



CIVIL SERVICE COMMISSION Hybrid Meeting

Agenda

Thursday, September 8, 2022 at 3:30 p.m.
Reno City Hall, 6th Floor Conference Room
1 East First Street
Reno, NV 89501

Members

Tray Abney, Chair
YeVonne Allen, Vice-Chair
Ricardo Duarte
Charla Honey

Jay Kenny
Nichole Paul
Council Liaison: Jenny Brekhus
Chief Examiner: Barbara Ackermann

Public Notice

This agenda has been physically posted in compliance with NRS 241.020(3) (notice of meetings) at Reno City Hall – 1 East First Street. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at www.reno.gov, and NRS 232.2175 at www.notice.nv.gov. To obtain further documentation regarding posting, please contact Rossmery Diaz, Civil Service Commission, City Hall, 1 East First Street, 5th Floor, Reno, NV 89501; civilservice@reno.gov or (775) 334-2303.

Members of the Commission may participate in this meeting using the zoom video conference platform.

Members of the public may participate in the meeting by registering through the below zoom link which will provide the meeting ID number and call-in phone number.

Virtual registration link: https://us06web.zoom.us/webinar/register/WN_xpv38cyWQ22nxsNSu0Kz7Q

In Person: 1 East First Street, 6th floor Conference Room

Accommodations

Reasonable efforts will be made to assist and accommodate individuals with disabilities attending the meeting. Please contact Rossmery Diaz, Civil Service Commission, City Hall, 1 East First Street, 5th Floor, Reno, NV 89501; civilservice@reno.gov or (775) 334-2303, at least 48 hours in advance so that arrangements can be made.

Supporting Materials

Staff reports and supporting material for the meeting are available by contacting Rossmery Diaz, Civil Service Commission, City Hall, 1 East First Street, 5th Floor, Reno, NV 89501; civilservice@reno.gov or (775) 334-2303, and on the City's website at www.reno.gov. Pursuant to NRS 241.020(9), supporting material is made available to the general public at the same time it is provided to the public body.

Order of Business

The presiding officer shall determine the order of the agenda and all questions of parliamentary procedure at the meeting. Items on the agenda may be taken out of order. The public body may combine two or more agenda items for consideration; remove an item from the agenda; or delay discussion relating to an item on the agenda at any time. See, NRS 241.020(3)(d)(6). Items scheduled to be heard at a specific time will be heard no earlier than the stated time, but may be heard later.

Public Comment

In-Person

A person wishing to address the public body shall submit a "Request to Speak" form to the presiding officer. Public comment, whether on items listed on the agenda or general public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken.

Virtual

No action may be taken on a matter raised under general public comment until the matter is included on a subsequent agenda as an action item.

Pursuant to NRS 241.023, those wishing to submit public comment may do so through the online public comment form found at [Reno.Gov/PublicComment](https://reno.gov/publiccomment), by sending an email to ackermannb@reno.gov, by leaving a voicemail at (775) 334-2303 or at the meeting during virtual public comment. Public comment is limited to three (3) minutes per person. Comments received prior to 4:00 p.m. on the day preceding the meeting will be transcribed, provided to the Commission for review, and entered into the record. Comments received after 4:00 pm on the day preceding the meeting will be provided to the Commission for review prior to adjournment, and entered into the record.

A. Introductory Items

A.1 Call To Order/Roll Call

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

A.3 Approval of the Agenda (For Possible Action) – September 8, 2022.

A.4 Approval of the Minutes (For Possible Action) – August 25, 2022.

A.5 Council Liaison Report – Item for general announcements and informational items only. No action may be taken on this item.

A.6 Chief Examiner Report – Item for general announcements and informational items only. No action may be taken on this item.

A.7 Presentation of Proclamation for former Civil Service Chair Jean Atkinson.

