

Recruitment & Reappointment of Municipal Civil Service Commissioners



UPDATE TO THE AUDIT AND FINANCE COUNCIL
COMMITTEE

JANUARY 20, 2021

Presentation by:
Stephanie Hall, Office of the City Clerk
Matthew Chustz, Municipal Civil Service Administrator

BRIEFING GOALS



- Background
- Roles of Municipal Civil Service Commission
- Review current members and terms
- Selection, recruitment & 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	Dates Reappointed	Term Expires
Rebecca Eisenbrey	06/19/19		05/08/21
Erika Kane	06/11/20		05/08/21
Teresa Perez-Wiseley	05/09/13	05/05/16 & 05/09/19	05/08/22
Melissa Rogers, <i>Vice-Chair</i>	03/03/16	05/05/16 & 05/09/19	05/08/22
Pamela Lancaster, <i>Chair</i>*	05/09/13	05/01/14, 05/23/17 & 06/11/20	05/08/23

*Council designates the Commission Chair annually

Options for Audit & Finance Committee



- Recommend reappointment of Commissioners; or
- Open a call for applicants to apply for the open position.

SELECTION PROCESS STAFF ROLES AND DUTIES



- **Office of the City Clerk**
 - Post an 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



- City Clerk to work with City's Public Information Office
- 30 day solicitation
- Requirements - Residency and registered voter
- Preferences - experience with employment, human resources, labor relations and/or mediation

APPLICATION PROCESS



- Office of the City Clerk will:
 - Follow the standard B/C application process
 - Accept on-line applications using standard B/C application form
 - Accept resumes to document any additional relevant qualifications
 - Ensure minimum qualifications identified in Charter 2-1 are met
 - Identify candidates with preferred background
 - Provide applications received to all Council Offices through standard process

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



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

