGENDA (For Possible Action)

Commissioner Hester requested item 7B be heard first on the regular agenda.

It was moved by Commissioner Hester, seconded by Commissioner Abney to approve the January 25, 2018 agenda as amended. The motion passed unanimously.

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

Councilman McKenzie spoke about the diversity report and the importance of implementing it with the help of the Civil Service Commission.

5. MINUTES – Approval of the December 14, 2017 regular meeting minutes. (For Possible Action)

Commissioner Hester requested an addition to the minutes, stating that under item 8, he asked that we look at alternatives, and legal counsel stated that at the next meeting we could add an agenda item to address Civil Service practices in Nevada.

It was moved by Commissioner Hester and seconded by Commissioner Allen to approve the minutes for the December 14, 2017 Civil Service meeting. The motion passed with four (4) in favor and one (1) abstention by Commissioner Abney.

6. CONSENT AGENDA

- A. Request to approve employee confirmations. (For Possible Action)
- B. Request to approve eligible lists for Building Inspector II, Information Systems Supervisor and Logistics Officer. (For Possible Action)
- C. Request to approve the minimum qualifications for the new job class specification of Asset Data Program Manager. (For Possible Action)
- D. Request to approve the minimum qualifications for the new job class specification of Human Resources Analyst. (For Possible Action)

It was moved by Commissioner Georgeson, seconded by Commissioner Allen, to approve the Consent Agenda Items 6A, 6B, 6C and pull item 6D for discussion. The motion passed unanimously.

The commission discussed item 6D and the minimum qualifications surrounding the new job specification of Human Resources Analyst. There was discussion whether or not experience should be substituted for education and if so how much and how that experience would be measured.

Commissioner Georgeson requested a report be put together showing the progression of the job specification in the series as well as a well-defined explanation of what kind of experience would replace how much education.

Jeannie Atkinson requested that Angie Ureta and Mande Bowler discuss the item and agree on common terms and bring it back to the Commission next month.

It was moved by Commissioner Georgeson, seconded by Commissioner Allen, to adopt Option One (1) on Consent Agenda Item 6D, and bring the item back to the Commission next month as recommended in the staff report. The motion passed unanimously.

7. REGULAR AGENDA

- B. Discussion and confirmation of appointment of Angie Ureta as Acting Chief Examiner. (For Possible Action)

It was moved by Commissioner Hester and seconded by Commissioner Abney to approve the recommendation of appointing Angie Ureta as Acting Chief Examiner. The motion passed unanimously.

- C. Discussion regarding development of a recruitment plan for the position of Chief Examiner and possible direction. (For Possible Action)

Angie Ureta explained that the cost of the separation from the previous Chief Examiner would likely not be recovered until approximately August of 2018.

Darrin Georgeson questioned whether or not City policy overrides the legality of the City Charter in requiring the Commission to hire a Chief Examiner.

Karl Hall noted that the Agenda item would have to go to City Council to make sure that we have the funds and Angie Ureta clarified that the cost of the recruitment has been included in the separation costs.

YeVonne Allen suggested requesting funds for support staff and Angie Ureta expressed that funds had been received for that purpose.

John Hester suggested soliciting volunteers from the Commission to work thru the process of recruitment and if they feel we need an agenda item any month, it can be added.

It was moved by Commissioner Hester that the Chair and Vice Chair bring a recruitment plan back to the Commission for discussion next month. The motion was seconded by Commissioner Allen. The motion passed unanimously.

- A. Review and discussion of proposed work plan for period of January through August, 2018 presented by Acting Chief Examiner Angie Ureta and possible direction. (For Possible Action)

Angie Ureta presented her work plan outlining the tasks to be completed within the Office of the Civil Service Commission over the next several months. She outlined a 30, 60, 90, 120 and 150 day plan giving examples of open recruitments as well as several upcoming recruitments and projects such as collaboratively updating Civil Service Rules and redesigning the City's job announcement that has been the same for over 30 years.

YeVonne Allen requested that Angie also work on the EEO Statement adding that it is not up to Nevada Revised Statute and that it is hard to find on the City's website.

Commissioner Allen motioned to accept and appreciate Angie's work plan. It was seconded by Commissioner Abney. The motion passed unanimously.

8. IDENTIFICATION OF FUTURE AGENDA ITEMS

Commissioner Georgeson identified Item 6D as a future agenda item.

Commissioner Hester identified Item 7C as a future agenda item.

9. SET NEXT MEETING DATE (For Possible Action)

The next regular meeting of the Civil Service Commission was scheduled for Thursday, February 22, 2018 at 3:30 PM.

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

Chief Cochran complimented Angie on her receptiveness to what the fire department suggested stating that he doesn't want to keep doing things, just because we've always done them that way.

11. ADJOURNMENT (For Possible Action)

Chairperson Atkinson adjourned the meeting at 4:52 PM.