



**CITY OF NEWPORT BEACH
CIVIL SERVICE BOARD AGENDA**

**Council Chambers – 100 Civic Center Drive, Newport Beach, 92660
Monday, July 1, 2013, 5:00 PM Regular Meeting**

Civil Service Board Members:

Debra Allen, Board Member
Douglas Coulter, Board Member
James “Mickey” Dunlap, Board Member
Hugh Logan, Board Member
Maiqual Talbot, Board Member

Staff Members:

Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

- 1) CALL REGULAR MEETING TO ORDER (5:00 PM)**
- 2) ROLL CALL**
- 3) FLAG SALUTE**
- 4) ANNOUNCE AND CONGRATULATE BOARD MEMBER MAIQUAL TALBOT FOR BEING REAPPOINTED BY CITY COUNCIL TO THE CIVIL SERVICE BOARD 2013 - 2017 (APPOINTMENT MADE AT JUNE 25, 2013 COUNCIL MEETING)**
- 5) CHAIRPERSON ELECTION – TERRI CASSIDY, SECRETARY TO THE BOARD**
- 6) VICE CHAIRPERSON ELECTION – 2013/2014 CHAIRPERSON**

This Civil Service Board is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Civil Service Board’s agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Civil Service Board and items not on the agenda but are within the subject matter jurisdiction of the Civil Service Board. The Civil Service Board may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act (“ADA”) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk’s Office at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3005 or cityclerk@newportbeachca.gov.

7) PUBLIC COMMENTS

Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Civil Service Board. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Civil Service Board has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

8) CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES

CSB Regular Meeting of June 3, 2013 – Waive reading subject Minutes, approve as written and order filed.

9) CURRENT BUSINESS

A. ORAL REPORTS

1. Human Resources/City-Wide - Terri L. Cassidy, Secretary to the Board and Deputy City Manager/Human Resources Director
 - Employee Performance Evaluation Analysis
2. Fire Department - Scott Poster, Fire Chief
3. Police Department - Dennis Birch, Police Lieutenant

10) CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

11) ADJOURNMENT

CITY OF NEWPORT BEACH CIVIC SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Monday, June 3, 2013
REGULAR MEETING
5:00 p.m.

1) CALL REGULAR MEETING TO ORDER (5:00 PM)

Chairperson James "Mickey" Dunlap called the meeting to order at 5:00 p.m.

2) ROLL CALL

Civil Service Board Members:

James "Mickey" Dunlap, Chairperson
Maiqual Talbot, Vice Chairperson
Debra Allen, Board Member
Douglas Coulter, Board Member
Hugh Logan, Board Member

Staff Members:

Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

It was noted that all Board Members were present.

3) FLAG SALUTE – Vice Chairperson Talbot

4) PUBLIC COMMENTS

The notice was read by Administrative Assistant to the HR Director Jyll Ramirez.

Interested parties were invited to address the Board at this time. There was no response and the Public Comments portion of the meeting was closed.

5) CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES

CSB Regular Meeting of May 6, 2013 – Waive reading subject Minutes, approve as written and order filed.

Board Member Logan made a Motion to waive reading of the May 6, 2013, Meeting Minutes, approve as written and ordered filed. The Motion was seconded by Board Member Coulter. It was approved 4 Ayes, 0 No, and 1 Abstain (Board Member Allen).

6) PRESENTATIONS

Exam Development - Public Safety Promotional Process by Rebecca Redyk, Human Resources Supervisor

The Chair read title to the aforementioned item and called for a report from staff.

Human Resources Supervisor Rebecca Redyk provided a presentation on exam development and the public safety promotional process. She addressed objectives, planning administration and selection and efforts by staff to produce a promotional process that is job-related, relevant to the departments' needs and defensible. She presented details of the process, review of job descriptions, selection of elements included in the process, selection of subject-matter experts, confidentiality agreements, exam elements and the length of time in developing the process. She added that each exam is unique to the department and to the City. She reported that all of the exam components are tested by subject-matter experts and are validated and refined, if necessary. Ms. Redyk addressed items for consideration in building exams, administration, candidate orientation, raters, scheduling, the selection process and the promotional ceremony.

Discussion followed regarding determining the proportions of the components of the exam (practical, written and oral) and review of the exam by representative organizations, subject-matter experts, Federal and State standards and requirements to be met and partnerships facilitating the success of the process.

It was noted that previously, the Charter and Municipal Code did not have the Human Resources Department oversee the process. After the 2010 revisions, now Human Resources does have responsibility and it is through the partnership between HR and public safety that has allowed building a collective bank of testing and tools that are current, effective and valid.

Ensuing discussion pertained to reviewing comparable exams from other municipalities, licensed testing agencies and validation.

