Model Civil Service Rules – Recent Considerations

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Model Civil Service Rules

Are they a help or an unnecessary hindrance?



Model Civil Service Rules

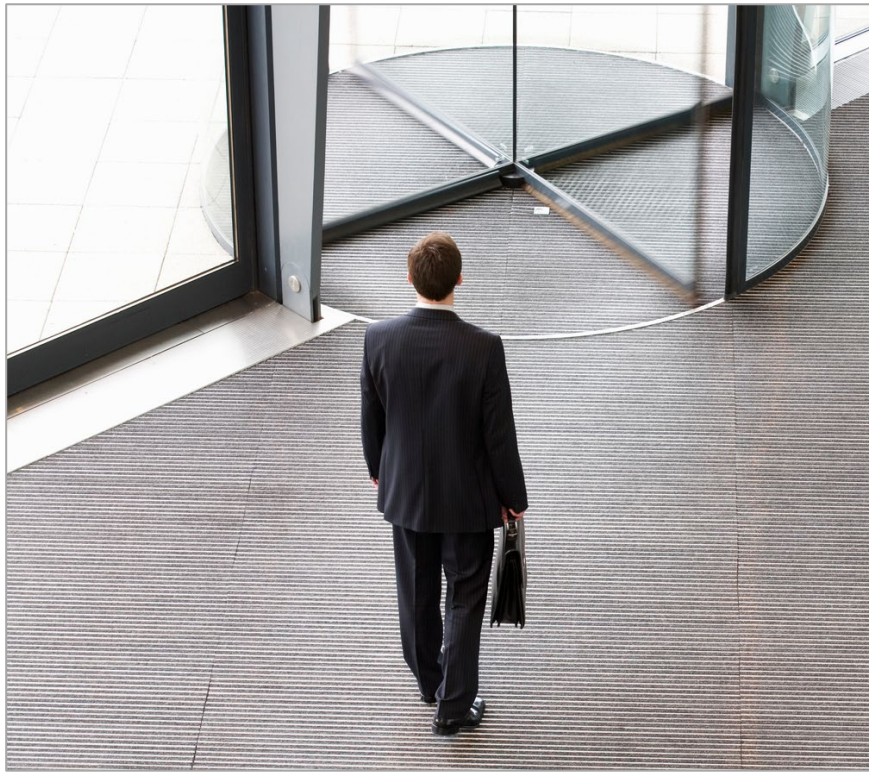
Times have changed (since 1935/1937)

- More competition for qualified candidates.
- Is the Commission keeping up?
- Does the Commission need to approve all actions?



Model Civil Service Rules

- Does your community have difficulty recruiting and maintaining civil service commissioners?
- Can the Secretary and Chief Examiner act without Commission approval?



Commission Membership?

- The civil service commission shall consist of up to five members who shall be appointed by the mayor. Up to two alternate commissioners may be appointed to the commission by the mayor.



Findings Regarding Current Personnel Management

- The City has not updated its civil service ordinances and rules for many years. Modern systems of personnel management, including federal and state standards regulating employment practices, require a more integrated approach to employment recruitment, testing and hiring. For example, the standardized process for police officer certification is governed by the State-created Criminal Justice Training Commission.