B. Consent Agenda

B.1. Request to acknowledge employee confirmations in accordance with the dates listed in the Confirmation Report. (For Possible Action)

B.2. Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)

B.3. Request to void eligible list. (For Possible Action)

C. Regular Agenda

C.1 Presentation by Civil Service Technician Sneha Sharma as to the Police Officer Recruit diversity statistics. (Not For Action)

C.2 Presentation of proposed Civil Service rule amendments, discussion and possible direction thereon. (For Possible Action)

C.3 Possible approval of the request from the City Clerk's Office to utilize Selective Certification pursuant to Rule VII, Section 8, on the Office Assistant II recruitment for establishment of a Bilingual List. (For Possible Action)

- D. Future Agenda Items** – Identification of items for future agendas. No action may be taken on this item.
- E. Confirm next meeting date** – October 13, 2022 at 3:30 p.m. (For Possible Action)
- F. Public Comment** - This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.
- G. Adjournment** (For Possible Action)



CIVIL SERVICE COMMISSION Hybrid Meeting

Draft Minutes

Thursday, August 25, 2022 at 3:30 P.M.
Reno City Hall, 7th Floor Caucus Room
1 East First Street. Reno, NV 89501

Members

Tray Abney, Chair
YeVonne Allen, Vice-Chair
Ricardo Duarte
Charla Honey

Jay Kenny
Nichole Paul
Council Liaison: Jenny Brekhus
Chief Examiner: Barbara Ackermann

A. Introductory Items

A.1 Call To Order/Roll Call

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

MEMBERS PRESENT:

Tray Abney
YeVonne Allen
Ricardo Duarte
Charla Honey
Jay Kenny
Nichole Paul

MEMBERS EXCUSED:

ALSO PRESENT FROM CIVIL SERVICE: Barbara Ackermann, Chief Examiner
Albert Kenneson, Management Analyst
Sneha Sharma, Civil Service Technician

ATTORNEY PRESENT:

Karl Hall, City Attorney
Susan Rothe, Deputy City Attorney

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

Tom Dunn, Vice-President of Reno Firefighter Association, provided an update regarding recruitment in the Fire Department. The first Lateral Academy in the Reno Fire Department is starting in October, and there are big hopes for it. They just started the testing process for Battalion Chief and they have the Captain exam coming up. Tom appreciates all the work that the City of Reno has done to fill the vacancies.

A.3 Approval of the Agenda (For Possible Action) – August 25, 2022.

It was moved by Vice Chair Allen, seconded by Commissioner Kenny, to approve the August 25, 2022 agenda. The motion passed unanimously.

A.4 Approval of the Minutes (For Possible Action) – Approval of the July 28, 2022 regular meeting minutes.

It was moved by Commissioner Kenny, seconded by Commissioner Paul, to approve the minutes for the July 25, 2022 Civil Service Commission Meeting. The motion passed unanimously.

A.5 Council Liaison Report – Item for general announcements and informational items only. No action may be taken on this item.

Council Member Brekhus informed the Commission that there is no update regarding the appointment to replace Commissioner Ken Dalton.

Council Member Brekhus announced to the Commission that Council adopted a contract with a provider to conduct the Class & Comp Study

Council Member Brekhus updated the Commission regarding the recruitment and salary increase for the Police Chief position.

Council Member Brekhus also commented regarding the salary increases that have happened within the City.

A.6 Chief Examiner Report – Item for general announcements and informational items only. No action may be taken on this item.

Chief Examiner Barbara Ackermann announced the Commission that Commissioner Ken Dalton resigned and Civil Service is accepting applications. The City Clerk will work to get it to the Council agenda for appointment.

Civil Service is still in the interview process to fill the Management Analyst vacancy. Second interviews are set up for next week and the decision will be announced by the next Civil Service Commission meeting.

The Civil Service Team is currently has 12 recruitments open and 7 more will be opened tomorrow. Civil Service is currently tracking over 100 current vacancies and there is not any backlog. She thanked the Civil Service Team for all their hard work.

Chief Examiner Ackermann informed the Commission that Civil Service was able to find space in the Internal Affairs office to set up Police Recruit and Public Safety Dispatch testing including Saturday testing. Civil Service is working with IT to complete the set up.

