

MAUMELLE CIVIL SERVICE COMMISSION MINUTES

DATE: March 10, 2014

COMMISSIONERS PRESENT: John Chapman, Chairman  
Billy Herrington, Secretary  
Harvey Durham, Commissioner  
Michael Ortega, Commissioner

OTHERS PRESENT: Police Chief Williams, Fire Chief Payne, City Attorney Davis, Fire Department representatives

Chairman Chapman opened the meeting at 6:00 PM. Copies of February regular Commission meeting and February Commission special meeting minutes were provided to Commissioners. Commissioner Ortega moved to accept the minutes as written, seconded by Secretary Herrington. Motion passed 3 – 0 (Commissioner Durham not yet in attendance).

**PUBLIC COMMENTS:** None

**OLD BUSINESS:**

Chairman Chapman asked Police Chief Williams why the Police Department promotability assessments had not been completed by the deadline of February 21. Chief Williams stated that all assessments were done and turned into HR but they had been delayed by his illness.

**NEW BUSINESS:**

Testing dates communication process for promotional testing – Chairman Chapman stated that he had met with HR and they are making a 3 – 4 step improvement in the notification system to avoid the possibility that some applicants for promotion may not receive timely notification of test dates. These will be presented to the Commission at the April meeting.

Chairman Chapman proposed promotional testing dates for 2015 as follows:

Written testing – Week of January 26

Fire Department Assessment Center – February 2 – February 20

Oral testing for Fire Department Apparatus Engineer and Police Sgt. – February 9

Police Department Promotability Assessment – due February 20

Oral testing for Fire Department Capt. and Police Department Lt. – February 23

Lists certified and published – by February 27

Secretary Herrington moved to approve the dates, seconded by Commissioner Durham. Motion passed 4 – 0.

There was a discussion of weighting seniority as a part of promotional testing. Commissioner Ortega, who brought this proposal, stated that some Civil Service Commissions weigh seniority based on time in service and time in rank. There is no current method for breaking a tie in scoring for promotional testing and using seniority was discussed. Chief Williams stated that he had polled his senior officers and found little support for weighting seniority in the promotional process. Chief Payne said that he needed time for research if the Commission was serious. Secretary Herrington said he could not support the idea. Chairman Chapman said he could support it but only as a tie breaker. Secretary Herrington suggested that the Commission defer the issue until April when there will be a full Commission present and that was agreed to by the Commission. The idea of veteran's preferences on entry level hiring was also deferred.

#### ADDITIONAL COMMENTS:

Chief Payne stated that the previous week had been stressful for his department due to confusion on individual's rankings for promotion to Fire Apparatus Engineer. He suggested that a third party, perhaps city bookkeepers, check the formulas and calculations used to weigh various aspects of testing. Chairman Chapman stated that the Commission stated the weighting formulas and that they were reaffirmed by a special Commission task force. However, the wrong weightings were initially used by HR and the scoring had to be recalculated. Capt. Cossey stated that this year's top three rankings are even more important than normal because the department is in the rare situation of knowing there will be three openings this year. Fireman McIntire stated that his ranking changed four times in an hour.

Chairman Chapman expressed his regrets that the Commission had certified an incorrect list but reminded that as an appellate body, the Commission cannot be involved in administrative duties. Secretary Herrington stated that simple clerical errors should not result in this much confusion and expressed his desire for a fail-safe system with multiple checks. Chairman Chapman asked the Commission to approve authority for him to meet with HR to ensure a system of checks and balances to minimize the possibility of administrative errors. Commissioner Durham moved to grant Chairman Chapman that authority, seconded by Commissioner Ortega. Motion passed 4 – 0. Chairman Chapman stated that the Commission always strives to make the testing process as fair as it can be.

At 7:10 PM Secretary Herrington moved to adjourn the meeting, seconded by Commissioner Durham. Motion passed 4 – 0.

The next meeting of the Commission is at 6:00 PM, Monday, April 14, 2014.

