

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

**Date and Time:** May 3, 2018 at 5:00 PM  
**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, and Andrews were present.

Chair Summers was sworn in by Doris Sorum, City Clerk.

**Approval of Minutes:**

Board Member Sexton motioned to approve the March 1, 2018 minutes. The motion was seconded by Board Member Hansen.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MINUTES FOR March 1, 2018 WERE APPROVED AS WRITTEN.

Board Member Sexton added that the maker of the motion previously to table the February 1, 2018 minutes is not able to attend this evening and that these minutes should continue to be tabled until the maker of the motion is present. Chair Summers advised no motion needed, minutes were tabled.

**Action on Matters Still Pending / New Business:** Coordinator Wendy Hobson advised that a request for an appeal had been received from Justin Edwards of Tacoma Power and that City Attorney Paul Goulding had no issues with jurisdiction in this case.

Board Member Sexton motioned to grant the appeal of Justin Edwards. The motion was seconded by Board Member Andrews.

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

Chair Summers asked Ms. Hobson to schedule a hearing and asked that it not be scheduled in June due to the study session already on the agenda.

Chair Summers shared that the Board is in receipt of a wonderful gift from Kathy Stimler, Niece of Mary Fontaine who was a long time City employee and wrote the Tacoma Civil Service Bulletin. Ms. Stimler found a box of Tacoma Civil Service Bulletins from 1965 to 1969 while taking care of her Aunt's estate and thought the Board might like to have them.

**Human Resources Director Report:**

Assistant Director Shelby Fritz introduced Assistant Human Resources Director located at Tacoma Public Utilities Cheryl Bidleman. Chair Summers asked Ms. Bidleman to stand up and speak.

Assistant Director Fritz shared a list extension that had been approved for Customer Service Representative Technical Finance. Board Member Sexton questioned the information on the list regarding minimum qualifications stating "I don't see a whole lot here; it's kind of listed differently than minimum qualifications are. Minimum qualifications are usually listed and it's more like what you do than what you know or what you've done." Assistant

Director Fritz indicated she sees what he is referring to and will check into it. Board Member Sexton further stated it just reads differently to him. Assistant Director Fritz read minimum qualifications from a staff cell phone handed to her.

Human Resources Analysts Rodney Croston and Lynn Stehr presented a Request for Waiver of Competitive Examination for IT Analyst and Business Analyst classification series. A discussion followed regarding the difficulty of recruitment for the sub-sub classifications within these classifications. Ms. Stehr indicated that what we are talking about is not eliminating civil service but finding a way to be more nimble in a very competitive environment; asking for the ability as we see people who have the skills to send a tester to begin the process with them instead of waiting. She further stated we are dealing with the IT crowd; they move around a lot and are not afraid to find ways to move around and we're trying to be more nimble in attracting these people to Tacoma.

Board Member Hansen asked what do the Business Analysts do indicating he was not asking for a detailed answer; just a broad summary of job duties. Ms. Stehr shared they are conductors of workflow interface working on different platforms within the City; a Business Analyst might work on one platform but never touch another platform; depends on the level and what platform they specifically work on. Ms. Stehr added SAP itself is specialized, not a lot of agencies use this system and to be on top of this we are moving to a new system called the Hana system and its difficult finding people who do not require additional sponsorship as most Hana programmers come from Canada and India. Board Member Hansen stated given the competitiveness for hiring these positions you don't have time to go through the testing process because during the course of the process you lose candidates. Ms. Stehr indicated she felt that was a fair statement; we need to try for our customer to find a way to address the issue. Board Member Hansen asked how long the process takes from the time you screen apps to when the individual takes the test; just asking for a ball park figure. Mr. Croston indicated about six weeks. Mr. Croston also shared the challenge of getting qualified applicants on the list that are still available after six weeks. Board Member Hansen asked if this request would be for a limited amount of time applied to this category of employee. Ms. Stehr confirmed this to be correct.

Board Member Andrews asked about the proposed process steps seeing that a few involve committees that are screening for individuals; how much time does this take? Mr. Croston answered we have two recruiters who do it differently; we open for period of time, form a committee of subject matter experts, they score the apps, takes weeks and hours to complete; what we would do under this process is receive applications, screen them and then SMEs would screen them; when well qualified people are found, we can start bringing them in. Board Member Andrews asked if all of the committees at each of the levels are screening for same minimum qualifications. Mr. Croston indicated experience is consistent with the class spec but not identical. Board Member Andrews asked if there were at least 5 or 6 levels of screening then additional screening; and also asked if testing was a paper pencil type of test. Mr. Croston indicated we rarely test in that way and that common for these positions is to ask candidates to describe their experience using software specific to a platform and then have SMEs review and score these responses.

Board Member Sexton commended Mr. Croston for his answers to Board Member Andrews' questions indicating that he was bothered previously by the comments about when you talk to someone on the phone and want to hire them at that time; I don't think that's how the system should work; this bothers me; every time I seen a waiver for an extended period of time we don't get it back, it stays with the City and I'm very concerned about this. Board Member Sexton further stated that the regular process besides the testing process would be to come to the Civil Service Board on an individual basis and ask for a waiver on the individual; how would that be a hardship? Ms. Stehr shared the current recruitment process would not require us to come to the Civil Service Board on a single person. Board Member Sexton restated the question: if you want to bypass the standard operating procedure, and we found this person, want to hire them now, you would come to us and ask us on individual basis; here is the case for this person; we do that monthly around here. Mr. Croston shared his concerns about that method; if huge list, we are taking a gamble at point of making an offer at end of long road; clarified we are not waiving civil service, we are



proposing a different type of competitive exam process; we are still going to leverage the job interest card tool, job fairs, etc.