B. Consent Agenda

B.1 Request to acknowledge employee confirmations in accordance with the dates listed in the Confirmation Report. (For Possible Action)

B.2 Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)

- B.3 Request from Lynn Adgett to be placed on the re-employment list for Program Assistant. (For Possible Action)**
- B.4 Request from Ronald S. Davis to be placed on the re-employment list for Maintenance Worker I. (For Possible Action)**
- B.5 Request to approve the minimum qualifications for the new classification specification of Senior Parking Enforcement Officer. (For Possible Action)**
- B.6 Request to approve the minimum qualifications for the new classification specification of Training and Development Specialist. (For Possible Action)**

It was moved by Vice-chair Allen, seconded by Commissioner Kenny to approve the Consent Agenda. The motion passed unanimously.

C. Regular Agenda

- C.1 Presentation of the Civil Service Chief Examiner Performance Evaluation Survey results by Jesse Puett, Human Resources Management Analyst. (Not For Action)**

Jesse Puett, Human Resources Management Analyst, presented to the Commission the Chief Examiner Performance Evaluation Survey's results.

Additional comments by Civil Service Management Analyst Albert Kenneson, Chair Tray Abney and Chief Examiner Barbara Ackermann

- C.2 Performance evaluation of the Chief Examiner, including discussion of goals, objectives, and accomplishments; and, discussion and potential direction regarding adjustment of Chief Examiner's compensation and benefits. (For Possible Action)**

Additional comment by Vice Chair YeVonne Allen.

Chair Tray Abney provided insight regarding goals, objectives and accomplishment. Goals provided included working with other City departments to speed up the hiring process, increasing the team-mindset when working with other City departments and getting feedback from City departments when updating the rules.

Additional comment by Commissioner Charla Honey and Chief Examiner Barbara Ackermann.

Jesse Puett, Human Resources Management Analyst, recommended to the Commission to tie Chief Examiner Barbara Ackermann's pay rate to Management A43 pay range. The Management A43 salary includes most departments' heads. Chief Examiner Barbara Ackermann's new salary effective 8/26/2022 will be \$176,238.40 and starting on 2023, the effective date for merit increases will be July 1 of every year.

Additional comment by Vice Chair Allen, Chair Abney and Commissioner Honey.

It was moved by Commissioner Honey, seconded by Vice Chair Allen to approve the Chief Examiner's pay increase. The motion passed unanimously.

D. Future Agenda Items - Identification of items for future agendas. No action may be taken on this item.

Vice Chair Allen proposed the next Chief Examiner Review and Evaluation to be conducted in June 2023.

Vice Chair Allen proposed to include the presentation of Proclamation for former Civil Service Chair Jean E. Atkinson.

E. Confirm next meeting date – September 8, 2022 at 3:30 p.m. at the 6th floor Conference Room. (For Possible Action)

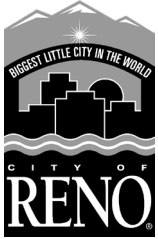
The next regular meeting of the Civil Service Commission is scheduled for September 8, 2022 at 3:30 PM at the 6th floor Conference Room. The meeting will be in a hybrid format.

F. Public Comment - This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

None.

G. Adjournment (For Possible Action)

It was moved by Commissioner Kenny, seconded by Vice Chair Allen, to adjourn the meeting at 4:26 P.M. The motion passed unanimously.



