



City Manager's Office

MEMORANDUM

DATE: May 5, 2023

TO: Mayor and City Council

THROUGH: Doug Thornley, City Manager Approved Electronically

FROM: Norma Santoyo, Director of Human Resources
Barbara Ackermann, Chief Examiner

SUBJECT: Civil Service Rule Change - Return to Civil Service from an Appointed Exempt Position

As the members of the Council have recently been advised, the Human Resources Department is undertaking an assessment of all positions as part of the City-wide Classification and Compensation Study. This assessment has identified a discrepancy in the utilization of appointive positions. More specifically, there are appointive positions that are also represented by a labor group. This mix of appointive status and representation are at cross-purposes.

Accordingly, the Human Resources Department has been working in close collaboration with Civil Service to identify a pathway forward if action is taken to return these represented positions from an appointive status to Civil Service. The City Charter addresses return to Civil Service but there is no rule as to how this process works.

The Chief Examiner, under the advice of the City Attorney's Office, has identified the need for a Civil Service rule to provide the framework for the return to the Civil Service. Within Reno City Charter, this provision is outlined in Article IX - Civil Service §9.130, Return to Civil Service. An employee with confirmed Civil Service rating who is appointed to an exempt position shall not lose his or her Civil Service rating while serving in that exempt position.

The Civil Service Commission is granted the ability to establish rules. The proposed rule is going before the Civil Service Commission at their May 11, 2023 meeting for discussion.

This new Civil Service rule does not effectuate changes to appointive employees, but instead creates the framework to effectuate such changes in a fair and equitable manner if the City Council takes action to change the status of an appointive position.