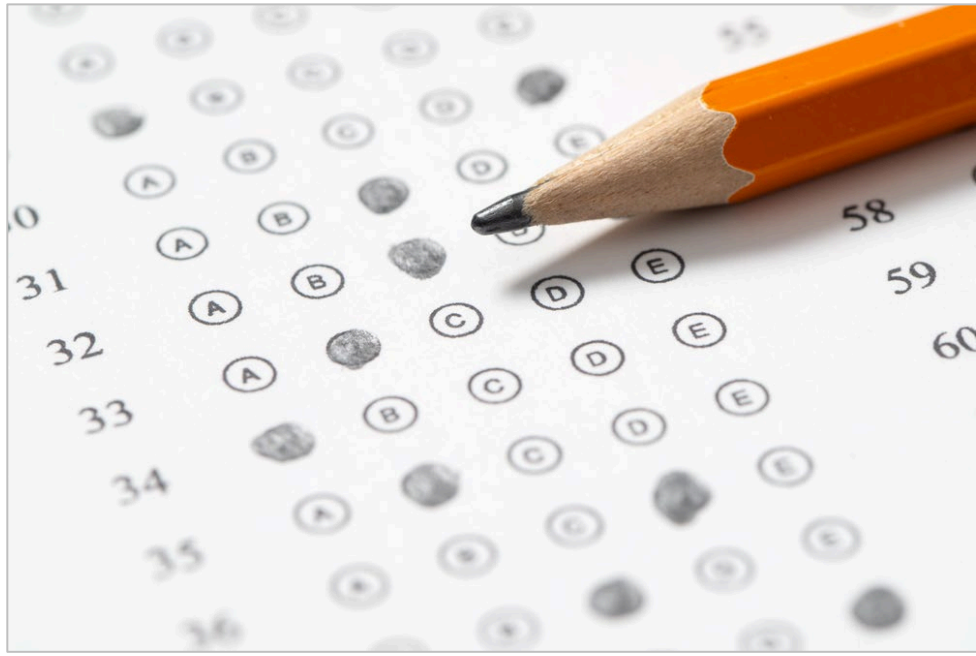
- Employment practices are also now subject to the preemptive effect of the collective bargaining agreement with the union representing many City personnel.

- Cities across the state are facing difficulty in recruiting and retaining qualified personnel. Many candidates receive offers from multiple agencies. The City must retain competitive in an increasingly competitive employment environment.

- This Ordinance repeals and supersedes prior enactments regarding the City Civil Service and enacts new civil service rules. Chapter 41.08 and 41.12 RCW afford cities flexibility in civil service systems. The rules reflect the local conditions and needs of the City, while substantially accomplishing the purposes of Chapters 41.08 and 41.12 RCW.

Continuous Testing

- **CONTINUOUS TESTING.** Continuous testing shall mean a periodic examination process for any class, other than promotional examinations. The filing of applications shall be open, and the examinations shall be periodically administered, according to the needs of the service. Continuous testing may, at the discretion of the Commission, be offered through the secretary/chief examiner or pursuant to a subscription testing agreement.



Eligibility Lists – Secretary to Manage?

- **10.1 ORDER OF NAMES ON LISTS.** Names on eligibility lists for a class shall be in order of score according to final earned rating on the examination, including ~~veteran's~~ applicable scoring criteria, which is added to the total score, and other criteria established by the Commission, except that employees laid off from a position in that class shall be given preference over other applicants, in inverse order of layoff. The Secretary shall maintain and administer the lists, subject to Commission review in the event of an appeal. Whenever two or more persons have equal claim to a position on a list, their names shall be arranged according to the date and time of application and, if the date and time of application is the same, the names shall be arranged alphabetically. Candidates who successfully pass an examination as the result of continuous testing for entry or lateral-entry positions shall have their names integrated with the existing eligibility list.

- **10.2 EFFECTIVE LIFE OF LISTS.** Eligibility lists shall become effective upon certification by the ~~Commission~~ Secretary. The signatures of the Secretary on the list signifies that the list was legally prepared and represents the relative rating of the names appearing thereon.

Model Civil Service Rules - Rule of Three?

- **Vacancies.** Whenever a vacancy in entry-level or lateral-entry positions in the classified service exists, an appointment of one of the twenty top-ranked applicants [or the top 15% highest-ranked applicants, whichever is greater], may be made from the applicable certified eligibility list. When a vacant promotional position exists, an appointment of one of the top three ranked applicants

- **Promotional Vacancies.** Vacancies for promotional positions shall be filled consistent with applicable collective bargaining agreements.



Questions?

Thank you.



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