Civil Service Commission

Confirmation Report

Date: August 23, 2022

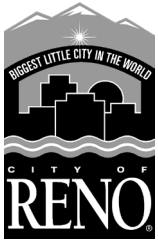
To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.1. 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>Reno Police Department</u>	<u>Job Title</u>	<u>Confirmation Date</u>
Michael J Morris	Police Sergeant	July 30, 2022



Civil Service Commission

Eligible List Report

Date: August 29, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.2. 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:

<u>Classification</u>	<u>List Type</u>	<u>Description</u>
Adaptive Recreation Assistant	Open Competitive	There are nine (9) candidates on this list established on August 23, 2022 with gender diversity.
Recreation Leader	Open Competitive	There are three (3) candidates on this list established on August 15, 2022 with ethnic diversity.
Senior Civil Engineer – Public Works	Promotional	There are five (5) candidates on this list established on August 15, 2022.
Tree Maintenance Worker	Open Competitive	There are eight (8) candidates on this list established on August 23, 2022 with ethnic diversity



Civil Service Commission

MEMORANDUM

Date: August 29, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.3. Request to void the Business License Technician Eligible List pursuant to Civil Service Commission Rule VII, Section 9. (For Possible Action)

It is requested that the Civil Service Commission void the Business License Technician Eligible List, pursuant to Civil Service Commission (CSC) Rule VII, Section 9, which states:

Eligible lists shall be effective from the date of their approval by the Commission and shall continue in force for a period of one (1) year unless extended by the Commission for a period not to exceed one (1) additional year. The Commission may in a noticed public meeting, declare any list void at any time for good cause, in the sole discretion of the Commission. No rights are provided to applicants to require a list by maintained by the Commission.

Background:

On July 21, 2021, the Civil Service Commission Office opened a recruitment for the position of Business License Technician. Sixty (60) candidates successfully completed the examination process and were placed on the eligible list established on August 11, 2021.

On the first round of hiring, ten (10) candidates were referred on August 11, 2021 and one (1) hire was made on September 7, 2021.

On the second round, seventeen (17) candidates were referred on January 18 and February 9, 2022; and one hire was made on March 7, 2022.

On July 28, 2022 at the Civil Service Commission meeting, the department requested to extend the list for six (6) months. The request was approved to extend the Business License Technician eligible list with a new expiration date of February 11, 2023.

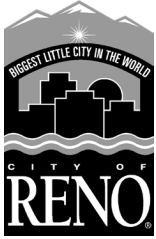
On the third round of hiring, ten (10) candidates were referred to the department on August 5, 2022 and no hires were made.

After review by the department, a request has been made to void the Business License eligible list due to the most recent candidates referred were ranked from #15 to #28, six (6) of which decline to interview and withdrew from the process. Furthermore, the remaining four (4) candidates were interviewed and were found to not be a suitable hire.

The department requested a new recruitment be open and a new eligible list created.

Recommendation:

Civil Service staff would like you to consider the department's requests to void this list so that they may continue their efforts to fill existing vacancy pursuant to CSC Rule VII, Section 9.



Civil Service Commission

MEMORANDUM

Date: August 29, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item C.1. Review and Presentation by the Chief Examiner as to the Police Officer Recruit diversity statistics with regards to applications, certifications and hiring. (Not for action)

Presentation by Civil Service Technician, Sneha Sharma to the Civil Service Commission regarding the diversity statistics of the most recent Police Officer Recruit round of hiring.

Attachment 1: Police Officer Recruit statistics presentation.

