



Tacoma Civil Service Board Meeting Minutes

Date and Time: March 2, 2023, at 5:00 PM
Location: TMB Conference Room 243
Chair: Koree Wick
Coordinator: Wendy Hobson

Call to Order:

Vice Chair Wick called the meeting to order at 5:00PM. Board Members Sexton and Klein were present. Also present was Deputy City Attorney Jennifer Taylor.

Approval of January 5, 2023 and February 13, 2023 Minutes:

Board Member Sexton motioned to approve. Motion was seconded by Board Member Klein.

VOICE VOTE: 2 AYES, 0 NAYS, 0 ABS. THE MOTION TO APPROVE MINUTES PASSED.

Communication for Information:

Vice Chair Wick advised the study session scheduled for this evening will be delayed until May.

Human Resources Director Report:

Human Resources Director Shelby Fritz provided an update on the City's Class and Comp Study for non-represented employees. Employees were notified of their new classification and compensation earlier this year. We also provided an appeal process for employees who did not feel they were placed in the right classification and that process is underway now; appeals are due tomorrow. I will report back on what kind of numbers we're looking at next month. A list of new classifications by department was sent out to you for your information and it also included any changes in civil service status. We are working on letters that will go out soon to employees who had a change in civil service status, so they are aware of their rights as either a classified employee or now an appointive employee.

We are also continuing to work with IBEW Local 483 on concerns that have or are arising related to overlap in classifications between the non-represented classifications that were part of the study, and existing classified positions that are represented under Local 483.

Requests:

Request for Waiver of Competitive Examination – Biosolids Distribution Operator, Richard Hansen

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

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE REQUEST WAS GRANTED.

Request for Waiver of Competitive Examination – Permit Specialist, Stu Heath.

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

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE REQUEST WAS GRANTED.

Request for Waiver of Competitive Examination – Education and Outreach Liaison Associate, Kate Waind.

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

A VOICE VOTE WAS TAKEN: 2 AYES, 0 NAYS, 0 ABS. THE REQUEST WAS GRANTED.

There were no public comments.

Meeting adjourned: 5:12 PM

ATTEST:



Eric Hansen, Chair



Wendy Hobson, Coordinator