



Date: May 13, 2020
To: Civil Service Commission
From: Christina Pizarro Winting, Executive Director
Subject: Recommendation to Create Standing Committees

At its meeting of February 13, 2020, the Civil Service Commission had a discussion regarding staff's recommendation to create Standing Committee's to replace the current practice of creating ad hoc subcommittees as the need arises to research and address various issues that are brought before the Commission. This report will provide additional information requested by the Commission as it relates to terms and frequency of meetings in this new structure. As previously stated, Standing Committees would allow for items to be more expeditiously routed to an existing committee for consideration and then brought back to the whole Commission for discussion.

PROPOSED STRUCTURE

The following Committee structure is presented for discussion by the Commission.

Three Standing Committees would be created to address the spectrum of issues brought before the Commission. Participation on each committee would occur on a rotating basis. The descriptions, intent, terms and recommended members for each committee are listed below.

EXECUTIVE COMMITTEE

Purpose: Address administrative items that come before the Commission that relate to the overall administration of the Civil Service Commission and the Civil Service Department.

Intent: The Executive Committee would address administrative items on behalf of the larger body with the intent to report back to the full Commission with initial findings and or recommendations regarding items such as budget, elections of officers, selection and performance evaluation of the Executive Director and any other administrative items.

Members: President, Vice President

Term: Rotated annually every April or in accordance with election of officers.

RECRUITMENT AND SELECTION COMMITTEE

Purpose: Address all actions that involve the recruitment or examination processes brought before the Commission.

Intent: The Recruitment and Selection Committee would address items that relate to recruitment or examination process including the review of exam protests, large scale public safety recruitment plans or citywide staffing initiatives.

Members: Two Civil Service Commissioners

Term: Rotated annually every April or in accordance with election of officers.

SPECIAL PROJECTS COMMITTEE

Purpose: Address all special projects under development by Civil Service Department staff. Final projects would be presented to the full Commission for review.

Intent: The Special Projects Committee would serve as a sounding board for Civil Service staff regarding special projects being undertaken by staff to enhance the effectiveness of processes within the Civil Service Department and assist in the awareness and promotion of new initiatives.

Members: Two Civil Service Commissioners

Term: Rotated annually every April or in accordance with election of officers.

PROCESS

The meetings of the Standing Committees would be placed on their own separate agenda and would be open to the public, unless an item requires the committee to enter closed session for discussion. Should the Committee go into closed session, final recommendations or findings would be announced upon returning from closed session in open session.

RECOMMENDATION

Staff recommends that the Civil Service Commission create a Standing Committee structure to include the committee's identified above. This new structure would assist in the consolidation of ad hoc sub committees providing a mechanism to more expeditiously refer items to a smaller working group of the Commission for consideration and report back to the larger body as needed.