

CIVIL SERVICE COMMISSION Hybrid Meeting

Minutes

Thursday, September 14, 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

Vice Chair Allen called the meeting to order at 3:30 P.M. A quorum was established.

MEMBERS PRESENT:

Yvonne Allen, Vice Chair
Ricardo Duarte, via phone
Charla Honey
Jay Kenny
Christopher Svendsen

MEMBERS EXCUSED:

Tray Abney, Chair
Nichole Paul

MEMBERS OF THE CIVIL SERVICE TEAM PRESENT:

Barbara Ackermann, Chief Examiner
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.

None

A.3 Approval of the Agenda (For Possible Action) – September 14, 2023.

It was moved by Commissioner Kenny and seconded by Commissioner Honey, to approve the September 14, 2023, agenda. The motion passed unanimously.

A.4 Approval of the Minutes (For Possible Action) – Approval of August 10, 2023, regular meeting minutes.

It was moved by Commissioner Svendsen and seconded by Commissioner Kenny, to approve the minutes for August 10, 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 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 Ackermann informed the Commission that there has been a decline in the number of vacancies. Currently, there are 50 vacancies within the classified service of which 20 are Police Officer Recruits. The Reno Police Department is looking to fill the 20 spots for the upcoming 2024 Winter Police Academy and the Civil Service team is on track to meet the goal. Chief Examiner Ackermann thanked Sneha Sharma, Civil Service Technician, for all her hard work in spearheading the new testing process and coordinating with candidates.

Chief Examiner Ackermann informed the Commission that Civil Service currently has five recruitments open, six more opening this week.

The Civil Service Team held its first Lunch & Learn event on August 17, 2023. The event was a huge success with over 20 employees attending to learn more about Voluntary Transfers and Demotions. Chief Examiner Ackermann thanked Sneha Sharma, Civil Service Technician for her efforts in organizing the event and kick-starting this quarterly series. The team will bring the event to Corp Yard in October to present it to the employees of the Maintenance and Operations department.

Civil Service in partnership with Parks and Recreation department hosted the inaugural Career Day event on August 18, 2023. Rossmery Diaz, Civil Service Technician took the lead on this and worked with multiple departments to set up information booths and organize raffle prizes. AJ Kenneson and Brenda Nguyen, Civil Service Management Analysts put together workshops on completing job applications, testing processes, and eligibility lists. Cody Freeman and Jessica Noonan-Phipps from the Human Resource department presented on tips for effective interviews. The event was very successful, with attendees staying engaged till the end to participate in all the workshops. Based on the positive response, the team is considering hosting the event every 6 months.

The Civil Service Team is wrapping up its third-quarter meetings with departments. Chief Examiner Ackermann thanked AJ Kenneson and Brenda Nguyen, Management Analysts for doing a great job explaining how the test development process works thereby setting realistic expectations regarding the time required to conduct a recruitment. Civil Service will commence the fourth-quarter meetings beginning in October.

The Civil Service Team met with the Citywide Safety Assessment Contractor who is conducting citywide safety audits. The report will be shared with the commission once it has been submitted.

Chief Examiner Ackermann informed the Commission that Civil Service has had several meetings with the City audit team and the audit process is concluding soon. The findings of the audit will be shared with the commission once the results are received.

The Civil Service team kick-started the Fire Captain assessment and had the first meeting with the assessment team. Chief Examiner Ackermann thanked Bradley Jensen, Battalion Chief for his role in initiating discussions with subject matter experts (SMEs) and assisting

with the kickoff with the assessment team. The Fire Captain written test is scheduled for next month, and the assessment center in November 2023.

The City organized a Safety Challenge in the month of August and Civil Service tied for first place in two categories. The winner will be decided through a contest of rock-paper-scissors and Brenda Nguyen, Management Analyst will be representing the Civil Service team.

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 Probationary Period extension for Jack Brown, Firefighter. (For Possible Action)**
- B.4. Request to approve the revised minimum qualifications of the classification specification of Traffic Signal Maintenance Supervisor. (For Possible Action)**
- B.5. Request to approve the revised minimum qualifications of the classification specification of Security Manager. (For Possible Action)**
- B.6. Request from Dane Nelson to be placed on the re-employment list for Maintenance Worker II. (For Possible Action)**

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

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

None

- D. Confirm next meeting date** – October 12, 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 October 12, 2023, at 3:30 p.m. at its regular location in City Hall.

- E. 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.

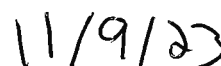
None.

- F. Adjournment** (For Possible Action)

It was moved by Commissioner Kenny and seconded by Commissioner Honey, to adjourn the meeting at 3:43 P.M. The motion passed unanimously.



Tray Abney, Chairperson



Date