Police Officer Recruitment Statistics

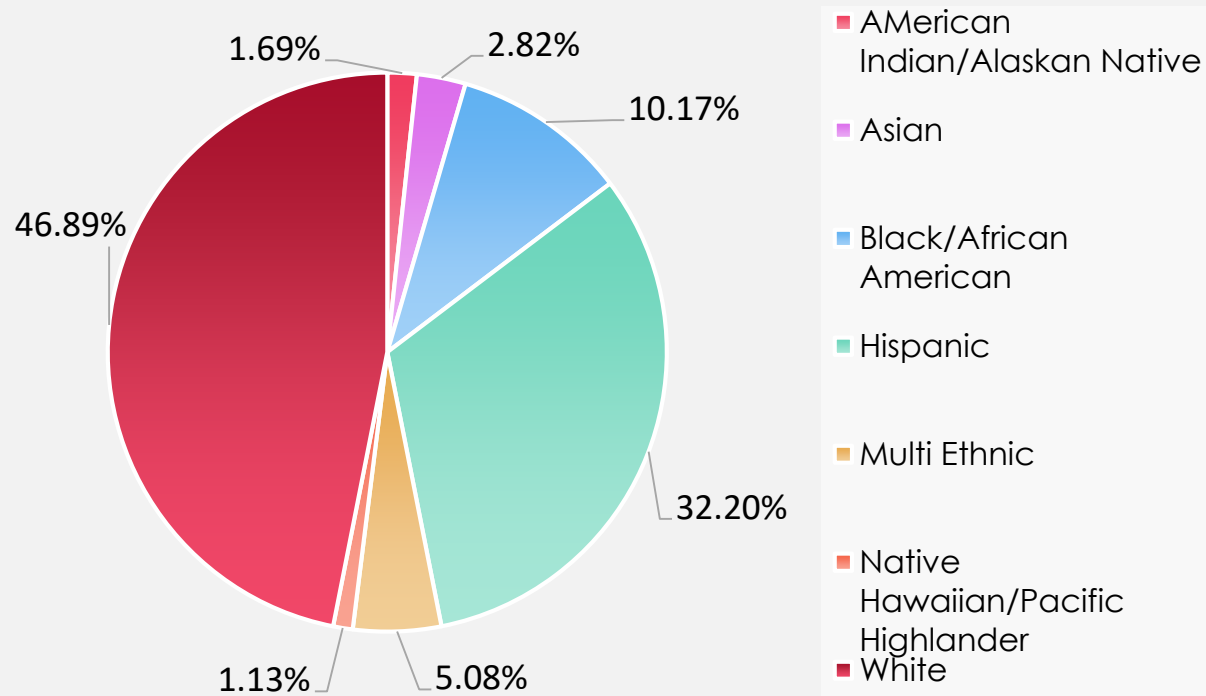
Summer 2022 Police Academy

HIGHLIGHTS

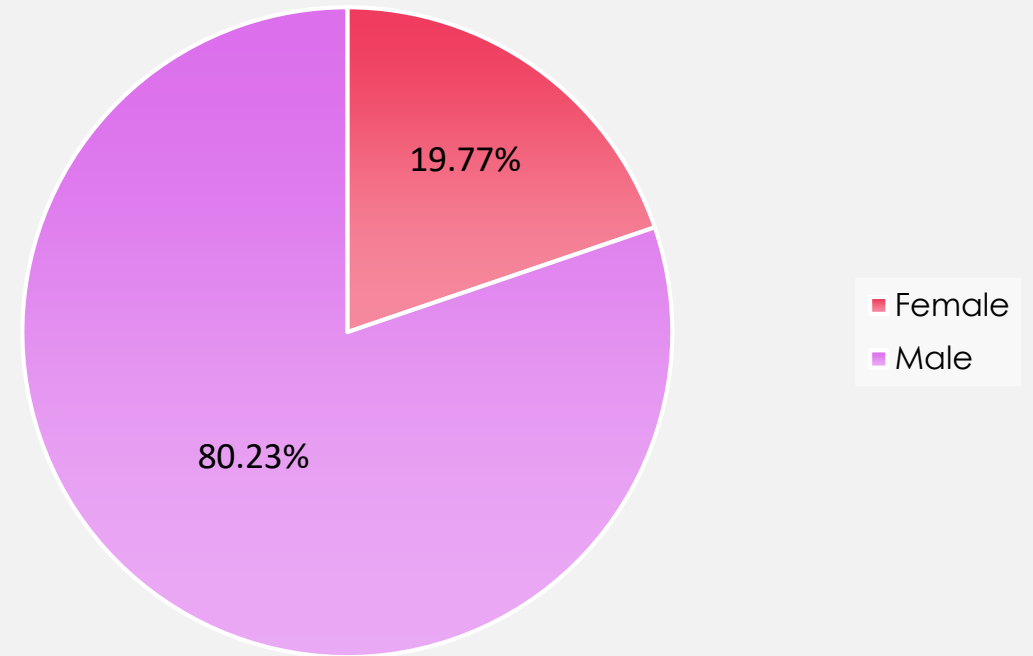
- 222 applications received
- 178 qualified applicants at the time of summer hiring certification (2022)
- 53% of qualified applicants were from diverse racial/ethnic backgrounds
- 42% of referred candidates were from diverse racial/ethnic background
 - Referred applicants from 7 different states
- 62% of hired candidates were from diverse racial/ethnic background
- 50% of hired candidates were females

