

CITY OF RENO – CIVIL SERVICE COMMISSION

MEETING AGENDA

July 22, 2021 — 3:30 PM
Reno City Hall, 7th Floor Caucus Room,
1 East First Street, Reno, Nevada

MEMBERS

Tray Abney, Chairperson
YeVonne Allen, Vice Chairperson
Ken Dalton
Ricardo Duarte
Charla Honey
Jay Kenny
Nichole Paul

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Supporting Material: Staff reports and supporting material for the meeting are kept with the Chief Examiner at the Office of the Civil Service Commission located at City Hall, 1 East First Street, 5th Floor, Reno, Nevada 89501.

Order of Agenda: Section titles on this agenda are for convenience and reference purposes and are not intended to define, govern, limit, modify or in any manner affect the titles of the items listed for consideration by the Civil Service Commission. A time listed next to a specific agenda item indicated that the specific item will not be heard before that time – it does not indicate the time schedule of any other item. Items on the agenda may be removed, postponed, taken out of order and the public body may combine two or more agenda items for consideration.

Public Comment: Public comment, whether on action items or general public comment, is limited to no more than three (3) minutes. The public may comment by submitting a “Request to Speak” form to the Chair of the Civil Service Commission. Public comment shall be presented to the Civil Service Commission as a body, and not to any member thereof.

Accommodations: Civil Service Commission and staff will make reasonable efforts to assist and accommodate persons with physical disabilities desiring to attend the meeting.

ITEM:

1. CALL TO ORDER/ROLL CALL
2. PUBLIC COMMENT – This item is for either public comment on any action item or for general public comment and is limited to no more than **three (3) minutes** for each commentator.
3. APPROVAL OF AGENDA (For Possible Action)
4. LIAISON REPORT (Items for announcement and informational items only. No deliberation or action will be taken on this item.)
5. MINUTES – Approval of the June 24, 2021 regular meeting minutes.
(For Possible Action)
6. CONSENT AGENDA
 - A. Request to acknowledge employee confirmations in accordance with the dates listed in the Confirmation Report. (For Possible Action)
 - B. Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)
7. REGULAR AGENDA
 - A. Presentation, discussion and possible direction on proposed Civil Service rule amendment. (For Possible Action)
8. CHIEF EXAMINER ANNOUNCEMENTS (Items for general announcements and informational items only. No deliberation or action will be taken on this item.)
9. IDENTIFICATION OF FUTURE AGENDA ITEMS
10. CONFIRM NEXT MEETING DATE OF August 26, 2021 AT 3:30 PM. (For Possible Action)
11. PUBLIC COMMENT – This item is for either general public comment or on any action item and is limited to no more than three (3) minutes for each commentator.
12. ADJOURNMENT (For Possible Action)

CITY OF RENO – CIVIL SERVICE COMMISSION

DRAFT MINUTES

Thursday – June 24, 2021 – 3:30 PM
Reno, Nevada

MEMBERS

Tray Abney, Chairperson
YeVonne Allen, Vice Chairperson
Ken Dalton
Ricardo Duarte
Charla Honey
Jay Kenny
Nichole Paul

1. CALL TO ORDER/ROLL CALL

Chairperson Abney called the meeting to order at 3:30 PM. A quorum was established.

MEMBERS PRESENT: Tray Abney
YeVonne Allen
Ken Dalton
Charla Honey
Nichole Paul

MEMBERS EXCUSED: Ricardo Duarte
Jay Kenny

ALSO PRESENT FROM CIVIL SERVICE:

Barbara Ackermann, Chief Examiner
Candie Lorenzo, Management Analyst
Mel Evans, Management Analyst
Melissa Ulrich, Civil Service Technician
Susan Rothe, Deputy City Attorney
Karl Hall, City Attorney

2. **PUBLIC COMMENT** – This item is for either public comment on any action item or for general public comment and is limited to no more than **three (3) minutes** for each commentator.

Chief Examiner Barbara Ackermann provided introductions of new commissioners and new staff members.

