

CITY OF RENO – CIVIL SERVICE COMMISSION

APPROVED MINUTES

Thursday – June 28, 2018 – 3:30 PM
Reno City Hall, 7th Floor Caucus Room
1 East First Street, Reno, Nevada

MEMBERS

Jeannie Atkinson, Chairperson
Tray Abney, Vice Chairperson
YeVonne Allen
Darrin Georgeson
John Hester
Ken Dalton
Ricardo Duarte

1. CALL TO ORDER/ROLL CALL

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

MEMBERS PRESENT: Jeannie Atkinson Tray Abney John Hester
Ken Dalton Ricardo Duarte

MEMBERS EXCUSED: YeVonne Allen Darrin Georgeson

ALSO PRESENT: Angie Ureta, Acting Chief Examiner
Candie Lorenzo, Civil Service Technician
Susan Ball Rothe, Legal Counsel
Karl Hall, City Attorney
Mandee Bowler, Director of Human Resources
Councilman Paul McKenzie
Daniel Landon, IT Supervisor
Dick Nachtsheim, Fire Division Chief
Andy Bass, Director of Parks, Recreation, and Community Services

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.

3. APPROVAL OF AGENDA (For Possible Action)

It was moved by Commissioner Hester, seconded by Commissioner Dalton to approve the May 24, 2018 agenda. The motion passed unanimously.

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

Councilman McKenzie said filling the vacancy in the commission was postponed at the previous Council Meeting. It is the Mayor's appointment and will be referred by the City Council. The item will be on the next meeting's agenda.

5. **MINUTES** – Approval of the May 24, 2018 regular meeting minutes. (For Possible Action)

The Commissioners present were unable to approve minutes from the May 24, 2018 meeting due to a lack of quorum of Commissioners who had attended the meeting. The minutes were tabled until the next meeting.

6. **CONSENT AGENDA**

- A. Request to approve employee confirmations for the following departments: City Clerk's Office, Human Resources, Police Department, and Public Works. (For Possible Action)

It was moved by Commissioner Abney, seconded by Commissioner Dalton. The motion passed unanimously.

- B. Request to approve the eligible list for Fire Captain - Suppression. (For Possible Action)

It was moved by Commissioner Abney, seconded by Commissioner Dalton. The motion passed unanimously.

- C. Request to approve the revised minimum qualifications for the job class specification of Information Systems Technician I. (For Possible Action)

There was discussion regarding exchanging education for experience for both Item 6C. and 6D. The Commission agreed that since the job specification includes the wording, "*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying*" allows the exchange of experience and education. The amount of education and experience to be exchanged would be clarified between the department and Civil Service. The Commission approved the Information Systems II

job specification and asked the Acting Chief Examiner to work with the department on the Information Systems I job specification and come to agreement without a delay in the recruitment process and bring the item back at the next meeting.

It was moved by Commissioner Abney to approve with direction to the Chief Examiner to modify language and form a report for approval for the next month, seconded by Commissioner Duarte. The motion passed unanimously.

- D. Request to approve the revised minimum qualifications for the job class specification of Information Systems Technician II. (For Possible Action)

It was moved by Commissioner Hester to approve as presented on item 6.D, seconded by Commissioner Dalton. The motion passed unanimously.

- E. Request to approve the revised minimum qualifications for the job class specification of Fire Equipment Superintendent. (For Possible Action)

Clarifying questions were asked by the Commission.

It was moved by Commissioner Abney, seconded by Commissioner Duarte to accept the revised qualifications for the job class specification of Fire Equipment Superintendent. The motion passed unanimously.

7. REGULAR AGENDA

- A. Quarterly report from Mandee Bowler, Director of Human Resources, per Rule VII, Section 13(e), of temporary and part-time employees for FY 17/18 Quarter 3. (Not for Action)

There was discussion as to why the quarterly reports for temporary and part time employees was important for the commission. Chairperson Atkinson explained the legalities behind the reports and it is under the purview of the Civil Service Commission.

- B. 2018 Firefighter Recruitment Presentation. (Not for Action)

Presentation was given by Dick Nachtsheim, Fire Division Chief. He explained the different techniques the Fire Department is utilizing in order to recruit a more diverse group of individuals and the importance of their advertising to fit Reno's unique identity.

- C. Update on the Chief Examiner Recruit Process (Not for Action)

Chairperson Atkinson gave an update on the Chief Examiner Recruit Process. Commissioner Abney and Chairperson Atkinson have also worked to put together interview committees. They received recommendations from department heads and various labor unions. Representation within the committees is diverse with various backgrounds and ethnicities, and Commissioner Abney feels they are both very strong committees. The Commission will be conducting interviews for the Chief Examiner on August 16th, 2018 at 1:30PM. Assessment testing will take place on July 25 and 26 for candidates.

8. CHIEF EXAMINER ANNOUNCEMENTS (Items for general announcements and informational items only. No deliberation or action will be taken on this item.)

Angie Ureta announced that testing for police officers took place on June 18, 2018. Testing for Dispatch Operators has been opened for continuous recruitment in order to fill vacancies. The goal is to have the department fully staffed by the end of the year. The Civil Service is working on over 15 positions that are in some phase of planning, recruiting or testing. Testing is currently booked through December, as there are internal promotional opportunities that will be testing as well. One aspect of Civil Service that others may not know about is that they offer counseling sessions for promotional candidates. Those who are up for promotion are able to come to Civil Service and find out how they did on their test and see where they need improvement.

Commissioner Hester praised the great collaboration and communication between Civil Service and Human Resources and other departments. He was also impressed by the measurements and information requested by the Commission and that has been brought before the Commission this year.

9. IDENTIFICATION OF FUTURE AGENDA ITEMS

Outcome of the Chief Examiner Recruitment process.

10. SET NEXT MEETING DATE (For Possible Action)

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The next regular meeting of the Civil Service Commission was scheduled for Thursday, July 26, 2018 at 3:30 PM.

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

Commissioner Atkinson adjourned the meeting at 4:26PM.