

CITY OF RENO – CIVIL SERVICE COMMISSION

APPROVED MINUTES

Thursday – August 23, 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
Ken Dalton
Ricardo Duarte
Darrin Georgeson
John Hester

1. CALL TO ORDER/ROLL CALL

Jeannie Atkinson called the meeting to order at 3:32 PM. A quorum was established.

MEMBERS PRESENT: Jeannie Atkinson Tray Abney
YeVonne Allen Ken Dalton
Ricardo Duarte Darrin Georgeson
John Hester

ALSO PRESENT: Angie Ureta, Acting Chief Examiner
Candie Lorenzo, Civil Service Technician
Karl Hall, City Attorney
Susan Rothe, Deputy City Attorney
Mandee Bowler, Human Resources Director
Dick Nachtsheim, Fire Division Chief
James Leonesio, Reno Firefighter Association
Charla Honey, City Engineer
Paul McKenzie, City of Reno Councilman
Andrew 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.

Mandee Bowler, Director of Human Resources, advised the commission that the amendment she is bringing to City Council to update the Reno Municipal Code Title 2, Article II regarding appointed officers and employees, has been moved to the September 12, 2018 council meeting.

Ralph Anderson & Associates is the firm conducting recruitment for the Community Development Director and will later be recruiting for the Neighborhood Services Director as the former Community Development Department is being divided into two separate departments.

3. APPROVAL OF AGENDA (For Possible Action)

It was moved by Commissioner Georgeson, seconded by Commissioner Duarte to approve the August 23, 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 Paul McKenzie had no announcements for the commission.

5. MINUTES – Approval of the regular meeting minutes. (For Possible Action)

It was moved by Commissioner Allen, seconded by Commissioner Georgeson to approve the minutes for the July 26, 2018 Civil Service Commission meeting. The motion passed unanimously.

6. CONSENT AGENDA

- A. Request to approve employee confirmations for the following departments: Parks, Recreation and Community Services and Public Works. (For Possible Action)
- B. Request to approve eligible lists for Community Services Officer, Fire Equipment Superintendent, Police Services Specialist, Senior Civil Engineer, Senior Engineering Technician I, and Victim Witness Advocate. (For Possible Action)
- C. Request to approve Eligible List Extension for Associate Planner, Fire Equipment Mechanic, Fire Inspector I, and Secretary for one (1) year. (For Possible Action)
- D. Request to approve the minimum qualifications for the job class specification of Lead Business License Technician. (For Possible Action)

It was moved by Commissioner Hester, seconded by Commissioner Dalton, to approve the Consent Agenda. 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 FY17/18 - Quarter 4. (Not for Action)

Mandee Bowler, Human Resources Director, announced the Human Resources Department is currently working on a plan to easily convert employees working less than twenty hours a week to six month employment positions, working forty hours a week.

- B. Update on the City of Reno Equal Employment Opportunity Statement and policy. (Not for Action)

Angie Ureta, Acting Chief Examiner announced that the Civil Service Department and Human Resources Department analyzed the feedback from the commission to develop this Equal Employment Opportunity Statement. The new statement is now a living statement and will be consistently published throughout the City on documents and websites.

The Human Resource Department is currently working on updating the EEO policy along with other policies and will return to the Civil Service Commission when a draft is complete.

Commissioner YeVonne Allen complimented the Equal Employment Opportunity Statement on its comprehensiveness and how it goes beyond the standards set in the Nevada Revised Statutes.

Chairperson Atkinson also approved of the new statement, stating it is inclusive and goes above and beyond the current mandates.

- C. Discussion, possible direction, and action regarding the Chief Examiner recruitment and appointment process on one of the four options identified in discussion, which are: re-open recruitment either nation-wide or internal city-wide only, continue with the initial pool of three candidates, or offer the position to and appoint Angie Ureta, the current Acting Chief Examiner. (For Possible Action)

Commissioner Abney opened the discussion by giving a brief review of the process to date. The initial job posting attracted a wide array of interest. After screening all of the applicants, six (6) were invited to participate in the assessment process. Three of the candidates withdrew from the assessment prior to it starting, and of the remaining three who moved forward, the panel

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did not approve any of the candidates to proceed to the second day of the interview panels for various reasons. The commission is now facing a number of options on how to proceed with the selection of a new Chief Examiner.