Peter Larsen, on behalf of the Reno Firefighters IAFF Local 731, voiced support for the proposed Civil Service rule change that allows the Reno Fire Department to interview more candidates from the eligible list.

Jerry Frederick, on behalf of Local 39, asked the following question of the Civil Service Commission regarding City of Reno employees: “As a City of Reno employee have I lost my right to approach any board, commission, or elected official with my concerns whether they are work related or not?” The answer provided by the Commission was “no”.

3. APPROVAL OF AGENDA (For Possible Action)

It was moved by Vice Chairperson Allen, seconded by Commissioner Dalton, to approve the June 24, 2021 agenda. The motion passed unanimously.

4. LIAISON REPORT (Item for announcements and informational items only. No deliberation or action will be taken on this item.)

Councilwoman Brekhus welcomed new Commissioner, Charla Honey, to the Civil Service Commission.

Councilwoman Brekhus requested that the Commission work with the HR Department regarding the newly approved positions and document which positions are not coming under Civil Service and then further why they are not coming under Civil Service and where they are going.

Councilwoman Brekhus informed the Commission that Council is on break until the 21st of July then they will have two back to back meetings. Following that Council will roll out the fiscal budget with the ARPA money that has been provided.

5. MINUTES – Approval of the May 27, 2021 regular meeting minutes. (For Possible Action)

It was moved by Commissioner Dalton, seconded by Commissioner Paul, to approve the minutes for the May 27, 2021 Civil Service meeting with the following correction to Item 10 Confirming the next meeting date from May to June. The motion passed with Commissioner Honey abstaining.

6. CONSENT AGENDA

- A. Request to acknowledge employee confirmations in accordance with the dates listed in the Confirmation Report. (For Possible Action)
- B. Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)
- C. Request to approve the minimum qualifications for the classification specification of Lateral Police Officer. (For Possible Action)
- D. Request to approve the minimum qualifications for the classification specification of Mental Health Counselor. (For Possible Action)

- E. Request to approve the minimum qualifications for the classification specification of Police Services Supervisor. (For Possible Action)
- F. Request to approve extension of time for Gabriel Martin, Maintenance Helper in the Public Works Department. (For Possible Action)
- G. Request to approve extension of time for Andre Monsegue, Maintenance Helper in the Public Works Department. (For Possible Action)
- H. Request to approve extension of time for Robin Sheets, Maintenance Helper in the Public Works Department. (For Possible Action)
- I. Request to approve extension of time for Fernando Silverio, Maintenance Helper in the Public Works Department. (For Possible Action)

Commissioner Allen acknowledged Item 6.D. as being a wonderful step in the right direction and thanked the Reno Police Department for wanting and creating the Mental Health Counselor classification specification.

It was moved by Vice Chairperson Allen, seconded by Commissioner Paul, to approve the Consent Agenda. The motion passed unanimously.

7. REGULAR AGENDA

- A. Adoption of amendments to the following Civil Service Rules: Rule VII – Certification of Eligibles, Appointments and Probation Section 3. Certifications and Section 11. Removal from Eligible list; Rule XI – Suspension, Discipline and Discharge Section 4. (n), to reflect the correct reference to the RMC. (For Possible Action)

Chief Examiner Barbara Ackermann presented the final proposed rule changes to include those that were approved by City Council to the Commission for adoption.

The Commission held a discussion including a few clarifying questions.

It was moved by Vice Chairperson Allen, seconded by Commissioner Dalton, to adopt the proposed rule changes as presented. The motion passed unanimously.

8. CHIEF EXAMINER ANNOUNCEMENTS (Items for general announcements and informational items only. No deliberation or action will be taken on this item.)

The Chief Examiner informed the Commission that the City is experience turnover much

like everywhere else which is keeping us busy. She continued to update the Commission that Civil Service currently has seventeen recruitments in progress and about eight in the queue. The Chief Examiner further shared that Civil Service is busy but getting through the work and the team is instrumental in making that happen, so kudos to them for all of their hard work and that the priority and main focus right now is filling the vacancies for the City.

9. IDENTIFICATION OF FUTURE AGENDA ITEMS

None.

