



# CIVIL SERVICE COMMISSION

City of Tucson

Minutes

## QUARTERLY MEETING October 21, 2015

A quorum of the Civil Service Commission of the City of Tucson met on October 21, 2015 at 9:00 a.m. for the Quarterly Meeting. The meeting was held at City Hall, 255 W. Alameda, 1<sup>st</sup> Floor Conference Room in Tucson, Arizona.

Present were Chair Max Parks, Commissioners Marion Pickens, Arnold Elias, David Flaughner, and Malcom Pavey. Staff present: Barry Corey, Legal Counsel; Gioia Sanderson, Principal Assistant City Attorney; Sivan Korn, Principal Assistant City Attorney, Rebecca Hill, Interim HR Director; Tameron Collins, HR Administrator; and Armida Saufley, Recording Secretary.

- The Civil Service Commission opened the meeting with roll call and proceeded with a Call to the Audience. No one addressed the Commission.
- The Civil Service Commission was presented with the following Minutes for review and/or modification.
  - Quarterly Meeting, August 12, 2015
  - Special Meeting, August 31, 2015 – Brandon Kelly Form of Written Decision, Tucson Police Department
  - Special Meeting, September 11, 2015 – Jurisdiction Prehearing David Watson, Tucson Fire Department

On a motion made by Commissioner Pickens, seconded by Commissioner Flaughner, all minutes were approved as written. The vote was unanimous, 5-0.

- For informational purposes, the Civil Service Commission was provided with the HR Employment Quarterly Statistics for the period of April through June 2015.

At the request of Commissioner Elias, the Human Resources Department provided a sample of the Job Classification Table containing the organization's demographics by classification to determine whether the statistics as submitted to the U.S. Department of Justice satisfies the Commissions inquiries. While the information presented is helpful, Commissioner Elias asked about the existing plan that addresses organizational Succession Planning – specifically referring to Executive Recruitments advertised on a national level. Commissioner Elias noted that developing internal successors should be a requirement of the City of Tucson.

Commissioner Pickens commented that HR staff provided a presentation on current hiring and outreach practices that ensure all applicants are given a fair and equitable opportunity to compete for positions.

Commissioner Parks noted that the report is informative and would like to keep receiving it on a quarterly basis but would like to see the number of positions open for each of the reported recruitments.

HR Administrator Tameron Collins shared the recruitment and outreach process in general, including Executive Recruitments, and the need to reach out nationally to ensure a diverse and best qualified applicant pool.

HR Director Rebecca Hill also addressed the Commission advising that Human Resources continues to look at a variety of venues and methods to advertise and ensure outreach to as many applicants as possible, also noting, however, that budgetary constraints impact outreach approach.

HR Administrator Tameron Collins indicated he would provide samples of reports at the next quarterly meeting providing different information that may be helpful to the Commission.

- There were no pending appeals to be scheduled. The Commission tentatively scheduled the next quarterly meeting for January 20, 2016, at 9:00 a.m.

Having no further items to discuss, the Quarterly Meeting adjourned at 9:40 a.m.



Max Parks, Chair  
Civil Service Commission

01/21/16

Date