

Recruitment & Reappointment 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
- Review proposed rules and potential rule changes from HR Director and recommend rules to Council for adoption

COMMISSION MEMBERS AND TERMS

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Current Membership	First Appointed	Date Reappointed	Term Expires
Pamela Lancaster, Chair*	05/09/13	05/11/17	05/09/20
Teresa Perez-Wisely, Vice Chair**	05/09/13	05/05/16	05/09/19
Lottie Dailey	05/14/15	5/10/18	05/09/21
Michael Murphy	05/14/15	5/10/18	05/09/21
Melissa Rogers**	03/03/16	05/05/16	05/09/19

*Council designates the Commission Chair annually

**Commissioner seeks reappointment

OPTIONS FOR AUDIT & FINANCE COMMITTEE

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- Recommend reappointment of Commissioners; or
- Issue an open call for applications for available positions

SELECTION PROCESS STAFF ROLES AND DUTIES

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- **Office of the City Clerk**
 - Post open call for 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 send open call to City's Public Information Office for posting**
 - Solicitation open for 30 days
- **Requirements Included**
 - Residency and registered voter
- **Preferences Included**
 - Experience with employment, human resources, labor relations and/or mediation

APPLICATION PROCESS

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- Office of the City Clerk process:
 - Accept on-line applications (standard B/C application)
 - ✦ Including resumes documenting any additional and relevant qualifications
 - Ensure qualifications identified in Charter 2-1 are met
 - Identify candidates with preferred background
 - Provide applications received to all Council Offices

APPOINTMENT PROCESS

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- The Council Audit and Finance Committee reviews 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. (§ 2-1-164)

NEXT STEPS

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- Option 1: Recommend reappointment of Commissioners to the full Council
- Option 2: Open Call
 - 30-Day Advertisement
 - Review applications and screen for minimum qualifications
 - Review by Audit and Finance Committee
 - ✦ Potential interviews
 - Council Appointment

POTENTIAL TIMELINE

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Option 1: Reappointment

- May 9: Reappointment of members and elect Chair via Resolution

Option 2: Open Call

- Feb 28-March 28: Open call
- April 17: Executive Session to review applicants
- May (1-3): Special Called Meeting for interviews
- May 9: Appoint 2 new members and elect Chair via Resolution

