

Recruitment & Appointment of Municipal Civil Service Commissioners



UPDATE TO THE AUDIT AND FINANCE COUNCIL
COMMITTEE

MAY 27, 2020

Presentation by:
Stephanie Hall, Office of the City Clerk
Monika Arvelo, Assistant Director, Human Resources Department

BRIEFING GOALS



- Background
- Roles of Municipal Civil Service Commission
- Review current members and terms
- Appointment process

BACKGROUND



- 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



- 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



Current Membership	First Appointed	Date Reappointed	Term Expires
Pamela Lancaster, Chair* **	05/09/13	03/23/17	05/08/20
Teresa Perez-Wisely	05/09/13	05/09/19	05/08/22
VACANT			05/08/21
Melissa Rogers, Vice Chair	03/03/16	05/09/19	05/08/22
Rebecca Eisenbrey	06/19/19		05/08/21

*Council designates the Commission Chair annually

**Commissioner seeks reappointment

APPOINTMENT PROCESS



- 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. (§ 2-1-164)

NEXT STEPS



- Audit and Finance Committee reviews applicants and selects candidates for interviews
- Office of the City Clerk contacts applicants to schedule interviews to be held at the next Audit and Finance Committee meeting
- Audit and Finance Committee interviews candidates and makes appointment recommendation to full Council
- Council appoints Commissioners as well as Chair.

