

CIVIL SERVICE COMMISSION
REGULAR MONTHLY MEETING
Monday, September 21, 2020

The regular monthly meeting of the City Civil Service Commission was held on Monday, September 21, 2020 via Zoom as authorized under State Proclamation 59 JBE 2020. Ms. Doddie Smith, Personnel Administrator of the Management Services Division, called the roll. Present were Chairperson Michelle Craig, Vice-Chairperson Clifton Moore Jr., Commissioner Brittney Richardson, Commissioner John Korn, and Commissioner Mark Surprenant. Chairperson Craig convened the meeting at 10:09 a.m. At 12:42 a.m. on the motion of Commissioner Craig and the second of Commissioner Korn, the Commission voted unanimously to go into executive session.

At 1:23 p.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Item #1 was the Election of Chair and Vice Chair of the Civil Service Commission in accordance with Rule II, Section 1.6. Commissioner Surprenant motioned to nominate Michelle Craig as Chairperson and Clifton Moore as Vice-Chairperson. Commissioner Surprenant thanked Commissioners Craig and Moore for their excellent service and leadership. The motion was seconded by Commissioner Korn and approved unanimously.

Item #2 under Classification and Compensation Matters was a request from the Sewerage and Water Board (S&WB) for incentive special rates of pay for Meter Readers and Pay Plan Amendments for the Meter Reader series. Robert Hagmann, Personnel Administrator over the Classification and Compensation Division, stated that staff had been working with S&WB to address retention issues in the Meter Reading Division. Staff is proposing a pilot incentive pay program and an expanded career ladder. One type of incentive pay is a premium for each meter read over the baseline. The second is for commercial route inspections performed in excess of the baseline. Incentives increase during the summer months due to working conditions. There are also new pay plan amendments in conjunction with this program to allow for more career progression including quicker advancement and additional levels based on job duties. This is a pilot program. Staff plans to review it and report to Commission on the impact. David Callahan, representing S&WB, stated that S&WB is appreciative of staff's work on this item. He noted that estimated billing is a big challenge. Mr. Callahan stated that S&WB is pleased with

what was jointly come up with. Director Hudson noted that all of the special rates of pay will need to be approved by the City Council as well as the new classifications. Since there is some urgency we can approve the special rates of pay through the current rule on temporary special rates of pay until the Council is able to fully approve this. She noted she can also give acting pay for new classifications during Council consideration. Director Hudson then asked the Commission to approve what is before them and also approve the temporary actions as well. Commissioner Korn moved to approve the special rates of pay, new classes, titles changes and acting temporarily. Commissioner Surprenant second the motion and it was approved by all.


Item #3 under Recruitment and Selection matters was a request from the Fire Union to extend the expired Fire Captain's eligible list for another 2 years based upon Rule V, Section 5.3. Louis Robein, representing the Fire Union, stated that he agrees with the concept of extending the list to April of 2021, but would ask the Commission to consider the prescription argument with the effect of the interruption. He asked for the ability to petition the Commission to go on beyond April 2021 if a new test has not been given and no promotions can be made at that time. Director Hudson stated that promotions can be made by provisional appointments if there is no list. Mr. Robein stated that the circumstances warrant extension beyond the five-year period allowed in the Rules. Director Hudson stated that Rule V Section 5.3 allows the period to extend the list up to three years. The list expired in April of 2019 and we did not receive a request to extend it until after the list had expired. The Commission can extend the list for a total of five years. Given the unique circumstances of the lawsuits staff is recommending allowing the extension up to the five years permitted by the Rule. William Goforth, representing the Law Department, stated that the City agrees with the Personnel Director's recommendation. Commissioner Korn moved to make an exception to the expiration of the list and extend the Captain's list to April 30th, 2021. Commissioner Richardson seconded the motion and it was approved unanimously.

Item #3 was the ratification of Public Integrity Bureau (PIB) 60 Day Extension Requests. Commissioner Craig called for public comment. There being none, Commissioner Surprenant moved for approval. The motion was seconded by Commissioner Richardson and approved unanimously.

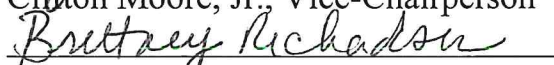
Commissioner Moore moved for adjournment at 1:57 p.m. The motion was seconded by Commissioner Korn and approved unanimously.



Michelle Craig, Chairperson



Clifton Moore, Jr., Vice-Chairperson



Brittney Richardson, Commissioner



John Korn, Commissioner



Mark Surprenant, Commissioner