

SPECIAL CIVIL SERVICE COMMISSION MEETING		
MINUTES		
3:30 PM	MARCH 16, 2023	AURORA ROOM and TEAMS
COMMISSIONERS PRESENT	Desmond McNeal	Chair
	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
	Gary Hayes, Tonja Hayes, David Guscott	Civil Service Background Investigation Team
OTHERS PRESENT	Jason Batchelor	City Manager
	Julie Heckman, Megan Platt,	City Attorney's Office
	Ryan Lantz, Ron Hess	Internal Services
	Chief Acevedo, Div. Chief Carlson, Ofc. Nguyen, Ofc. Syidi	Aurora Police Department
	Sgt. Thompson, Ofc. Cancino	Aurora Police Association
	Sgt. Sears	Fraternal Order of Police Lodge 49
	Chief Oughton,	Aurora Fire Department
	Jeff Schlanger, Erin Pinyak, Cassi Chandler	IntegrAssure
1) Chair Johnson called the Civil Service Commission meeting to order at 1:00 PM		
A. On a motion by Vice-Chair Cleland, seconded by Commissioner Shannon-Banister, the agenda was adopted as written.		
2) ITEMS FOR DISCUSSION or POSSIBLE VOTE		
A. Entry Level Hiring Process	COMMISSISON	
DISCUSSION	<p>Jason Batchelor stated that the Commission's last meeting's two main points were that everyone wanted to be allowed to participate in the interview process and that it would be scored. He reported that after consulting the two chiefs, HR's Ryan Lance and Pete Schulte, they came up with a revised suggestion. Batchelor went through the revised proposal via PowerPoint.</p> <p>He talked about the application and screening section in which CSC would screen for minimum qualifications and candidates would complete the written exam. The Commission would then compile a list of qualifying cumulative scores, maybe including preference points, and give that list to HR for the next section.</p> <p>He discussed the preliminary testing and interview section where a personal history statement is collected (and possibly scored), the fitness test or CPAT, and the oral interviews (which are scored). This section would conclude the Commission's responsibility with them certifying an eligibility list in order of final cumulative scores.</p>	

He discussed the conditional offer section where the responsibilities would be under the departments and HR to make a conditional offer, do a background investigation and post offer testing with final selection being with the respective departments. Batchelor expressed that there may be a 90% or 70% pass rate for those who get this far and that people who we're getting to the oral interview process now are front weighted in a rigorous process at that point, which is intended to get them to a conditional offer sooner. He expressed that he believes this will make us more comparable with other agencies. He reiterated that they would be working off the list that the Commission certified.

He made a note that the applicant may appeal any decision that disqualifies them to the Commission in the last box of the chart.

Every section and the specifics of how it might be implemented were discussed. There was a discussion about the different ways exams and interviews could be done.

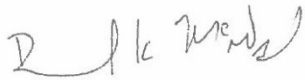
There was a discussion about having a "Non-Expiring list" and/or open ended applications. Schulte stated " My recommendation ... Julie and I looked at the Charter the other day to try to figure out could we do this? Could we have a running list? Because it says 'once the list expired' that's kind of the charter language. But nothing says we have to make the list expire now. It may early on...we may not have enough candidates...we may get through everybody. We have 30 that passes the physical, the written exam and bringing the personal history statement ... that's not a lot. But what happens in three years or four years hopefully then we have 300 applicants at that point you all would make the decision if you want to interview the 1st 40 on the preliminary list. Because you are not going to certify the list and then when you get down to 30 or 35 and you wanna do the next row, you go ahead and interview the next back and then you put them in to the list of where they go."

There was a discussion on whether this new procedure will shorten the period between applications and hiring. Chair Desmond stated , " ...where the interviews and the certification of the list are, I wonder about that. because we could end up with a huge list. ...right now we're not getting as many applicants as we want, but when we start getting more in, we're going to end up in a point where we have a huge list and either we're interviewing a huge amount of people before we certify or we need to figure out a different way to shrink that number down or something more manageable."


There was a discussion about considerations of cut scores and how they would be determined. Commissioner Snider stated, "I think when HR and the departments starts to develop the rules and procedures. You know that attached to this new process. I think we'd probably like to be in the room also because, we're all on the same side. We're all trying to find the best quality applicants." Batchelor replied, "Yeah, I think when I when I've said, the department and HR will promulgate and publish. I guess part of that publish is to you all and come and sort of explain it and then quite frankly get feedback on that. I think that we will be open to those discussions, and I think for purposes of the Civil Service Commission."

There was discussion about adopting this proposal as a framework. Heckman stated, "...ultimately the rules your rules will need to be changed from what they are. If you're looking at doing something like this. So the

	<p>rules as I see it, you are going to have rules in the Civil Service Commission that talk about the things the Civil Service Commission is doing, which would be up to that line of where it says certification, right? The way I see it is when you do everything to certify the ranked list and hand that over, that's what your rules should be talking about ... and then I think what I heard Jason saying is that each of the departments , working in conjunction with HR, are going to promulgate rules that they are going to be doing for the portion that they're handling. The rules that you need to look at changing, we're going to want to go forward on, you know, looking at those, whether it's probably going to be looking at what you currently have and trying to find the whole system at once. Here are the new rules so that you could at some point vote on adopting this whole new packet of rules, not trying to change what you have now. There would be a lot of changing to get to, you know, redlining that I think we take what the if you're going to give direction, I think you give direction. So, if you want to have discussion and you know saying that yes, you like this concept because that one of the things you've done in the past several meetings is look at you know this chart from the consent decree monitor and looked at multiple different proposals you had talked about maybe having an alternative proposal. So what it sounds like we've got two in the last two meetings is you like this concept, or you don't. So then the direction would be. Do you want to go forward with trying to get some draft rules that would go for either? You know you've got 3 or 4 proposals in front of you, so if OK, if you get to the place where you want to go forward, draft rules based upon one of those proposals."</p>
<p>PROPOSALS/ CONCLUSIONS</p>	<p>Commissioner Snider made a motion to adopt the proposed Entry-Level hiring process and direct staff to update the rules to reflect it. Chair Desmond seconded the motion. The motion passed unanimously.</p>
<p>3) PUBLIC COMMENT- None Present</p>	
<p>4) ADJOURNMENT – The meeting was adjourned 5:17 PM</p>	

ATTEST: 

 Desmond McNeal, Chair



 Heather Dearman, Civil Service Analyst