

CIVIL SERVICE COMMISSION MEETING		
MINUTES		
1:00 PM	MARCH 14, 2023	ASPEN ROOM and TEAMS
COMMISSIONERS PRESENT	Barb Cleland	Vice-Chair
	Barbara Shannon-Banister, Ph. D	Commissioner
	Matt Snider	Commissioner
STAFF PRESENT	Matt Cain	Administrator
	Emily Shuman	Senior Analyst
	Michelle Haines	Civil Service Analyst
	Heather Dearman	Civil Service Analyst
	David Guscott, Jen Sloan, Gary Rogers, Casey Williams	Civil Service Background Investigation Team
OTHERS PRESENT	Jason Batchelor	City Manager
	Julie Heckman, Megan Platt, Pete Schulte, Kimberly Skaggs	City Attorney's Office
	Ryan Lantz, Ron Hess	Internal Services
	Chief Acevedo, Div. Chief Carlson, Div. Chef Lanigan, Ofc. Nguyen, Ofc. Syidi, Danelle Carrel, John Schneebeck	Aurora Police Department
	Ofc. Cancino	Aurora Police Association
	Chief Oughton, Dpty. Chief Robnett, Cmdr. Hays, FF Barnes, Sherri Jo Stowell	Aurora Fire Department
	Tech. Pulliam	IAFF Local 1290
	Jeff Schlanger, Erin Pinyak, Cassi Chandler	IntegrAssure
1) Vice-Chair Cleland called the Civil Service Commission meeting to order at 1:00 PM		
A. On a motion by Vice-Chair Cleland, seconded by Commissioner Snider, the agenda was adopted as written.		
B. On a motion by Commissioner Shannon-Banister, seconded by Commissioner Snider, the minutes for the regular meeting on February 14, 2023, and the special meeting on February 28 th , 2023, were unanimously approved.		
2) AGENDA ITEMS (Requires a vote)		
A. NONE		
3) ITEMS FOR DISCUSSION or POSSIBLE VOTE		
A. Consent Decree Monitor Comparison of Hiring		IntegrAssure

DISCUSSION

In a PowerPoint presentation, Jeff Schlanger contrasted the recommendations from IntegrAssure, the City, and the IAFF. He explained that the overall objective was to create a system that maximized the ability of each applicant, used component agency expertise effectively, was data-driven, transparent, and had adequate checks and balances. It should also fit the objectives of the charter and the consent decree.

All of the proposals, he noted, call for APD and AFR to play a bigger role; the only difference is by how much. All of the proposals, he continued, call for an APD and an AFR to have the final say; the only variations are when in the process and how. All of the proposals, he noted, call for HR to play a bigger role; the differences lie in the scope of that role.

Schlanger discussed the differences in each of the proposals.

Ranking, banding, preference point systems, and weighting were all discussed. Heckman drew attention to the necessity for the Commission to carefully study the Charter language in 3-17, subsection 3, which talks more directly about promotions but also makes references to and hints at the hiring process. She cited the charter: "All examinations for promotion shall be competitive among such members of each department who are qualified and desire to submit themselves to examination. The Commission shall submit to the appointing authority the list with the names of all members who have satisfactorily passed the entire examination and the entire process in the order in which their grades increased and the appointing authority, after having received a list duly certified, shall make promotions therefrom in the order in which they appear. The method of examining the rules governing the same and the method of certifying may be the same as near as possible, as provided for applicants for original appointments." She pointed out that "May" rather than "Shall" is used.

The preliminary list and the method HR will use to move candidates to interviews were discussed. Interview procedures, including the use of two panels, how they would be judged, and who would be involved, were discussed.

The topic of reviewing the files of the applicants who had made it through the oral boards was discussed. According to Batchelor, "...here is where ... the department would be in charge of building the file... for carrying out that file review and then we would communicate that... to the entire Commission. We will let you know this person was disqualified because of this. So what we would do is we take that preliminary list created in step seven. It would have ... 105 people that met the minimum qualification on the civil service exam ... We do the backgrounds, and we would report back 'hey...these 32 Didn't complete...they never did their personal history. ...they didn't show up for the JSA'. Whatever it is we would give you

	<p>all of that information so that you would have a full report of how we went from 105 to 70 that now have completed everything. These 25 did not pass file review so we're now down to 45 applicants and then this is why they didn't pass the file review, so you get a summary of that and you could say, 'we don't like your reason for this. Let's talk about why we disqualified candidate 314 ...that seems like a really minor reason to disqualify candidate 314.' And we would answer it."</p> <p>There was discussion regarding the potential appeal procedure for applicants who are rejected at any stage. The question of how many Commissioners would participate in the interviews and the subsequent appeals process was also discussed.</p> <p>The idea of transferring the background investigators to HR was discussed. The idea of amending the rulebook to reflect this was discussed.</p>
<p>PROPOSALS/ CONCLUSIONS</p>	<p>Commissioner Shannon-Banister made a motion to move the background investigators over to HR effective March 25th. Commissioner Snider seconded the motion. The motion passed unanimously.</p> <p>For the sake of continuing the discussion, everyone agreed to meet again on March 16.</p>

4) REPORTS

A. COMMISSIONER REPORTS-

- None

B. LEGAL COUNSEL REPORTS-No comment

5) COMMENTS

A. FIRE DEPARTMENT – No comment

1.Chief or Designee – No comment

2.Union Designee – No C

B. POLICE DEPARTMENT

1.Chief or Designee – No Comment

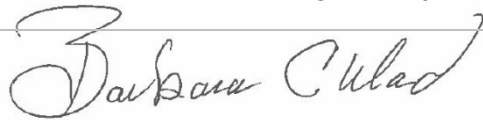
- 2.Association Designee
- > APA – No Comment
 - > FOP – No Comment

C. CITY MANAGER DEPARTMENT –No comment

D. PUBLIC COMMENT- None Present

7) _ADJOURNMENT – The meeting was adjourned 2:26 PM.

ATTEST:



Barb Cleland, Vice- Chair



Heather Dearman, Civil Service Analyst