



## CIVIL SERVICE COMMISSION Hybrid Meeting

### Minutes

Thursday, November 10, 2022, at 3:30 p.m.  
Evelyn Mount Northeast Community Center  
1301 Valley Road, Reno, NV 89512

### Members

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

Jay Kenny  
Nichole Paul  
Christopher Svendsen

### 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, Chair  
Charla Honey  
Jay Kenny  
Nichole Paul  
Christopher Svendsen

**MEMBERS EXCUSED:**

Ricardo Duarte  
YeVonne Allen, Vice-Chair

**ALSO PRESENT FROM CIVIL SERVICE:**

Barbara Ackermann, Chief Examiner  
Rosmery Diaz, Civil Service Technician  
AJ Kenneson, Management Analyst  
Brenda Nguyen, 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.

None.

**A.3 Approval of the Agenda (For Possible Action)** – November 10, 2022.

*It was moved by Commissioner Kenny and seconded by Commissioner Paul, to approve the November 10, 2022 agenda. The motion passed unanimously.*

**A.4 Approval of the Minutes (For Possible Action)** – Approval of the October 13, 2022, regular meeting minutes.

*It was moved by Commissioner Kenny and seconded by Commissioner Svendsen, to approve the minutes for the October 13, 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 announced to the Commission that Council performs Council Liaison appointments in December and she might not be the liaison for the Civil Service Commission next year. Council Member Brekhus mentioned she enjoyed her time with the Commission and pointed out the importance of the work performed by the Civil Service Commission.

Council Member Brekhus informed the Commission that two Councilmembers have been appointed and Council has passed the budget to the City Manager.

Council Member Brekhus welcomed Chris Svendsen, the newest member of the Civil Service Commission.

**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 that the Children’s Cabinet recognized the City of Reno as the Best Place for Working Parents. The City of Reno is the first in Nevada to be recognized.

Chief Examiner informed the Commission that the Civil Service Technicians, Rossmery and Sneha, are going to start a Quarterly Hiring Team Get-Together series with the departments’ hiring teams. These meetings will identify upcoming vacancies and recruitments, areas to improve by Civil Service, and department hiring goals.

The first meeting was between Civil Service and Parks & Recreation. Together they identified the need for a clear path for temporary employees to transition into regular part-time or full-time positions. Civil Service will establish Informational Hiring Workshops twice a year for the current temporary/seasonal employees to learn how to apply for a City of Reno job, and how the Civil Service process works.

Chief Examiner Ackermann shared with the Commission that AJ, Management Analyst, has been working on developing a survey for Hiring Managers and SMEs to gather their feedback on the recruitment process. Civil Service will utilize the results to make any improvements to processes and communication.

Chief Examiner announced that Civil Service provided PAQs Assistance Sessions and over 600 PAQs were submitted by employees. This was a very good participation rate from City of Reno employees. She also announced that Public Sector Personnel Consultants, Inc. (PSPC) is going to provide an information session at the Civil Service Commission in December to talk about the Class & Comp Study.

Civil Service is currently working on the Fire Captain Assessment Center that will take place next week. This will be the last assessment center of the year. Civil Service is working with Jack

Clancy & Associates and the Reno Police Department to start developing the Sergeant and Lieutenant Assessment Centers that will take place early next year.

Chief Examiner informed the Commission that Civil Service had their initial meeting with Internal Auditor to start the audit process. Civil Service is currently working on providing all the requested documentation. Civil Service is also currently working on developing its BLI page.

The Civil Service Team attended the Pillars of Service Awards, the Veterans Appreciation Breakfast, and the Reno Works Graduation, where they provided Interview Coaching sessions.

## **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 Planning Assistant. (For Possible Action)**

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

## **C. Regular Agenda**

- C.1 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 4. (Not For Action)**

Jesse Puett, Human Resources Management Analyst, presented the Temporary and Part-Time Employee Report Fiscal Year 2021-2022 Quarter 4.

- C.2 Presentation of proposed Civil Service rule amendments, discussion, and possible direction thereon for Rule VII. Section 4, Rule VII. Section 12(a), Rule IX. Section 4, and Rule X. Section 1. (For Possible Action)**

Chief Examiner Ackermann presented the proposed Civil Service rule amendments for Rule VII. Section 4, Rule VII. Section 12(a), Rule IX. Section 4, and Rule X. Section 1.

Additional discussion and direction were given by the Commissioners.

Civil Service will hold a Stakeholders' meeting to present the proposed rule amendments to City of Reno employees.

The updates to the proposed rule amendments and results from the Stakeholders' meeting will be presented to the Commission at the December Civil Service Commission meeting.

*It was moved by Commissioner Honey and seconded by Commissioner Kenny, to approve Item C.2. The motion passed unanimously.*

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

None.

**E. Confirm next meeting date** – December 8, 2022, at 3:30 p.m. with temporary location at Evelyn Mount Northeast Community Center. (For Possible Action)

The next regular meeting of the Civil Service Commission is scheduled for December 8, 2022, at 3:30 p.m.

**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 and seconded by Commissioner Paul, to adjourn the meeting at 4:31 P.M. The motion passed unanimously.***