



## Memorandum

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**Date:** August 3, 2022

**To:** Civil Service Commission

**From:** Christina Pizarro Winting, Executive Director

**For:** Special Projects Committee

**Subject:** **REVIEW OF CIVIL SERVICE COMMISSION CONSENT CALENDAR ITEMS**

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The Special Projects Committee of the Civil Service Commission, which is currently comprised of Vice President Fallis and Commissioner Arias, met on May 6, 2022, to review the list of items that appear regularly on the Consent Calendar of the Civil Service Commission Agenda to determine if any items should be moved to the Regular Agenda.

### BACKGROUND INFORMATION:

At its meeting of January 10, 2018, the Civil Service Commission reviewed recommendations brought before the Commission from a committee made up of staff and Commission members that made recommendations regarding the realignment of the Civil Service Commission agenda. This realignment was recommended in order to expedite and facilitate department requests. Department requests would be considered utilizing forms that were created to provide information to the Commission to determine if department requests met certain criteria for approval.

Items listed on the Consent Calendar are approved en masse by the Commission with one motion. While staff reports are now provided in addition to the forms completed by departments, there is not an opportunity for the Commission to discuss the items on the Consent Calendar unless they are pulled for discussion. Documentation for items placed on the Regular Agenda include the forms submitted by the department, a staff report prepared by Civil Service staff outlining the recommendation and pertinent points for the Commission to consider as well as a verbal presentation of the staff report. Commissioners are then able to ask clarifying questions from both the Civil Service staff who prepared the report as well as the department who is asked to attend in the event the Commission does have questions regarding the request. This comprehensive approach has been appreciated by Commissioners as it provides the Commission comprehensive information regarding a request before they make a decision to approve or deny a request.

At a Commission meeting in the spring of 2022, it was recommended that the Consent Calendar be reviewed once again to determine if any items should be moved to the Regular Agenda. This recommendation came as a result of the frequency that items were being pulled from the Consent Calendar for discussion. The item was referred to the Special Projects Committee for further research and discussion.

The Special Projects Committee met initially to discuss this item on May 6, 2022. At that meeting the Commission reviewed the master agenda template which outlines the placement of requests for Commission action and whether they are placed on the Consent Calendar or the Regular Agenda. After reviewing the template, committee participants determined that requests for extension of non-career hours would be better suited on the Regular Agenda based on the frequency of these requests being pulled from the Consent Calendar for discussion. It should be noted that there have been a high number of requests for extension of non-career hours during the pandemic due to the additional staff required to help the City address the pandemic in a variety of departments, and with most requests coming from the Department of Health and Human Services. At the close of the meeting committee participants asked staff to review the template and the committee recommendation and return with any staff recommendations. A second meeting of the Special Projects Committee was held on July 20, 2022 where staff concurred with the recommendation of the committee.

**RECOMMENDATION:**

The Special Projects Committee recommends that requests for extension of non-career hours be moved from the Consent Calendar to the Regular Agenda.

Committee members and staff are available to answer any questions the Commission may have.

