

CIVIL SERVICE COMMISSION MEETING		
MINUTES		
1:00 PM	OCTOBER 10, 2023	ASPEN ROOM and TEAMS
COMMISSIONERS PRESENT	Desmond McNeal	Chair
	Barb Cleland	Vice-Chair
	Barbara Shannon-Banister, Ph. D	Commissioner
	Matt Snider	Commissioner
	Patricia Stephens	Commissioner
STAFF PRESENT	Matt Cain	Administrator
	Emily Shuman	Senior Analyst
	Michelle Haines	Civil Service Analyst
	Heather Dearman	Civil Service Analyst
OTHERS PRESENT	Hollie Berkholz	City Attorney's Office
	Div. Chief Barnes, Div. Chief Hildebrand, Div. Chief Juul	Aurora Police Department
	APA	Sgt. Thopson
	Dpty. Chief Robnett, FF Barnes	Aurora Fire Department
	Erin Pilnyak	IntegrAssure
	Heather Godsey, Josie Herman, Alex Johnson	Ergometrics
	1) Chair McNeal called the Civil Service Commission meeting to order at 1:00 PM	
1. On a motion by Vice-Chair Cleland, seconded by Commissioner Stephens, the agenda was adopted as written.		
2. On a motion by Commissioner Shannon-Banister, seconded by Vice-Chair Cleland, the minutes for the September 12, 2023, meeting was unanimously approved.		
2) AGENDA ITEMS (Requires a vote)		
A. None		
3) ITEMS FOR DISCUSSION or POSSIBLE VOTE		
A. Entry Level Process Updates		Staff
DISCUSSION	<p>Haines shared updates on the police and fire department recruitment processes.</p> <ul style="list-style-type: none"> Police 2024-1: 286 applied, 257 took the written test, 125 passed, and 24 failed. She added that there were 60 claims for preference points that were verified, resulting in 54 applicants on the final list. Police 2024-2: 171 applied, 163 took the written test. The deadline for testing just closed so the process is still ongoing. 2024 fire: 724 applicants, 710 were invited to take the exam. Of those, 398 passed, 103 failed, and the rest either didn't take the exam or withdrew. 105 claims of preference points to be verified. The top 200 candidates based on written score will be invited to HR interviews. 	

	<p>Haines noted the transition from Neogov to Workday that resulted in the manual entry of thousands of data points averaging 5 to 6 per applicant. Haines added that throughout these processes, the Commission has received 10 reinstatement requests from applicants that made errors on their applications as well as several appeals.</p>
<p>4) REPORTS</p>	
<p>A. COMMISSIONER REPORTS- Chair McNeal stated that there were some issues identified regarding the examination, including concerns about correct reports and templates, in the Police Agent assessment center. He noted that it did not change anyone's score. Cain stated that Ergometrics is evaluating what they are going to do in their development process to try and ensure doesn't happen again. He noted the 5 bullet points in the document presented by them.</p>	
<p>B. LEGAL COUNSEL REPORTS-No comment</p>	
<p>5) COMMENTS</p>	
<p>A. FIRE DEPARTMENT</p>	
<p>1. Chief or Designee– No Comment</p>	
<p>2. Union Designee -None Present</p>	
<p>B. POLICE DEPARTMENT</p>	
<p>1. Chief or Designee – Div. Chief Juul acknowledged the effort Ergometrics intends to make to increase communication and double check work for future assessment centers. Div. Chief Hildebrand expressed the desire to avoid similar issues in the future to prevent potential delays or the need for a complete retest.</p>	
<p>2. Association Designee</p> <ul style="list-style-type: none"> ➤ APA – No Comment ➤ FOP – No Comment 	
<p>C. CITY MANAGER DEPARTMENT –None Present</p>	
<p>6) PUBLIC COMMENT- None Present</p>	
<p>7) ADJOURNMENT – The meeting was adjourned at 1:14 PM.</p>	

ATTEST:



 Desmond McNeal, Chair



 Heather Dearman, Civil Service Analyst