Qualified Applicants by Gender and Race & Ethnicity

Qualified Applicants by Race & Ethnicity

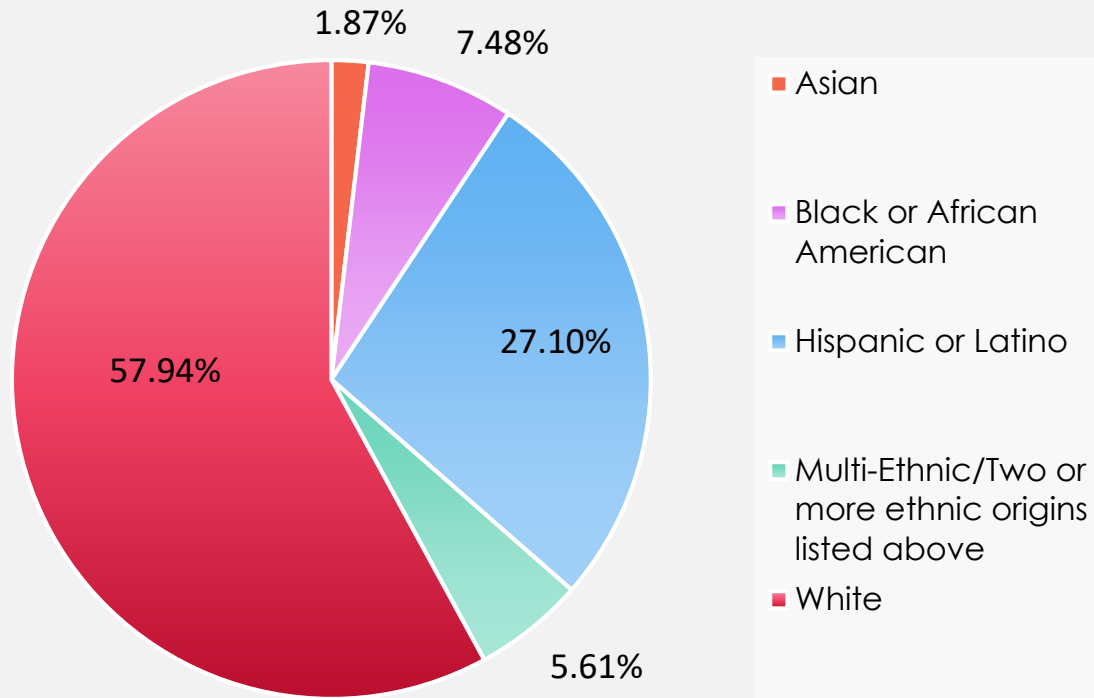


Qualified Applicants by Gender

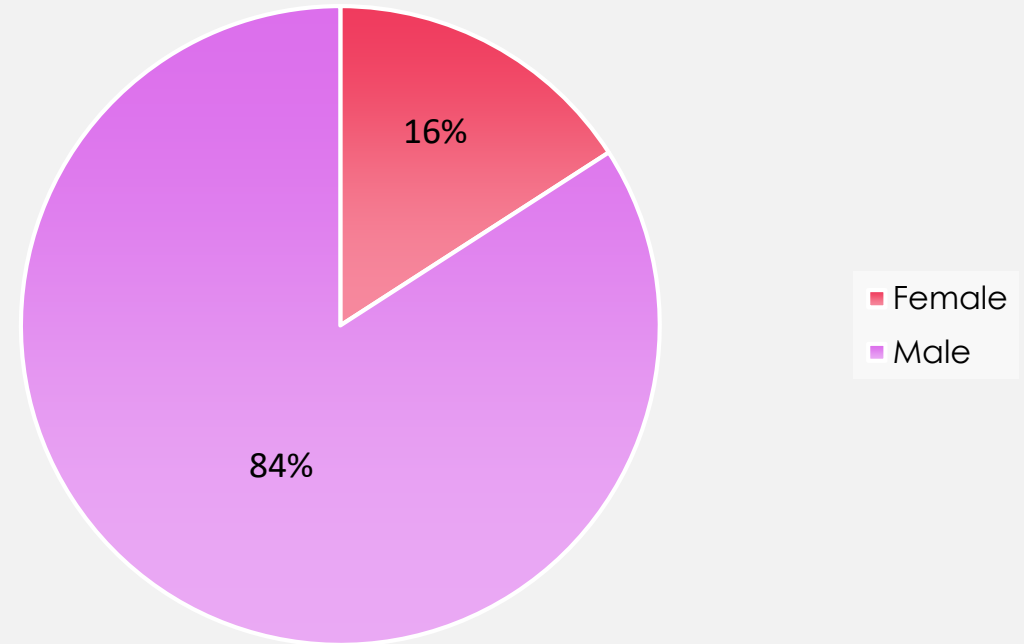


Referred Applicants by Gender and Race & Ethnicity

Referred Candidates by Race & Ethnicity

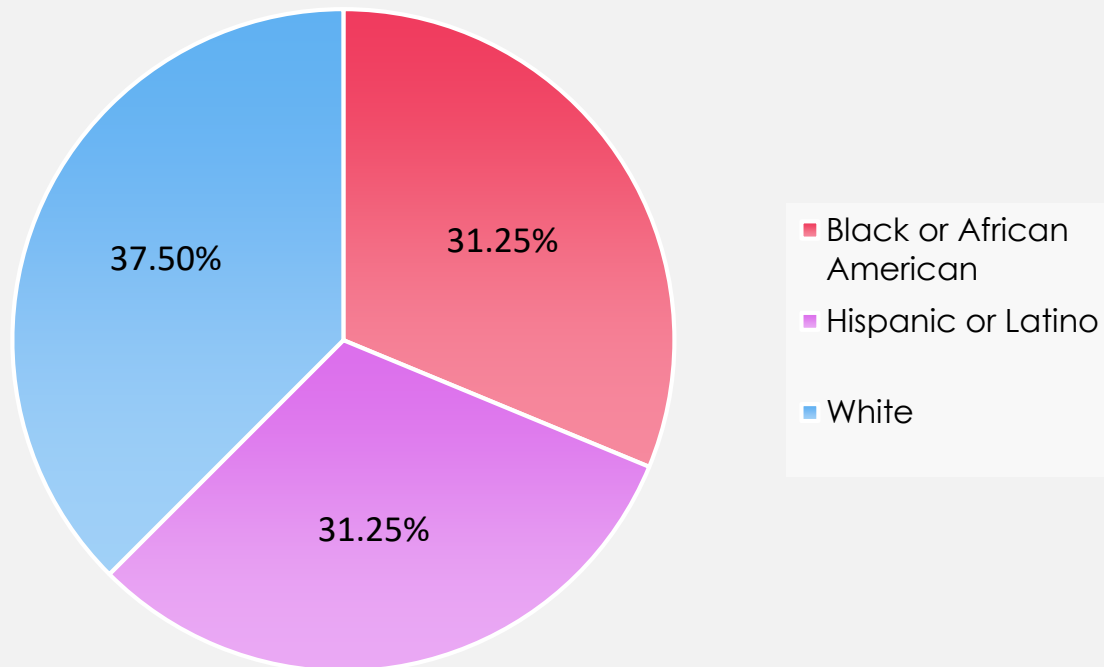


Referred Candidates by Gender

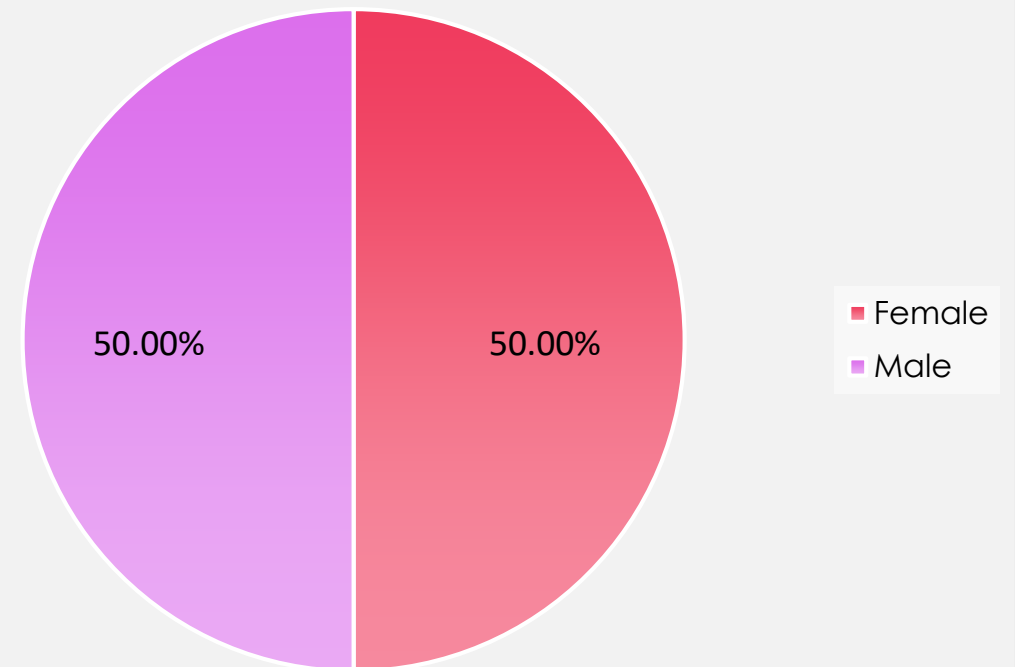


Hired Applicants by Gender and Race & Ethnicity

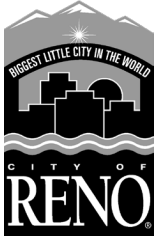
Hired Candidates by Race & Ethnicity



Hired Candidates by Gender



Thank You



Civil Service Commission

MEMORANDUM

Date: August 29, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item C.3. Possible approval of the request from the City Clerk's Office to utilize Selective Certification pursuant to Rule VII, Section 8, on the Office Assistant II recruitment for establishment of a Bilingual List. (For Possible Action)

Background:

In accordance with Rule VII, Section 8 of the Civil Service Rules and Regulations, the City Clerk's Office is requesting a Selective Certification for the Office Assistant II position.

Discussion:

This section of the rules allow an appointing authority to inform the Commission in writing when a vacant position requires, in addition to the minimum qualifications, special skills, knowledge, or abilities unique to performing the essential functions of the vacant position. The Commission may, at its discretion, authorize the Chief Examiner to certify only those names on the eligible list who possess the particular skill, knowledge and ability.

The 2020 census reported 25% of our population identifying as Hispanic or Latino. The City Clerk's Office currently has only one employee who is able to communicate in Spanish with those residents who may need assistance in Spanish. As more and more people come to live, work, and play in the City of Reno, language barriers can be a serious issue for those who need to conduct business, establish networks, and utilize resources and services that all community members need.

Therefore, City employees who are able to communicate fluently in more than one language are an extremely valuable asset. In addition to helping grow an agency's presence in the community, bilingual skills also help bridge the gap between employees with diverse backgrounds.

Recommendation:

It is recommended that the Civil Service Commission approve the request from the City Clerk's Office to utilize a selective certification process to create a bilingual eligible list.