



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager   **DATE:** February 26, 2018  
**SUBJECT:** Consider Ordinance No. 3504 Adopting Revisions to the Civil Service Rules.  
**PRESENTER:** Patrick Hillis, Director of Human Resources

### **SUMMARY:**

The City Charter requires that the Civil Service Rules be adopted by the City Council on the recommendation of the Civil Service Commission. In partnership with the Civil Service Commission, city staff has been working on revisions to the city's Civil Service Rules. The current rules were originally adopted in the 1970's. The most recent revisions to the rules were made in February 2004.

### **GENERAL DESCRIPTION:**

The attachment shows the proposed changes and additions to the Civil Service Rules that were unanimously approved by the Civil Service Commission at their January 30, 2018 meeting. Civil Service Commissioners are: Sally Bustamante, Tony Rader, September Daniel, Suzy Compton, and Russell Juren.

Below is a summary of the proposed changes:

#### **Rule 2. General Provisions**

2.01 Added "In cases where it is determined that the Civil Service Rules are in conflict with the City's Charter, the City's Charter shall control."

#### **Rule 3. Sworn Police and Fire Promotional Examinations**

- Deleted "Promotional" from the title
- Reordering paragraphs 3.01 and 3.02. No changes to the paragraph contents. Changing the order in which the paragraphs appear to make more sense with regards to the description of the entire rule.
- Rule 3.03. Deleted references to Police Agency Combined Testing (PACT) testing for Police entrance exams.
- Rule 3.05. Added reference back to Rule 3.02

#### **Rule 4. Eligibility Lists**

- Rule 4.04 added "applicant" to first paragraph and 4.04(a).
- Rule 4.04 added an additional reason for removing or withholding an applicant's name from an eligibility list "f."



- “Failure to pass all pre-employment testing and background investigations appropriate for the position for which the applicant tested.”

Rule 5. Certification, Appointment and Probationary Period

- Rule 5.02 added “applicants” to paragraph

**RECOMMENDATION:**

Approve Ordinance No. 3504.