

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

Date and Time: December 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, Hansen and Heller were present.

Approval of Minutes:

Chair Summers asked for a motion to approve the November 7, 2019 minutes. Board Member Heller motioned to approve and the motion was seconded by Board Member Hansen.

A VOICE VOTE WAS TAKEN: 3 AYES, 0 NAYS, 0 ABS THE MINUTES FOR NOVEMBER 7, 2019 WERE APPROVED AS WRITTEN.

Communication for Information:

Wendy Hobson, Coordinator, reminded Board Members that the January 2nd meeting is canceled and that a Special Meeting will be held on January 9, 2020; Police and Fire testing will be discussed.

Action on Matters Still Pending / New Business:

Doris Sorum, City Clerk requested approval of change in election process for the Civil Service Board where if only one qualified candidate has been nominated for the position to be filled, it shall not be necessary to hold an election. Chair Summers asked if any of the Board had any objections, hearing none, the approval was granted.

Jen Peters, Human Resources Manager stepped to the podium and advised she was available to answer any questions regarding the Class and Comp Study that the Board may have.

Board Member Heller indicated there was a question about identified comps and asked if there was a list of these.

Ms. Peters referred to the response letter provided in the packets; we are still in the process so none of these are finalized and will not be until the conclusion of the study which is scheduled for March at which time we are happy to release these.

Board Member Heller indicated she feels the cart is in front of the horse; if you don't identify the comps early on how do you survey them?

Ms. Peters indicated the consultant is working on developing those comparator organizations and that until the information comes back, these are subject to change.

Board Member Heller's response was I get that but if you can give us an idea; maybe you need to go back and prepare something; if you could give us a list of who you are comparing to with like municipalities for the purpose of conducting the study, I won't hold you to it as a finalized rule but you have to have a starting place.

Ms. Peters indicated we do and further explained the methodology currently being used by the consultant.

Board Member Heller asked for list of criteria in considering and evaluating comps.

Ms. Peters stated this is not something that has been shared with anyone; it is still being developed and subject to change; obviously has not been shared with anyone including the City Council.

Board Member Heller asked at what point this information will be shared this information.

Ms. Peters stated this would occur in March.

Board Member Hansen asked for follow up on his question at the last meeting on whether they were going to determine whether an exempt employee was properly put in that category. My understanding is you were studying the pay of exempt employees and if you don't determine who should be more properly categorized as a classified employee before you study the pay and exempt, isn't that putting the cart before the horse?

Ms. Peters indicated that the focus of the study is on non-represented classifications and some of those are classified employees. When we say exempt, we are talking about FLSA exempt; salaried and non-salaried, ours are all non-represented whether or not that be classified or not classified.

Board Member Heller stated if you were just dealing with exempt employees, we wouldn't have a stake in this issue at all. It's the classified employees that fall under the jurisdiction of this board. That is where my questions regarding the study come from; we are not concerned with the compensation as that does not fall within this board's purview; but the classification component is solely under the Civil Service Board. That is where I have concerns; often times you wind up

with something that is going to have to be revised because you are not getting the information from your stakeholders before you put together this document; so my concern is not to waste the tax payer's dollars and wind up with one more example of shelf art which the City has done time and time again over the years. I would like you to come up with a product that is really useful and in alignment with the civil service rules.

Chair Summers indicated she is agreement with Board Member Heller adding these are classified positions and they are part of what we're responsible for; part of what the personnel rules were written for; when we're left in the dark and are misled because to begin with were told they would not be classified employees and we had no jurisdiction over them; it is worse than a bother to me and I think you should do a better job of keeping us informed; it is what our job is supposed to be and being kept as a mushroom does not help either of us.

Human Resources Director, Gary Buchanan introduced Teresa Dent, Human Resources Analyst to provide details on the items in the Director's report. Ms. Dent reported on one list extension and one list abolishment.

Ms. Dent requested approval of a Waiver of Competitive Examination for Occupational Skilled Intern, Erika Bartlett.

Board Member Heller motioned to approve the Waiver of Competitive Examination for Erika Bartlett. The motion was seconded by Board Member Hansen.

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

Meeting adjourned at 5:24 PM

ATTEST:



Beckie Summers, Chair



Wendy Hobson
Civil Service Board Coordinator