

**City of Tacoma Civil Service Board
MEETING MINUTES**

Date and Time: November 2, 2017 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 Council Chambers of the Tacoma Municipal Building at 5:00PM by Chair Summers. Board Members Hansen, Sexton, Heller and Andrews were present.

Approval of Minutes:

Board Member Sexton motioned to approve the October 5, 2017 minutes. The motion was seconded by Board Member Heller.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE MINUTES FOR OCTOBER 5, 2017 WERE APPROVED AS WRITTEN.

Communication for Information: Coordinator Wendy Hobson shared that City Manager Pauli was unable to attend this evening as previously scheduled but is confirmed to attend a study session on January 4, 2018. Ms. Hobson also advised the Board of a letter to Chair Summers that was received on September 12, 2017 from Peter Petrich, Counsel to Michael Bailey requesting that Mr. Bailey's request for appeal be reconsidered. Chair Summers denied this request and provided a written response to Mr. Petrich on September 27, 2017.

Actions on Matters Pending / New Business:

Ms. Hobson advised that a Request for Appeal was received from Gabriel Hernandez, Water Utility Worker on October 26, 2017 and that Deputy City Attorney Paul Goulding indicated the City has no issues with jurisdiction.

Board Member Sexton moved to approve the request for appeal hearing for Gabriel Hernandez, Water Utility Worker. The motion was seconded by Board Member Heller. Chair Summers requested a hearing be scheduled.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE REQUEST FOR APPEAL FOR GABRIEL HERNANDEZ PASSED.

Human Resources Director Report:

Human Resources Analyst Rodney Croston advised that Human Resources Manager Shelby Fritz went home ill this afternoon and that he would be reporting on her behalf this evening.

Mr. Croston shared one list extension and two list abolishment requests which have been approved by the Human Resources Director. Board Member Sexton expressed disappointment in the number of Tacoma residents on the list for Firefighter vs the number of non-residents (584 – 74). Mr. Croston questioned if Board Member Sexton was suggesting the City do more outreach. Deputy City Attorney Jennifer Taylor added that under state law the City cannot require police officers and firefighters to be residents in the city in which they are hired. Board Member Hansen suggested the Board revisit residency requirements with respect to other classified positions within the city.

Board Member Sexton questioned entry level positions with the City stating he has asked about these before stating the City doesn't have any entry level positions. He also asked about the minimum qualifications for both positions

as they appear to be the same indicating both positions require one year of experience and that this is another place where residency would help us. If we're hiring the best qualified person out there they could very well live in Seattle or Vancouver but if I was a Custodian and I was looking for work, I'd want this job wherever I lived; If I lived in Tacoma I'd want to keep this job, whereas if I lived in Seattle I'd be looking for another job as soon as I got this one; it seems like residency would help here. Board Member Sexton asked Mr. Croston if he had any knowledge or explanation about entry level positions as he has asked about entry level positions before but has never really gotten anything back. Mr. Croston shared information on the Custodian classification and the difference in these positions across the City.

Mr. Croston along with John Hoffman, Customer Services Manager presented a request for Waiver of Competitive Examination for Customer Service Representative Christina Olson. Board Member Heller stated this doesn't appear to be as much of a hot new hire as one of an absorption as we are taking over the services provided by this municipality and questioned whether or not additional employees were absorbed by Curran Road besides Ms. Olson.

BOARD MEMBER HELLER MOTIONED TO APPROVE THE REQUEST TO PERMANENTLY PLACE CHRISTINA OLSON INTO THE CLASSIFICATION OF CUSTOMER SERVICE REPRESENTATIVE. BOARD MEMBER SEXTON SECONDED THE MOTION.

Board Member Sexton expressed his appreciation for the detailed report provided by Mr. Hoffman.

VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE WAIVER OF COMPETITIVE EXAMINATION FOR CHRISTINA OLSON, CUSTOMER SERVICE REPRESENTATIVE PASSED.

Mr. Croston along with Operations Manager Scott Hallenberg presented a request for Waiver of Competitive Examination for Skilled Occupational Intern Jadey Simmons. Board Member Sexton shared his appreciation for the report stating it seems like a pretty big job for an Intern. Mr. Hallenberg provided more details on the program. Board Member Sexton question the hours worked and the length of the extension. Chair Summers asked if Ms. Simmons was still in a work study position and if the state would be picking up a portion of her hours. Mr. Hallenberg confirmed this position would remain in the state work study program. Mr. Croston added that the Tacoma Municipal Code is under review and may be changed. Chair Summers asked why interns are considered the same as temporary. Mr. Croston provided additional information on the language stating that this is definitely something being looked at and that the City is trying to develop a more robust intern program. Chair Summers added that now would be a good time to keep the Board clued in and would like to know better how these decisions are made and who they are being made by. The Chair also reminded Mr. Croston that the Board does not accept information late and that Ms. Simmons' employment ends tomorrow which isn't fair to her. Board Member Hansen suggested the Board take this up in future discussion on the personnel rules.

BOARD MEMBER HELLER MOTIONED TO APPROVE THE REQUEST FOR TEMPORARY EXTENSION. BOARD MEMBER SEXTON SECONDED THE MOTION.

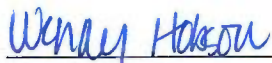
Board Member Heller added that while she supports this request she would also request going forward; she does not believe intern is a classification in that when you say intern it doesn't talk anything about what type of intern or what work they are doing; an intern should be a designator of similar to full time staff, part time staff, and related to the hours; the classification should relate to the type of work the employee is doing in the role they are doing. Board Member Andrews indicated she is interested in clarification of the relationship; in the document it talks about the reimbursement of the Washington State Work Study Program and typically there is a contractual agreement between the university and the employer. Mr. Flynn confirmed there is an agreement in place which is renewed an annual basis. Chair Summers added that State Representatives should be contacted to ensure this program is well funded. Board Member Sexton indicated he would like further discussion on the interpretation of the rule of what a temporary is. Chair Summers indicated that there are several personnel issues she would like to bring up under Board comments.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE THE REQUEST FOR TEMPORARY EXTENSION FOR OCCUPATIONAL INTERN JADEY SIMMONS PASSED.

Board Member Sexton asked Mr. Croston about the City's interpretation of a temporary position and did not know if the Board was aware of this or who was working on it. Mr. Croston cited 1.24.710 of the code regarding temporary appointment where it states no position will be filled on a temporary basis or any individual be employed on a temporary basis beyond twelve months aggregate time in any two year period unless approved by the Civil Service Board. Mr. Croston also stated he is not aware that a final decision has been made but that it was being looked at. Board Member Hansen suggested the Board look at clarifying this and looking at under what terms interns can be employed and perhaps consider taking this out of the arena of a temporary employee and how we might want to look at a personnel rule to address this situation.

BOARD MEMBER HELLER MOTIONED TO ADJOURN. THE MOTION WAS SECONDED BY BOARD MEMBER ANDREWS. THE MEETING WAS ADJOURNED AT 5:47PM.

ATTEST:



Wendy Hobson
Civil Service Coordinator



Beckie Summers
Chair