The commission opened the floor to public comment, and Dick Nachtsheim, Safety and Training Division Chief for the Reno Fire Department, spoke on the hiring and selection process utilized by the fire department and civil service. He emphasized the need for the process to be consistent, fair, and equitable, and expressed concerns if the system was bypassed for both the department and the individual selected for the position.

Charla Honey, City Engineer, offered her support for Angie Ureta, the Acting Chief Examiner, and the work she has done over the past year for the Civil Service Department.

Andy Bass, Director of Parks, Recreation and Community Services commended Angie Ureta and her position as Acting Chief Examiner, and wanted to give recognition on the improved relationship between the Human Resources Department and the Civil Service Department.

James Leonasio, International Association of Fire Fighters, expressed the importance of the selection process being fair, and the committee should not diminish the validity of the process. He supports Angie Ureta in her role as Acting Chief Examiner.

The Civil Service Commission then held an open discussion regarding the options being presented. The Commission was reminded the Chief Examiner position is an appointed position and not within the purview of the CSC Rules. There were concerns with option one and option two, and the renewed length of time it would take to fill the position. Options three and four were discussed at length, with concerns being expressed for both. Clarification was made on the three candidates to be considered for option three, and that the current Acting Chief Examiner would be a part of that option as well.

Option four was discussed, but overall concern for the process being transparent and for following through with the initial selected procedure posed an issue. The commission recognized Angie Ureta as being a very valuable and capable candidate, and in order to keep with the agreed upon process, the commission ultimately resolved to proceed with option three. Option three would allow the original process to be completed.

Motion brought by Commissioner Hester, Seconded by Commission Allen to proceed with option three, utilizing the same assessment center approach with the same assessors utilized in the original assessment, with the two interview panels of the three candidates who withdrew and did not participate in the original assessment, and the Commission will then evaluate the results. The motion passed unanimously.

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

Angie Ureta, Acting Chief Examiner, announced and congratulated Commissioner Tray Abney on being reappointed for another term on the Civil Service Commission, and reminded the commission that the position of Chairperson and Vice Chairperson is elected every two years, and will be voted on next year.

The Civil Service Department has opened recruitment for Maintenance Worker I, Asset Data Program Manager, Public Safety Dispatch Trainee, and Payroll Technician. Other postings opening soon are Water Reclamation Facility Supervisor, Parking Meter Technician, Recreation Assistant, Planning Technician, Maintenance Worker II, Maintenance Worker III, Police Assistant I, Associate Civil Engineer, Business License Technician, Lead Business License Technician, Public Works Crew Supervisor, Police Sergeant and Police Lieutenant.

The department has invited seventy-five candidates to test for the Accounting Assistant position online on August 31, and is excited to incorporate new resources and technology to assist in the recruitment and selection process for the city.

The Civil Service Department is currently working on gathering information and statistics to present to the committee regarding the current operating status of the department for the last two years, and will continue to review statistics every quarter in the future.

Commissioner Hester requested the Civil Service Department put together a report that could be presented to City Council to clarify and explain the roles of the Human Resource Department and the Civil Service Department throughout the hiring process.

9. IDENTIFICATION OF FUTURE AGENDA ITEMS

Review of statistics from the Civil Service Department as presented by the Acting Chief Examiner for delivery to City Council, and an update on the progress of the Chief Examiner selection process.

10. SET NEXT MEETING DATE (For Possible Action)

The next regular meeting of the Civil Service Commission is scheduled for Thursday, September 27, 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.

Mandee Bowler, Director of Human Resources, spoke to her department's dedication to continue to build and strengthen the relationship between Human Resources and the Civil Service Department as they are working towards the same objectives. She and Angie wanted to thank the Commission for their continuous support and for the appreciation they have shown for both departments' hard work and collaboration, especially during the past nine months, and wanted to reassure the Commission that they are continuing to work together.

Dick Nachtsheim thanked the commission for looking at the all of the options for the Chief Examiner position and coming up with a solution that continues with the Commission's policy on transparency. He wished Angie Ureta the best moving forward with the assessment center, and that she is a great candidate for the position.

12. ADJOURNMENT (For Possible Action)

Motion to adjourn the meeting brought by Commissioner Georgeson, Seconded by Commissioner Abney at 4:25 PM. The motion passed unanimously.