

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

Date and Time: September 5, 2019 at 5:00PM
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 Sexton and Andrews were present.

Approval of Minutes:

Chair Summers asked for a motion to approve the August 1, 2019 and August 14, 2019 minutes. Board Member Sexton motioned to approve both and the motion was seconded by Board Member Andrews.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS. THE MINUTES FOR AUGUST 1, 2019 AND AUGUST 14, 2019 WERE APPROVED AS WRITTEN.

Communication for Information:

Coordinator Wendy Hobson advised that the follow up items requested by the Board at the previous meeting were sent out to Board Members on August 2nd via email and regular mail. These packets included the update on the Class and Comp Study presented by Cheryl Bidleman and a copy of the Request for Appeal from Mr. Harrington.

Action on Matters Still Pending / New Business:

Chair Summers stated the Board had a matter before them regarding police testing; fire testing came up as well and she would like this item moved to the next meeting when the entire Board could be present. Chair Summers added that a study session on this may not be the most appropriate avenue so would like to place it on hold and have it at the next meeting in the same place and let the entire Board speak to it.

Human Resources Director Report:

Assistant Human Resources Director, Shelby Fritz advised that she is reporting on a lengthy list of items this evening including two list abolishments, four list extensions and two Waivers of Competitive Exam which are all in the Board's packets. Assistant Director Fritz also shared she

would be providing an update on a change in status for the position of Labor Relations Analyst and an update on the Class and Comp Study.

Assistant Director Fritz shared the details of the change in status of the Labor Relations Analyst position stating that there was an individual in this position for a long time that received a nice promotion with another organization in July; that the position had originally been designated as classified but the department felt that it really wasn't a classified position. We did our normal review when a position is vacant and determined because it was a professional personnel position in the Office of the City Attorney we put it forward to have that status changed. This change in status went to the City Council and the change was approved on August 20, 2019. The position is currently open and we're accepting applications.

Chair Summers asked to confirm; the position has been moved to a professional non-classified position and into the Legal Department. Assistant Director Fritz added that the position resides in our Legal Department and used to be in our HR Department but has transitioned. Chair Summers asked that the job description be mailed out to her and the other Board Members.

Assistant Director Fritz then moved to an update on the Class and Comp Study sharing that the most recent communication to all employees is in the Board's packets; all of the occupational panels are complete and the consultant is now analyzing the position description questionnaires one by one reviewing the duties of each position to see if they are in the appropriate classification. Also, they are in the process of analyzing the classification structure in general; it's kind of a behind the scenes process so not a lot of information coming back out on this yet.

Assistant Director Fritz indicated she also wanted to follow up on a question from the last meeting that Board Member Hansen had asked regarding if the consultant had been also looking at whether or not the position should be moved to the classified position category. What I understand, is the City will be reviewing and making recommendations regarding the classification category of the ones that come up as questionable as part of the study. Just to recap, the positions being reviewed now are none of the classified positions; but are all of the unclassified folks, so that will be taken a look at as well.

Chair Summers requested that Assistant Director Fritz send an email with this information to Board Member Hansen since it was his question.

Assistant Director Fritz indicated she would do that and would do the same for the next two items she will report on which were Board Member Heller's questions. Board Member Heller had asked about having access to the Class and Comp website; we are talking to our IT Department to see if this is possible because it is currently stored on our intranet page; hopefully by the next meeting I'll be able to provide you with an update on that. Board Member Heller also asked if this study was a total compensation or a more limited study; not knowing what she was after my best thought is to provide you with a copy of the Request for Proposals that went out which outlines the whole thing.

Assistant Director Fritz then moved to the next part of her report.

Chair Summers indicated she had a problem with the first item stating the number of City of Tacoma residents is fourteen, number of residents hired is three but then at the bottom it says number of residents remaining on the list is fourteen. Assistant Director Fritz confirmed this was a typo; that we did hire three City of Tacoma Residents which makes this eleven instead of fourteen still on the list.

Assistant Director Fritz shared the remaining items and concluded her report.

Human Resources Analyst, Teresa Dent presented a Request for Waiver of Competitive Examination for Cecilia Grey into the classification of Retirement Specialist. Ms. Dent then introduced Tim Allen, Retirement Director and Chief Investment Officer to share additional information on Ms. Grey.

Board Member Sexton motioned to approve the request. The motion was seconded by Board Member Andrews.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE REQUEST FOR WAIVER OF COMPETITIVE EXAMINATION FOR CECILIA GREY PASSED.

Assistant Director Fritz introduced Human Resources Analyst Alissa Noland, our newest HR Analyst to present the next item.

Human Resources Analyst, Alissa Noland presented a Request for Waiver of Competitive Examination for Wire Electrician, Jay Seerley. Sheryl Brown, Power Supervisor with Tacoma Power shared additional information on Mr. Seerley.

Board Member Sexton motioned to approve the request. Board Member Andrews seconded the motion.

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE REQUEST FOR WAIVER OF COMPETITIVE EXAMINATION FOR JAY SEERLEY PASSED.

With no comments by the Board or the Public, the meeting adjourned at 5:19 PM.

ATTEST:



Beckie Summers, Chair



Wendy Hobson
Civil Service Board Coordinator