10. CONFIRM NEXT MEETING DATE OF July 22, 2021 AT 3:30 PM. (For Possible Action)

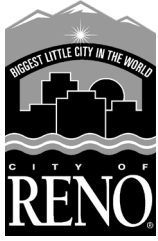
The next regular meeting of the Civil Service Commission was scheduled for Thursday, July 22, 2021 at 3:30 PM.

11. PUBLIC COMMENT – This item is for either general public comment or on any action item and is limited to no more than three (3) minutes for each commentator.

None.

12. ADJOURNMENT (For Possible Action)

It was moved by Commissioner Honey, seconded by Commissioner Dalton, to adjourn the meeting at 3:47 PM. The motion passed unanimously.



Civil Service Commission

CONFIRMATION REPORT

DATE: July 8, 2021

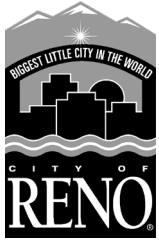
TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item 6.A. Request to acknowledge employee confirmations in accordance with the dates listed in this Confirmation Report. (For Possible Action)

Having successfully completed the Probation Period, pursuant to Rule VII, Section 12(e), I recommend that the Civil Service Commission acknowledge the confirmation dates for the employees listed below:

<u>Parks and Recreation</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Kailee Betts	Senior Recreation Leader	July 15, 2021
<u>Public Safety Dispatch</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Kailey Suh	Public Safety Dispatcher	March 9, 2021
<u>Public Works</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Maria Flores	Office Assistant II	June 4, 2021
Matthew Lehmyer	Senior Equipment Service Writer	June 30, 2021
David Ramsey	Lift Station Technician	June 9, 2021
<u>Reno Fire Department</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Gabe Jurado	Fire Equipment Operator	October 11, 2020
<u>Reno Police Department</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Colton Albert	Police Officer	June 9, 2021
Michael T. Deserio-Ghiglieri	Police Officer	June 9, 2021
Anthony E. Elges	Police Lieutenant	May 22, 2021
Scott E. Gauthier	Police Officer	June 9, 2021
Richard M. Jager	Police Officer	June 9, 2021
Ernest Kazmar	Police Sergeant	June 12, 2021
Casey J. Thomas	Police Officer	June 9, 2021
Daniel B. Wallace	Police Officer	June 9, 2021
Steven M. Welin	Police Officer	June 9, 2021



Civil Service Commission

ELIGIBLE LIST REPORT

DATE: July 12, 2021

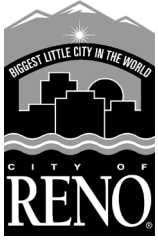
TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item 6.B. Request to accept eligible lists in accordance with the dates listed in this Eligible List Report. (For Possible Action)

Pursuant to Rule VII, I recommend that the Civil Service Commission accept the eligible lists in accordance with the dates listed below:

Building Inspector I	There are twenty-eight (28) candidates on the list established on June 30, 2021 with ethnic and gender diversity.
Equipment Service Worker	There are ten (10) candidates on the list established on June 29, 2021 with ethnic and racial diversity.
Human Resources Technician	There are sixteen (16) candidates on the list established on May 18, 2021 with ethnic and gender diversity.
Parks Maintenance Worker I	There are thirty-two (32) candidates on the list established on June 24, 2021 with ethnic, gender and racial diversity.
Police Assistant I	There are twenty-six (26) candidates on the list established on July 2, 2021 with ethnic, gender and racial diversity.



Civil Service Commission

MEMORANDUM

DATE: July 9, 2021

TO: City of Reno Civil Service Commission

FROM: Barbara Ackermann, Chief Examiner

SUBJECT: Item 7.A. Presentation, discussion and possible direction on proposed Civil Service rule amendment. (For Possible Action)

The attached redline document presents a proposed amendment to the Civil Service Commission Rules. For the purpose of today's meeting, this report is intended for informational purposes only. This will allow for preliminary discussion, collaboration and direction by the Commission before a final report is brought before them for review and action at a future Civil Service Commission Meeting.

