



## Tacoma Civil Service Board Meeting Minutes

**Date and Time:** January 5, 2023, at 5:00 PM  
**Location:** Council Chambers and Zoom  
**Chair:** Eric Hansen  
**Coordinator:** Wendy Hobson

### **Call to Order:**

Chair Hansen called the meeting to order at 5:01PM. Board Members Heller, Klein, Sexton (by Zoom), and Wick were present. Also present was Deputy City Attorney Martha Lantz.

### **Approval of November 3, 2022, Minutes:**

Board Member Klein motioned to approve as written. Motion was seconded by Board Member Wick.

VOICE VOTE: 3 AYES, 0 NAYS, 1 ABS (HELLER). THE NOVEMBER 3, 2022, MINUTES WERE APPROVED AS WRITTEN.

### **Communication for Information:**

The Board will hold a study session on the topic of residency immediately following this meeting.

### **Human Resources Director Report:**

Human Resources Director Shelby Fritz provided an update on the City's Class and Comp Study for non-represented employees. Study has been completed and we are in the final phases of implementation. We have 1,111 non-represented employees who received letters on December 27, 2022, informing them of their new classification and compensation effective January 2, 2023.

The study included a comprehensive review of our Management Analyst I, II and III classifications which resulted in the elimination of the Management Analyst series and creation of 66 new classifications. We met with Alice Phillips and Rose Mitchell of IBEW Local 483 on December 22, 2022, to begin a review of the 66 new classifications due to previous concerns about bargaining unit work being previously mixed in. We will work together to resolve any differences.

In 2022, we had a total of 236 non-represented classifications. With the implementation of our new system, we now have 323 non-represented classifications. All classifications both old and new were reviewed by the City Attorney's office to evaluate whether or not

they should be in classified or non-classified service. Non-represented classifications were both created and eliminated in the process, there are now 49 non-represented classifications that are in the classified service. This is a reduction of 1 classification from 50 in 2022.

In February, I will present a Waiver of Competitive Examination for the employees who will be impacted by the change in status. Employees will also be provided a letter of what being a member of classified civil service entails and entitles them to. We welcome feedback from the board on that letter.

Chair Hansen asked for confirmation that 66 positions came from the Management Analyst series and whether or not the review was to determine if some of these should be in the classified service. Director Fritz stated these positions are being reviewed to see if any of them have any conflict with bargaining unit work in the clerical bargaining unit of 483; has also opened door for any other unions that with any of the new classifications in the non-represented group to let us know if they have concerns. We are working directly with Alice Phillips and Rose Mitchell now; have not heard from any other unions.

Board Member Heller inquired about the engineers that were reclassified into Management Analyst 10 years ago. Some of these were engineers, some were quasi-engineers; curious where they are now. Director Fritz said we'd have to look at specific classifications; consultant went through everyone's position description form. If they were an engineer, or something like that, they would have been reallocated to an engineering classification.

Chair Hansen asked if the 1,111 non-represented employees were non-classified. Director Fritz stated in this study, we only looked at non-represented. There are both classified and appointive, or non-classified under that non-represented category. Chair Hansen asked how many non-classified positions there were at this point. Director Fritz will get back to the Board on number of positions. For classifications, it would be 274. Will provide more detailed report on number of employees in positions in preparation for our next meeting.

Board Member Sexton asked if Director Fritz would be going over all of this information next month. Answer is yes. Director Fritz asked if there was anything in particular the Board would like to see in presentation next month. The Chair would like job descriptions; the Charter has a very narrow description of non-classified employees, and it seems like it keeps expanding. There has been a trend over the last several years to put positions that should be classified into the non-classified category. Director Fritz stated that our City Attorney's office went through every single one and viewed it in alignment with the Charter, making their decision based on what's in the Charter and duties assigned to each classification.

Board Member Heller asked for a breakdown of how many departments were involved and how many classifications were split out within the different departments; would like overview with special attention to the quasi-engineering ones as they were a problem in the past. I just want to say thank you. I recognize this was a lot of work, but feel it was

needed. Board Member Heller would also like to know the outcome of review with Alice and Rose, as well as how many classes ended up being represented after all, or not.

Director Fritz advised that Alice and Rose are still reviewing these. We have provided them with the classification information, and they are looking at that as well as particular job descriptions.

Board Member Heller asked what the percentage of work that helps with the determination of representation or not. Director Fritz does not feel there is a good definition and thinks this will be a part of the conversation. Board Member Heller is interested to hear a report on how it was looked at; was there a 40% cut...because there will always be common activities you can't spell out like everybody answers the phone.

Director Fritz provided background information on Waiver of Competitive Examination, explaining what the role of the Board is for our new members.

### **Requests:**

Request for Waiver of Competitive Examination – reclassification from Engineering Technician III to Engineering Technician IV, Linda Brent.

Board Member Sexton motioned to grant the request. Board Member Heller seconded the motion.

Board Member Heller asked if it was written in the code when you have a reallocation that you have to bring it to the Board? You can't just reallocate it since it's not a vacant position? Director Fritz confirmed that is correct.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE REQUEST WAS GRANTED.

Request for Waiver of Competitive Examination – Systems Power Dispatcher, Bradley Mitcham.

Board Member Heller motioned to grant the request. Board Member Sexton seconded the motion.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE REQUEST WAS GRANTED.

Request for Waiver of Competitive Examination – Line, Wire, and Meter Apprentice progression.

Line Electrician	Meter and Relay Technician	Wire Electrician
Brandon Daudt	Cody Smith	Rory Belin
Phil Gause		Tim Knuth
Dave Kennard		Orin Mullen
Brock Ross		

Board Member Sexton motioned to grant the request. Board Member Heller seconded the motion.

A VOICE VOTE WAS TAKEN: 4 AYES, 0 NAYS, 0 ABS. THE REQUEST WAS GRANTED.

Board Member Heller asked if we were still doing the Youth Build Tacoma program, and whether or not any of these were Youth Build Tacoma graduates. Director Fritz confirmed they are not, and that Tacoma does not currently participate in that program.


There were no public comments.

Board Member Klein motioned to adjourn. Chair Hansen seconded the motion.

Meeting adjourned: 5:28 PM

**ATTEST:**

DocuSigned by:  
  
835799B0835C406...  
Koree Wick, Vice Chair

DocuSigned by:  
  
C4834D5706C8445...  
Wendy Hobson, Coordinator