

City of Tacoma Civil Service Board MEETING MINUTES

Date and Time: May 7, 2015 at 5:00 p.m.
Location: Tacoma Municipal Building Council Chambers
Chair: Beckie Summers
Coordinator: Wendy Hobson
Call to Order:

The Civil Service Board meeting was called to order in the City Council Chambers of the Tacoma Municipal Building by Chair Summers. Board Members Sexton, Hansen and Heller were present.

Approval of Minutes:

Board Member Sexton motioned to approve the minutes of February 5, 2015. Board Member Hansen seconded.

A VOICE VOTE WAS TAKEN TO APPROVE THE FEBRUARY 5, 2015 MINUTES: 3 AYES, 0 NAYS, 0 ABS. THE MINUTES WERE APPROVED AS WRITTEN.

Chair Summers advised the Board that a change in the order of tonight's agenda would be that we will hear the Human Resources Director's report prior to our OPMA training by Jennifer Taylor.

Communication for Information: *None*

Consideration of matters set for public hearing: *None*

Civil Service Coordinator Report: *None*

Human Resources Director Report / Requests:

Human Resources Director Joy St. Germain shared one list extension for Railway Switch Operator which she had approved for one year.

Director St. Germain then introduced Human Resources Manager, Mary McDougal to present a request for Non-competitive Appointment of Kevin Madden, Systems Power Dispatcher. Sheryl Brown, Power Division Manager shared additional information on Mr. Madden who could not be here this evening.

Board Member Sexton motioned to approve the appointment of Kevin Madden to Systems Power Dispatcher. The motion was seconded by Board Member Heller.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION PASSED.

Director St. Germain then introduced Human Resources Analyst Teresa Dent to present the next three requests for Waiver of Competitive Exam. Ms. Dent approached and introduced Assistant Division Manager, Craig Frances from the department. Requests were presented for the following:

- a.) Request for Waiver of Competitive Examination; Survey Project to Permanent, Kerry Harper – Chief of Party, Steve Greenwalt – Survey Technician III and Scott Haydon – Survey Technician II
- b.) Request for Waiver of Competitive Examination; Scott Haydon – Survey Technician III
- c.) Request for Waiver of Competitive Examination; Construction Inspectors – John Green, Steve Taylor Jr., and Matt Mansfield

Board Member Sexton asked why Mr. Haydon was listed twice. Director St. Germain advised there was a typo and that it should be number III and not a II. Craig Frances then provided an overview of the department's facilities and future needs. Chair Summers invited the employees to step up and speak – Steve Greenwalt approached and spoke to his position.

Board Member Sexton motioned to approve all three requests for Waiver of Competitive Exam. The motioned was seconded by Board Member Heller.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION PASSED.

Craig Frances further explained the request to move Scott Haydon from Survey Tech II to Survey Tech III and why he was listed twice.

Board Member Sexton moved to correct the approval of Scott Haydon from Survey Tech II to Survey Tech III. The motion was seconded by Board Member Heller.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION PASSED.

Director St. Germain introduced Boe Soikowski and then presented the request for Waiver of Competitive Exam for Engineering Tech IV which would allow all employees currently in the Tech III classification to be added to the list for interview and promotional opportunities.

Board Member Sexton asked why the descriptions are broad instead of narrow. He asked why we were not looking for specific skills for the positions. Board Member Heller asked for clarification on her assumption that the job class is broad where you hire from the job class and not the specific job description. Director St. Germain further explained the difficulty in getting qualified applicants to apply from the outside for this position which is shared by five departments within the city. Board Member Hansen asked what the process would be to recruit for this classification. Director St. Germain provided additional explanation. Board Member Heller stated that she intended to vote for this waiver for two reasons. One, it supports one of the city's main goals to promote from within and second you can get a wider breadth and depth of candidates promoting diversity from the lower level of the classification.

Board Member Heller moved to approve the request for Waiver of Competitive Exam for Engineering Tech IV. Board Member Sexton seconded the motion.

Chair Summers advised that she had received a complaint from an employee regarding a process and a list that he was on and asked for clarification on how the list is now going to be expanded and her concern on how the change is going to be communicated to employees. Director St. Germain advised

that she was not aware of the complaint but that the city will take the time to communicate to managers who can then communicate with impacted employees. Chair Summers asked that the Director provide a report at a later date on the progress of this process.

Action on Matters Still Pending / New Business:

Jennifer Taylor presented a Power Point presentation on the Open Public Meetings Act and Records Training to board members.

Comments by the public: None

Comments by Board Members: None

Adjournment: Meeting adjourned at 6:00PM

ATTEST:



Wendy Hobson
Civil Service Coordinator



Beckie Summers
Chair