



## CIVIL SERVICE COMMISSION Hybrid Meeting

### Minutes

Thursday, June 23, 2022 at 3:30 P.M.  
Reno City Hall, 7<sup>th</sup> Floor Caucus Room  
1 East First Street. Reno, NV 89501

### Members

Tray Abney, Chair  
YeVonne Allen, Vice-Chair  
Ken Dalton  
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  
Ken Dalton  
Charla Honey  
Nichole Paul

#### MEMBERS EXCUSED:

YeVonne Allen  
Ricardo Duarte  
Jay Kenny

#### ALSO PRESENT FROM CIVIL SERVICE:

Rossmery Diaz, Civil Service Technician  
Albert Kenneson, Management Analyst  
Jovonna Puertos, 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.

**Ken Dalton**, Civil Service Commissioner, talked about his career in Civil Service and the integrity of the Commission. He will make sure he asks questions and will not vote unless he is sure in the subject.

**A.3 Approval of the Agenda (For Possible Action) – June 23, 2022.**

*It was moved by Commissioner Honey, seconded by Commissioner Paul, to approve the June 23, 2022 agenda. The motion passed unanimously.*

**A.4 Approval of the Minutes (For Possible Action)** – Approval of the April 28, 2022 and May 26, 2022 regular meeting minutes.

*It was moved by Commissioner Dalton, seconded by Commissioner Honey, to approve the April 28, 2022 and May 26, 2022 regular meeting minutes. 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 was not present at this meeting.

**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 separation of Jovonna Puertos, Management Analyst, from the City. Civil Service will recruit for this position again.

Chief Examiner Ackermann also announced the Civil Service Commissioner's Day at the Aces Game on August 20.

Chief Examiner informed the commission that Civil Service has 14 recruitments open, 5 in progress and 3 in the queue. Civil Service is keeping up with all the work to prevent backlog.

She also reminded the Commission about the Firefighter Graduation on July 1<sup>st</sup>, 2022 at 9 a.m.

Chief Examiner announced that the Reno Police Department is wrapping up their Police Recruit hiring for the July Academy. Civil Service is currently recruiting for Lateral Police Officer and Lateral Firefighter.

Chief Examiner Ackermann informed the Commission that Civil Service is working with the National Testing Network (NTN), which is the company that is used to do the entry level Public Safety testing, to set up the Civil Service office as a testing center and be able to provide a free option for candidates. The goal is to have it set up by the end of July.

Chief Examiner Ackermann also announced that Sneha Sharma, Civil Service Technician, and AJ Kenneson, Management Analyst, attended the Chamber of Commerce Job Fair alongside HR and the event was a success.

## **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 approve the minimum qualifications for the new classification specification of Adaptive Recreation Assistant. (For Possible Action)**

- B.4 Request to approve the minimum qualifications for the new classification specification of Computerized Maintenance Management System (CMMS) Analyst. (For Possible Action)**
- B.5 Request to approve the minimum qualifications for the new classification specification of Lateral Public Safety Dispatcher. (For Possible Action)**
- B.6 Request to approve the minimum qualifications for the new classification specification of Security Manager. (For Possible Action)**
- B.7 Request to approve the minimum qualifications for the new classification specification of Senior Cybersecurity Analyst. (For Possible Action)**
- B.8 Request to approve the revised minimum qualifications of the retitled, existing Inclusion/Behavior Specialist classification specification to Therapeutic Recreation Coordinator. (For Possible Action)**

*It was moved by Commissioner Honey, seconded by Commissioner Paul to approve the Consent Agenda. The motion passed unanimously.*

#### **C. Regular Agenda**

- C.1 Discussion, direction and possible approval of formal review process of the Chief Examiner which includes sending out 360 Performance Review Evaluation survey to identified stakeholders. (For Possible Action)**

Jesse Puett, Human Resources Management Analyst, talked about the process for the 360 Performance Review Evaluation. The survey would be live for two weeks and then Human Resources will analyze the results. Human Resources recommended to use a similar survey than the City Clerk's and to present the data in the August Civil Service Commission.

Additional discussion between Commissioners and Human Resources.

*It was moved by Commissioner Honey, seconded by Commissioner Paul to approve Item C.1. The motion passed unanimously.*

- C.2 Quarterly report from Andrena Arreygue, Human Resources Management Analyst, per Rule VII, Section 13(e), regarding temporary and part-time employees for FY 21/22 Quarter 3. (Not For Action)**

Jesse Puett, Human Resources Management Analyst, presented the Temporary and Part-Time Employee Report Fiscal Year 2021-2022 Quarter 3.

- C.3 Discussion and possible approval of change to the Civil Service Commission Meeting date and time. (For Possible Action)**

Civil Service staff will survey Commissioners to find a better date and time for the Civil Service Commission meeting.

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

Chief Examiner's 360 Performance Review Evaluation results will be presented in the August Civil Service Commission meeting.

Chairperson Abney requested that a discussion regarding Chief Examiner's pay take place during the August Civil Service Commission meeting.

Chairperson Abney requested that a discussion take place during the next regular meeting of the Civil Service Commission meeting to determine the changes to the Commission Meeting date and time.

Civil Service will conduct a Rule Workshop and will bring possible rule amendments to the Commission during the August Civil Service Commission meeting.

**E. Confirm next meeting date in accordance with C.3.** (For Possible Action)

The next regular meeting of the Civil Service Commission is scheduled for Thursday, July 28, 2022 at 3:30 PM. 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 Dalton, seconded by Commissioner Paul, to adjourn the meeting at 4:03 P.M. The motion passed unanimously.***