Background:

The current Civil Service Rules pertaining to rule VII. Section 11. Removal from Eligible List that was amended at the June 24, 2021 Civil Service Commission Meeting may on occasion prompt the removal of well qualified candidates from the eligible list prior to their being able to be selected by a hiring authority. This proposed addition to that rule will provide an option for a hiring authority to request an eligible be retained on the eligible list after they have met the removal criteria.

Discussion:

Civil Service Staff is recommending the proposed addition to Rule VII, Section 11 to provide an additional opportunity for well qualified candidates to remain available for selection when future vacancies occur in which they had previously been passed over for.

This additional language will create an option the hiring authority can use after they have interviewed and selected an eligible from the list but still have viable candidates they would like to consider for future vacancies.

Without this addition to the rules, these candidates would be removed from the eligible list based on the removal criteria and would not be available for further consideration. This situation can occur when the eligible list referred to the hiring authority has more candidates they would like to consider and/or hire than they have current vacancies. When that occurs, eligibles could potentially be interviewed and passed over two times and removed before the hiring authority can select them for a vacant position.

Attachment 1: Redline document of proposed rule amendment provided by Barbara Ackermann, Civil Service Chief Examiner.

Section 11. Removal from Eligible List.

- (a) The Chief Examiner shall remove the names of an Eligible from the eligibility list in the following cases:
- (1) If an eligible for entry level appointment has been certified, interviewed and passed over at least (2) two times by at least two (2) different hiring authorities for appointment. In open entry classes, limited to one (1) hiring authority, the eligible has been passed over two (2) times and interviewed at least one (1) time. However, the hiring authority may request an eligible remain on the list if the eligible has been interviewed and passed over two (2) times provided the hiring authority has interviewed and selected an eligible from the list.
 - (2) If an eligible for entry level appointment has been certified, interviewed and passed over after one (1) time for appointment, provided the hiring manager has interviewed and selected an eligible from the list. The request must be based on Job-Related Criteria and written justification must be provided to the Chief Examiner by the hiring manager prior to removing the eligible's name from the eligible list. The information provided by the hiring manager is confidential in conformity with the requirements of law.
 - (3) If a Civilian Public Safety Eligible for entry level appointment has been certified, interviewed and passed over after one (1) time for appointment, provided the hiring manager has interviewed and selected an eligible from the list. The request must be based on Job-Related Criteria and written justification must be provided to the Chief Examiner by the hiring manager. The eligible will remain on the master list for consideration by other hiring managers. The information provided by the hiring manager is confidential in conformity with the requirements of law.
 - (4) If a Public Safety Eligible for entry level appointment has been certified, interviewed and passed over after one (1) time for appointment, provided the hiring manager has interviewed and selected an eligible from the list. The request must be based on Job-Related Criteria and written justification must be provided to the Chief Examiner by the hiring manager. The information provided by the hiring manager is confidential in conformity with the requirements of law.
 - (5) For background disqualifying criteria as established by federal and/or state laws. Written justification must be provided to the Chief Examiner by the hiring manager prior to the removal of the eligible's name from the eligibility list. The information provided by the hiring manager is confidential in conformity with the requirements of law.
 - (6) Failure to respond to a written offer of employment or notice to report to duty within five (5) working days. However, the eligible may petition the Chief

Examiner to be reinstated on the list for failure to respond because of:

- i. military leave/deployment within fifteen (15) working days from completion of military service/deployment; or
- ii. medical matters within fifteen (15) working days from the date of the written offer or notice to report.

The reinstatement of the name on the eligible list is in the proper rank order as originally constituted.

- (7) Declined appointment.
- (8) Failure to respond within five (5) working days to a hiring selection interview established by an appointing authority, and, upon confirmation by the Chief Examiner that the eligible is not responding to an interview request by an appointing authority.
- (9) Failure to appear at the time set for the hiring selection interview unless the eligible provided a written request within one (1) working day to reschedule, which has been approved by the appointing authority.
- (10) If the candidate requests removal from the eligible list in writing to the appointing authority and the Chief Examiner.
- (11) If an applicable state or federal law requires removal.