



CIVIL SERVICE COMMISSION Hybrid Meeting

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.