

MUNICIPAL CIVIL SERVICE (ART. IX) COUNCIL WORK SESSION UPDATE

JANUARY 29, 2013

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Purpose

- Update
 - Selection of Commissioners
 - Highlights of the Charter Amendment
 - Overview of management's implementation plan and activities to date

Selection of Commissioners

- 5 member Commission
- Recommendation - Audit and Finance Committee review the applications and provide recommendations to Council.
- Audit and Finance Commission potential oversight role is a natural fit

Article IX. Overview

- New civil service system for most City employees not covered by state civil service law
- Council actions
 - Establish Civil Service Commission governance
 - Appoint Commissioners
 - Approve civil service rules
- Civil Service Commission actions
 - Recommend rules
 - Hear and decide grievances
 - Conduct investigations / advise Council

Article IX. Overview (cont.)

- City management actions
 - HR Director recommends rules to Commission
 - Current policies remain in effect unless superseded
 - Management continues to hire, promote, and discipline, subject to Commission review
- Other issues
 - At-will employment
 - Open meetings
 - Employees excluded from civil service

Progress to Date

- HRD, LRO and Law benchmark/research
- Nov. 9, 2012 City Manager memo to employees
- Dec. 11, 2012 memo to Council informing them of a January 2013 update
- Dec. 20, 2012 Video on the Basics of Municipal Civil Service available for employees on web
- Dec. 21, 2012 Special Edition of CitySource
- Dedicated email and phone for employee questions
- February 2013 employee town hall meetings scheduled

Management Implementation of Municipal Civil Service – High Level Timeline

Next 30 Days
(February)

Next 90 Days
(March–April)

Next 180 Days
(May – July)

Recommendations to Council re CSC governance
Council work session; Employee Town Hall Meetings
Publish informational materials for employees
Define HR technology needs to support civil service
Submit budget amendment for civil service expenses

Support CSC commissioner selection process
Continue to communicate to employee and obtain input from stakeholders
Hire civil service administrator
Establish internal Policy Advisory Committee
Begin drafting proposed civil service rules

Provide orientation and training to CSC commissioners
Continue employee communications
Complete draft of proposed civil service rules for submission to Commission
Continue supporting ongoing work of CSC



Establishment of CSC



Employee Communications



Commission Support

Structure of the Municipal Civil Service Commission

- Recommend: Council adopt ordinance establishing Municipal Civil Service Commission as a Chapter 2-1 Board
- Potential modifications to Chapter 2-1 Requirements:
 - Audit and Finance Committee to review applications
 - City employees ineligible to be commissioners
 - Commission chair designated annually
 - Special meetings as needed to hear grievances
 - Commissioner compensation, if any, set through budget process

Responsibilities and Potential Time Commitment for Commissioners

- Establishment of Rules \ Administrative Actions
 - Estimated 4-8 hours per month of upfront time commitment before it starts to taper off.
- Hear Grievances & Deliberations
 - Estimated 20-30 hours per month, assuming current procedures and time requirements
- Commission Business
 - Estimated 2-4 hours per month
- Issues from the workforce and general employee communications
 - Estimated 1-2 hours per month

Implementation: Recruitment and Selection of Commissioners

(Mid-February through Mid-April 2013)

- Work with City Clerk's office and Audit and Finance Committee to establish a recruitment plan
- Recommendations to Council regarding Commissioners:
 - Commissioners should have experience or knowledge of the administration of human resources or labor relations
 - Commissioners should adhere to conflict of interest prohibitions in Code
 - Commissioners should be aware of time availability requirements

Implementation: Commission Support *(Ongoing)*

- Submit budget amendment(s) for Civil Service Requirements
 - RCA for Budget Amendment forthcoming.
 - 3 Staff persons: \$190k
 - Budget Amendment for technology at a later date
- Hire Civil Service staff (February- March 2013)

Next Steps

- Staff will continue implementation per proposed timeline
- Direction from Council on:
 - Utilization of Audit and Finance Committee for initial vetting of commissioner applications and recommendation to Council
 - Future Ordinance Amendment to modify Chapter 2-1 to incorporate the Municipal Civil Service Commission
 - Whether or not commissioners will be compensated