

Recruitment & Appointment of Municipal Civil Service Commissioners

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UPDATE TO THE AUDIT AND FINANCE COUNCIL COMMITTEE

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Presentation by:
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BRIEFING GOALS

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- **Background**
- **Roles of Municipal Civil Service Commission**
- **Review current members and terms**
- **Selection, recruitment & appointment process**

BACKGROUND

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- Article IX of the City Charter, approved by voters in November 2012, established a Municipal Civil Service Commission to have 5 commission members
- Ordinance No. 20130214-045 established this Commission as a Chapter 2-1 City Board
 - Designates Audit and Finance Committee to review Commissioner applications and make recommendations for appointments (§ 2-1-164)
 - Excludes current City employees from being appointed

MCS COMMISSION ROLE

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- Hear appeals and make final, binding decisions in the case of discharges, denials of promotion, and disciplinary action
 - Meetings occur twice per month and last for entirety of the day
 - Special called meetings may be scheduled to accommodate need

COMMISSION MEMBERS AND TERMS

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- **Commissioner Lynn Rubinett resigned effective December 31, 2015 –**
 - Need to fill unexpired term (term expires May 2016)
 - Need to fill regular term
- **One other term expires in May 2016**

COMMISSION MEMBERS AND TERMS

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Current Membership	First Appointed	Date Reappointed	Term Expires
Teresa Perez-Wiseley , <i>Vice Chair</i>	05/09/13		05/09/16
Lynn Rubinett	05/09/13	Resigned 12/31/15	05/09/16
Pamela Lancaster , <i>Chair</i>	05/09/13	05/01/14	05/09/17
Lottie A. Dailey	05/09/15		05/14/18
Michael Murphy	05/09/15		05/14/18

SELECTION PROCESS STAFF ROLES AND DUTIES

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- **Office of the City Clerk**
 - Recruit Commissioner candidates
 - Collect applications and screen for minimum qualifications
 - Forward candidate documents to Audit and Finance Committee
- **Human Resources Department**
 - Assist Clerk's Office and Council in the process
 - Support the Municipal Civil Service Commission

RECRUITMENT

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- City Clerk to worked with City's Public Information Office
- 30-day solicitation – Dec. 21, 2015 to Feb. 1, 2016
- Applicant Requirements – Austin resident and registered voter
- Preferences - experience with employment, human resources, labor relations and/or mediation

APPLICATION PROCESS

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- Office of the City Clerk:
 - Standard *B/C* application process
 - Accepted on-line and hard copy applications using standard *B/C* application form
 - Accepted resumes to document any additional relevant qualifications
 - Ensured minimum qualifications identified in Charter 2-1 were met
 - Identified candidates with preferred background
 - Provided applications received to all Council Offices through standard process

APPOINTMENT PROCESS

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- The Council Audit and Finance Committee shall review applications received by the city clerk from persons seeking appointment as a commissioner. (§ 2-1-164)
 - Review may include interviews or written applications only
- Appointments are subject to approval by a majority vote of council. (§ 2-1-4)
- The council shall designate the commission chair annually at the time new commissioners are appointed (May). (§ 2-1-164)

NEXT STEPS

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- Review of candidates by Audit and Finance Committee
- Interviews conducted by Audit and Finance Committee
- Recommendation to Council given by Audit and Finance Committee
- Council Appointment of unexpired term (Now)
- Council Appointment of 2 terms expiring in May (suggested for April A&F Committee Mtg)

