

CIVIL SERVICE COMMISSION MEETING AGENDA		
1:00 PM	JANUARY 14, 2020	Fitzsimons Room
1) 1:00 PM CALL TO ORDER OF REGULAR MEETING		
A. Introductions		
B. Adoption of Agenda		
C. Approval of Minutes for December 10, 2019		
2) AGENDA ITEMS FOR VOTE		
A. None		
3) AGENDA ITEMS FOR DISCUSSION		
A. Summary of December Presentation to the Public Safety Committee		Cain/Dearman
4) REPORTS		
A. COMMISSIONER REPORTS		
❖ Fire Engineer Written		
❖ Commissioner Gorin Report		
B. STAFF REPORTS		
❖ January/February Calendar-Haines		
C. LEGAL COUNSEL REPORTS		
5) COMMENTS		
A. FIRE DEPARTMENT		
1.Chief or Designee		
2.Union Designee		
B. POLICE DEPARTMENT		
1.Chief or Designee		
2.Association Designee		
➤ APA		
➤ FOP		
C. CITY MANAGER DEPARTMENT		
D. PUBLIC COMMENT – Limited to 3 minutes, no discussion		
6) ADJOURNMENT		

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Citizen Member Board

- Established by Section 3-17 of City Charter
- Chair – Pam Turner
- Vice Chair – Bob Christoffersen
- Commissioner Mike Gorin
- Commissioner Tim Ehgotz
- Commissioner Jim Weeks

- 4 Staff Members
- 12 Contract Background Investigators

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MISSION STATEMENT	RESPONSIBILITIES
<p>Aurora Civil Service Commission</p> <p>The Commission is established to ensure the fair and equitable treatment of all employees of the City of Aurora. It is responsible for the recruitment, selection, promotion, discipline, and termination of all employees of the City of Aurora. The Commission also has the authority to hear and determine appeals from employees who are dissatisfied with the results of a personnel action taken by the City of Aurora.</p> <p>OBJECTIVES</p> <p>To recruit, select, promote, discipline, and terminate employees of the City of Aurora in a fair and equitable manner. To ensure that all employees of the City of Aurora are treated fairly and equitably. To ensure that all employees of the City of Aurora are given the opportunity to be heard and to present their case.</p> <p>THE COMMISSION SHALL:</p> <ul style="list-style-type: none"> • Recruit, select, promote, discipline, and terminate employees of the City of Aurora in a fair and equitable manner. • Hear and determine appeals from employees who are dissatisfied with the results of a personnel action taken by the City of Aurora. • Ensure that all employees of the City of Aurora are treated fairly and equitably. • Ensure that all employees of the City of Aurora are given the opportunity to be heard and to present their case. 	<p>The Commission shall be composed of five members, three of whom shall be citizens of the City of Aurora and two of whom shall be employees of the City of Aurora. The Commission shall be appointed by the City Council for a term of three years. The Commission shall have the authority to hire, discipline, and terminate its own members.</p> <p>The Commission shall have the authority to:</p> <ul style="list-style-type: none"> • Recruit, select, promote, discipline, and terminate employees of the City of Aurora in a fair and equitable manner. • Hear and determine appeals from employees who are dissatisfied with the results of a personnel action taken by the City of Aurora. • Ensure that all employees of the City of Aurora are treated fairly and equitably. • Ensure that all employees of the City of Aurora are given the opportunity to be heard and to present their case.

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Charter Requirements

- Administer an objective and impartial Fire and Police hiring process
- Administer the Fire and Police promotional process
- Disciplinary hearings for Fire and Police

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Merit System Principles

- Advance qualified applicants to Academies after fair and open competition
- Treat applicants fairly and equitably
- Maintain high standards of integrity and concern for the public interest
- Protect all applicants from nepotism and favoritism
- Adhere to the highest ethical standards of conduct on behalf of Aurora residents

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Fire and Police Hiring Process

- Applications accepted on-line through Neogov (governmentjobs.com) database
- Applicants meeting **minimum qualifications** invited to Ergometrics Video-Based Examination
 - Police applicants must first pass a **fitness test** and attend a "So, you want to be a cop?" seminar.
 - Fire applicants must have a valid **CPAT** by academy start date.
- Top applicants invited to further testing including Job Suitability Interview, Polygraph Examination and complete Background Investigation

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Policy Changes By Commission

- Sept, 2019 – CSC approved inviting a representative from Police and Fire to participate in Final Review hiring decision
- July, 2019 – Revised Citizenship Rule to allow applicants with a legal right to work in the US (green card) to apply
- Mid-2019 – Hired additional contract Background Investigators to speed background screening process

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Policy Changes By Commission


- Dec, 2018 – Approved receiving Police entry-level applications "year-round"
- Dec, 2018 – Contracted with National Testing Network to accept Frontline Exam scores from out-of-state applicants to reduce their number of trips and expand the potential applicant pool
- Aug, 2016 – Adjusted entry-level qualifications relating to drug usage including lowering marijuana use standard from any use within past 3 years to 1 year.

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Civil Service Commission Summary

- Charter mandate to administer the separate Civil Service System
- Entry-Level Fire applications remain strong and increasing Entry-Level Police testing administrations to maximize staffing
- Diversity of applicants offered positions is 33%-41%. Prior to DOJ changes in entry-level process in 2010-13, this was 20%
- Commission has made policy changes to address Police entry-level staffing challenges

Contact Information



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