



City Council

February 13, 2024

Civil Service Rules and Regulations Amendments Directed by Council Re: Secretary and Recorder

Mary Wiggins, Chief Human Resources Officer

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Overview

- Council Direction on January 3
- City Charter
- Recorder Role and Duties
- Secretary
- Ordinance 8065

Council Action

January 3, 2024

- Council directed City Manager and City Attorney to review the position of Civil Service Commission Recorder and return with Recommendations.
 - Recorder must align with Charter
 - Secretary position should align with City process for all boards and commissions



City Charter

- Council Manager Form of Govt. in 2004
 - All personnel decisions made by City Manager (City Charter 5.2(1))
 - All appointments to unclassified service, including Recorder, made by City Manager (City Charter 6.2-3(A))



Civil Service Commission Recorder

- Duties:
 - Administrative support for Commission
 - Draft agendas
 - Communicate to secure quorum
 - Provide information on forms and process
- Not a full-time position:
 - 5 CSC Meetings in 2023
 - 10 Total Items



Civil Service Rules and Regulations

- Current process conflicts with Charter
 - Requires commission to select employee
 - Charter states all personnel selected through City Manager



Recommendation re: Recorder

- Recommendation to adjust to align with charter
 - Role of Recorder assigned as part of duties
 - Employee hired through regular City process
 - Meet and greet with Commission similar to hearing officer process
 - Role of Recorder cannot be removed without majority of Commission approval under Charter 6.2-3(B)



Timeline

- Condensed timeline of 30 days to bring recommendations back to Council due to the impact of not having a Recorder assigned to the Commission

If Council approves:

- Job Specification will be created with Civil Service Recorder duties embedded
- Open recruitment for position



Secretary

- January 3 Council discussion- Secretary shall be the Chief Human Resources Officer
- Prior to 2017, HR Director was secretary
- All boards and commissions have the department head as secretary to provide administrative support to the board
- Has expertise in the subject for which board or commission exists within the City structure



Secretary Continues

- Acts as liaison between City and Commission
- Signs all documentation of Commission actions
- Must place all items on agenda that are properly submitted, with review of legal advisor
- Supervises Recorder



Agenda items

- Current Rules have provision for members of public or groups to place items on the agenda
- Council process does not allow
- Call to the public enables additional topics to be brought up, but not discussed by Commission
- A member of the Commission can place for future meeting if within purview



Civil Service Commission

- January 25, 2024
- 4-2 vote to recommend against the proposed changes



Recommendations

- Commission Recorder duty assigned to a full time employee hired through regular process to an unclassified position
- The Secretary be the Chief Human Resources Officer. This does not change any powers of the CSC.
- Call to the public be utilized for members of the public items similar to City Council



QUESTIONS

Mission

Deliver exceptional services to support a high quality of life and place for our community

Values

Integrity, **R**espect, **E**xcellence,
Accountability, **P**eople

Vision

Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government

Misión

Brindar servicios excepcionales para respaldar una vida y un lugar de alta calidad para nuestra comunidad

Valores

Integridad, **R**espeto, **E**xcelencia,
Responsabilidad, **P**ersonas

Visión

Desarrollar una economía regional vibrante, vecindarios seguros y hermosos y oportunidades recreativas, culturales y educativas excepcionales impulsadas por un gobierno de alto desempeño