



HUMAN
RESOURCES
DEPARTMENT



Recruitment & Appointment of Municipal Civil Service Commissioners

March 24, 2025

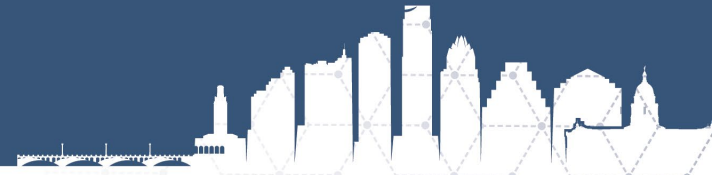
Matthew Chustz, Municipal & Civil Service Manager

Briefing Goals



- Review current members and terms
- Appointment process overview

Commission Members & Terms



Current Membership	First Appointed	Dates Reappointed	Term Expires
Kavita Gupta, <i>Vice Chair</i>	05/09/22		05/08/25
John Umphress	05/09/22		05/08/25
Kevin Mullen, <i>Chair*</i>	05/09/21	5/9/2023	05/08/26
Melissa Rogers	02/26/24	05/09/24	05/08/27
VACANT			05/08/27

**Council designates the Commission Chair annually*

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)

Appointment Process



- Open call for applications
- Municipal Civil Service Commission (MCSC) nominates Chair
- Audit & Finance Committee Meeting #1:
 - Review applications and select applicants to interview
- Audit & Finance Committee Meeting #2:
 - Interview applicants & make recommendation to Council to appoint new members and a Chair of the MCSC
- City Council Meeting:
 - Appoint Commission members to specified terms
 - Appoint MCSC Chair for a term of one year
- Newly appointed Commissioners complete training and oath required by City Clerk.

Recruitment



- City Clerk works with City's Public Information Office to promote open call for applications
- Human Resources Department to promote via email blast to multiple organizations, CityWorks Academy Graduates, COA Social Media
- Solicitation remains open until filled
- 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 Boards & Commissions (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

Next Steps



- Municipal Civil Service Commission (MCSC) nominates Chair



Thank you!

