



CIVIL SERVICE COMMISSION Hybrid Meeting

Minutes

Thursday, August 10, 2023, at 3:30 p.m.
City of 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
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
Yvonne Allen, Vice Chair
Ricardo Duarte, via phone
Charla Honey
Nichole Paul
Christopher Svendsen

MEMBERS EXCUSED: None

MEMBERS OF THE CIVIL SERVICE TEAM PRESENT: Barbara Ackermann, Chief Examiner
Rossmery Diaz, Civil Service Technician
AJ Kenneson, Management Analyst
Brenda Nguyen, Management Analyst
Sneha Sharma, Civil Service Technician

ATTORNEY PRESENT: 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.

Jesse Pruett, Labor Relations Manager, thanked the Chief Examiner for her contribution at the City Council meeting regarding the ordinance update agenda item.

A.3 Approval of the Agenda (For Possible Action) – August 10, 2023.

It was moved by Commissioner Svendsen and seconded by Commissioner Paul, to approve the August 10, 2023, agenda. The motion passed unanimously.

A.4 Approval of the Minutes (For Possible Action) – Approval of July 13, 2023, regular meeting minutes.

It was moved by Commissioner Svendsen and seconded by Commissioner Paul, to approve the minutes for July 13, 2023, 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.

Councilmember Meghan Ebert thanked the Commission for doing a great job at the City Council Meeting and helping to go over the proposed ordinance change to convert twelve positions from appointed to Civil Service.

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

Chief Examiner Ackermann explained some of the changes the Commission will see with the new format of the job classifications presented for approval resulting from the Class & Compensation Study. Specifically, going forward the KSAs will be listed separately, as competencies at a full-scale level of the position and not under minimum qualifications.

The Chief Examiner called upon Jesse Pruett, Labor Relations Manager to give an update on the Class & Comp Study. He informed the Commission that the HR department sent out individual emails to over 1,350 employees giving them information on their current title, maximum salary, total earning potential and how it stacks up in the market. He concluded that the City of Reno is above market in terms of total earning potential for most employees.

The Civil Service Team hosted an Ice Cream Social event and served ice cream to over 100 employees.

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 of the new classification specification of Traffic Signal Maintenance Worker. (For Possible Action)

B.4. Request to approve the minimum qualifications of the classification specifications in the Dispatcher Line of Progression. (For Possible Action)

B.5. Request to approve the minimum qualifications of the Manager classification specifications being converted into Civil Service. (For Possible Action)

B.6. Request to void the Development Permit Technician Eligible List (For Possible Action)

B.7. Possible approval of the request from the City Manager's Office to utilize Selective Certification pursuant to Rule VII, Section 8, on the Business License Compliance Officer recruitment for establishment of a Bilingual List. (For Possible Action)

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

C. Regular Agenda

C.1 Quarterly report from Nika Hsiao, Human Resources Business Partner, per Rule VII, Section 13(e), regarding temporary and part-time employees for FY 22/23 Quarter 3. (Not for Action)

Cody Freeman, Human Resources Management Analyst, presented the Temporary and Part-Time Employee Report Fiscal Year 2022-2023 Quarter 3 since Nika Hsiao was unavailable.

C.2 Chief Examiner presentation of Mid-Year report (Not for Action)

Chief Examiner Ackermann presented the Mid-Year Report covering January to June 2023. Chief Examiner Ackermann announced that the Civil Service Team is now PHR certified.

Sneha Sharma shared with the Commission the ways in which the team is continuously working with the departments to streamline processes to update dispositions and educate them on Civil Service rules. She noted the addition of monthly meetings with the Reno Police Department to monitor and discuss recruiting progress to achieve the hiring goals for the Winter 2024 Academy.

Rossmery Diaz informed the commission of the development of resources for hiring managers and employees in the form of workflows, templates, and cheat sheets on BLI page to improve communication and understanding of our processes. She noted that the team has also developed a fillable Reasonable Accommodation Request Form and made it available on our webpage.

AJ Kenneson shared with the commission how the analyst team has been working on increasing consistency in messaging and providing standardized language on job postings. The Analysts have created a one-page information sheet outlining the role of SMEs. The minimum qualification substitutions have been standardized to support a more inclusive recruitment process. Changes are being considered regarding supplemental questionnaire to address the use of AI by applicants to answer questions.

Brenda Nguyen presented the Commission with information about the video interviewing platform from Criteria. She noted that the team will be putting together templates on its use and that it will be ready to roll out by the beginning of next year.

Chief Examiner Ackermann recognized the Civil Service Team and thanked them for all their work.

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

None

E. Confirm next meeting date – September 14, 2023, at 3:30 p.m. City Hall - 6th Floor Conference Room (For Possible Action)

The next regular meeting of the Civil Service Commission is scheduled for September 14, 2023, at 3:30 p.m. at its regular location in City Hall.

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.

Jesse Pruet, Labor Relations Manager, informed the Commission that Andrena Arreygue, Human Resources Management Analyst has retired as of August 10, 2023.

G. Adjournment (For Possible Action)

It was moved by Commissioner Svendsen and seconded by Commissioner Paul, to adjourn the meeting at 4:11 P.M. The motion passed unanimously.



Tray Abney, Chairperson

10/12/23

Date