Members of the Board commended Ms. Redyk and staff for their efforts on the matter.

7) CURRENT BUSINESS

A. DISCUSSION/CONFIRMATION OF JULY 2013 CIVIL SERVICE BOARD REGULAR MEETING DUE TO INDEPENDENCE DAY HOLIDAY

Deputy City Manager/HR Director/Secretary to the Board Terri L. Cassidy reported that the selection of new and/or returning Board Members by Council will be confirmed on June 25, 2013. She noted that the next meeting of the Board would fall on July 1 and presented information regarding past practices. She reported that the Board could adjourn to another date, but that it would need to be noticed accordingly. She suggested moving the meeting to July 8 or July 10. Ms. Cassidy added that because of the July 4 Holiday, the availability of Board Members was the question at hand.

Discussion followed regarding the possibility of holding the meeting on July 1 and staff's preference.

Members of the Board voiced their availability for the July meeting.

There was consensus to maintain the scheduled July 1, 2013 Civil Service Board meeting.

B. ORAL REPORTS

1. Human Resources/City-Wide - Terri L. Cassidy, Secretary to the Board and Deputy City Manager/Human Resources Director

Ms. Cassidy referenced the City Manager's Quarterly Business Report and noted information available therein. She encouraged Members of the Board to review it. She thanked Mr. Dunlap and Mr. Talbot for their leadership and service and that determination of the new Chair and Vice Chair would be made at a future meeting. Ms. Cassidy reported that the annual Employee Service Award Picnic is scheduled for June 19, 2013, from 11:30 p.m. to 1:30 p.m. She referenced a recent fatal accident on Jamboree and addressed the availability of the Employee Assistance Program (EAP) to help and support those first responders and City staff, who witnessed or worked at the scene.

A question was raised by Board Member Coulter regarding a new appraisal system. Ms. Cassidy reported that the project is proceeding, although more slowly than expected. Ensuing discussion pertained to supervisor training that should accompany this in the future.

2. Fire Department - Scott Poster, Fire Chief

Fire Chief Scott Poster commented positively on the department's association with Human Resources relative to Exam Development and the Public Safety Promotional Process. He provided a report of their operations addressing a recent accident on Jamboree, six-month probationary exams for new Firefighters, promotions, operations, staff training, live fire training, preparations for the 4th of July event, statistics and the Junior Lifeguard Program. He reported an increase in beach visitors and activities and presented statistics relative to the Memorial Day weekend. He provided an update regarding Command Center and training workshops and announced the promotion of a new Assistant Fire Chief Chip Duncan, who he introduced to the Board and noted this was as a result of an extensive process jointly developed by Human Resources with the Fire Department.

Assistant Chief Duncan expressed his appreciation for his new position and stated he looks forward to serving in his new capacity.

Discussion followed regarding opportunities for counseling those who witnessed the recent tragedy on Jamboree.

3. Police Department - Dennis Birch, Police Lieutenant

Police Lieutenant Dennis Birch reported that Officer Bob Bennett recently received Recovery Officer of the Year Award from the Auto Theft Advisory Committee in Orange County. He addressed a torch-running fundraising event for the Special Olympics and the recent swearing-in ceremony for a new Officer. He addressed recent and upcoming testing, volunteers and cooperation with the HR Department.

Discussion followed regarding the number of license plate readers in the Police Department.

8) CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

Board Member Allen announced that Speak Up Newport will move its regular meeting of July 10, 2013 to the Community Room at the new Civic Center at 5:30 p.m. She reported that the meetings are open to everyone, are free and invited staff and the public to attend.

9) ADJOURNMENT

There being no further business to come before the Civic Service Board, the meeting was adjourned at 5:50 p.m.

Civil Service Board Chair 2013/2014

City-Wide Analysis of Late Performance Evaluations

JUNE 26, 2013

APRIL 15, 2013

DEPARTMENT	Number of Full Time, Active Employees	Number of Late Evaluations	Percentage (%) of Late Evaluations
City Attorney's Office	7	0	0%
City Clerk's Office	2	0	0%
City Manager's Office	20	15	75%
Community Development	50	1	2%
Finance Department	33	23	70%
Fire Department	142	30	21%
Human Resources	12	3	25%
Library Department	36	1	3%
Municipal Operations	142	43	30%
Police Department	211	0	0%
Public Works	33	27	82%
Rec/Senior Services	32	0	0%
CITY TOTAL	720	143	20%

	Number of Full Time, Active Employees	Number of Late Evaluations	Percentage (%) of Late Evaluations
	7	0	0%
	3	0	0%
	20	16	80%
	51	3	6%
	35	23	66%
	143	22	15%
	11	4	36%
	38	1	3%
	142	46	32%
	212	2	1%
	33	25	76%
	33	2	6%
	728	144	20%