Assistant Director Fritz added that making sure we are conducting a fair and robust process to get a diverse pool of candidates rather than waiving the process for individual candidates is what we want to do and that we still want a fair process which is not that different than the process we use for appointive positions. Board Member Sexton asked if we have communication from Local 120? Assistant Director Fritz advised that a letter of agreement was put together on how the process will work if approved. Board Member Sexton asked if they were supportive.

Board Member Hansen question the 4<sup>th</sup> bullet in the code regarding the transfer list. Ms. Stehr explained positions with a sub-sub class and how transfers caused confusion; we will post these positions for five days and post minimum qualifications for that specific job so applicants would not end up on a transfer list of such a high level list with sub-sub classifications.

Board Member Sexton provided comment regarding his position on this which has been evolving; talk to me about time period, you want for one year, what happens during the year. Mr. Croston explained how it goes, 120 will have option on whether or not they want to continue, we can assess what has happened and report back to the board with analytics; and whether or not it make an impact on our ability to land top talent in filling these jobs; if it doesn't work, we're back to drawing board.

Chair Summers asked how many people will be impacted and how many positions. Mr. Croston shared within these classifications last year we recruited 17 times and we expect to do 20 individual recruitments this year; positions will be posted for minimum of five days and job interest cards blasts will be used as a tool. Chair Summers shared good information has been provided at this meeting but wondered can we cap it; not keep for a year; have you come back quarterly to report and said she is not yet ready to vote yes without being more hands on. Mr. Croston shared we are excited to give it a try and would be happy to gather data and report back at 10.

Board Member Andrews asked if a recruitment was currently open; so if this were approved tonight would you close the one that is currently open? Ms. Stehr indicated that the intent is not to change the postings prior to the approval. Board Member Andrews said potentially since there is a different timeline imposed with this regular process as opposed to what you hope might occur with this with the proposed process there is opportunity for some variation there as far as people hired under the two mechanisms. Ms. Stehr responded with potentially.

Board Member Sexton asked about a six month waiver; asked could you work with that? Croston said it is difficult to know how many we will have in the next six months and that he preferred a number but thought there may be about 10 in six months and would be a nice sample size to determine if we are effective.

Chair Summers asked if the Board was prepared to take any action this evening on the request for non-competitive exam on the IT Analyst and Business Analyst classification series. Board Member Sexton said he is just about there, close but is thinking about the time period and capping it; if it was six months, would we need 20? Mr. Croston said you don't know about attrition, you can't forecast. Board Member Sexton asked if we capped it at 20 and you got six months, would that give you more than enough? Mr. Croston said yes.

Board Member Sexton indicated he was ready to make a motion to grant the City's request for waiver of competitive examination as written for a period of six months and capped at 20.

Chair Summers advised the motion before us is that we request a waiver of competitive examination for Information Technology Analyst and Business Analyst classification series for a time of six months or 20 positions whichever comes first; is there a second to that motion? Board Member Andrews seconded the motion. Board Member Sexton added we do understand that the motion for these that are all on the list here that Rodney provided, should the motion have been made naming all of these.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION PASSED TO GRANT THE REQUEST FOR WAIVER OF COMPETITIVE EXAMINATION FOR INFORMATION TECHNOLOGY ANALYST AND BUSINESS ANALYST CLASSIFICATIONS FOR A PERIOD OF SIX MONTHS OR FOR 20 POSITIONS, WHICHEVER COMES FIRST.

Mr. Croston along with James Kaufman, Public Records Officer presented a Waiver of Competitive Examination for Public Disclosure Analysts Jin Yi and Lisa Anderson; Request for Lauren Ryker, Public Disclosure Specialist has been withdrawn as Ms. Ryker has accepted another position.

Board Member Sexton motioned to approve the waiver of competitive exam for Public Disclosure Analysts Jin Yi and Lisa Anderson. The motion was seconded by Board Member Hansen.

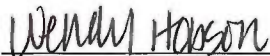
A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS. THE MOTION

Board Member Hansen asked about the study session for the issue that Alice Phillips brought up, classified vs exempt status position and he believed the minutes indicated HR would attend a study session; he asked Assistant Director Fritz if she has had a chance to review the notebook provided by Alice Phillips. Ms. Fritz indicated she had received a copy of the notebook and she was in the process of reviewing it and meeting with others. Chair Summers indicated she had this scheduled for a June study session asking if that would allow enough time. Ms. Fritz indicated she would need to get back to the Chair on this as it was a significant amount of data to review.

Board Member Sexton shared that prior to the meeting this evening he went by the front desk at 4PM to run up to the City Manager's Office to follow up on the information received from IBEW Local 483 and he wasn't allowed to go up there. After the senior security person came down and they all talked about it they decided the thing to do was to have Celia Holderman from the City Manager's Office come down; Celia shared the org chart and was very helpful; would like to thank her. Board Member Hansen asked if the Board could receive copies of this org chart. Chair Summers asked Ms. Hobson to send the org chart out to all Board Members.

Chair Summers was under impression that there would be study session this evening; Ms. Hobson advised that Maria Lee will be attending the August meeting to present at study session. Ms. Hobson asked about the July 5<sup>th</sup> meeting and whether or not it would be canceled or rescheduled due to the holiday. Chair Summers asked that the meeting be rescheduled to occur in the month of July.

Meeting adjourned at 6:04PM



Wendy Hobson  
Civil Service Coordinator



Beckie Summers  
Chair