



REPORT TO COUNCIL

April 7, 2015

To: Mayor Charlie Hales and City Council

From: David Rhys, Assistant Human Resources Director
 Shianne Scott, Civil Service Board Administrator

Subject: Accept Report on Civil Service Board Activities for Calendar Year 2014 (Report)

City Charter Section 4-402(6) – Duties of the Board - states: “The Board shall meet at least quarterly and shall report annually to City Council on its activities for the prior year.” Human Resources Administrative Rule 3.15 - Civil Service Board - states: “It shall also be the duty of the Board to submit reports as requested by City Council regarding the activities of the Board as they pertain to the application of merit principles in City personnel administration.”

Appeals to the Civil Service Board must fall into one of three categories: appeals from suspensions, demotions and discharges (“disciplinary appeals”), appeals from classification actions (“classification appeals”), and appeals from examinations (“exam appeals”).

During calendar year 2014, the Board received four appeals. Of these appeals, two were disciplinary, two were exam appeals, and there were no classification appeals.

Results of these appeals are as follows:

Case number	Bureau	Appeal Type	Outcome
2014-001	Parks	Exam Appeal	Dismissed for lack of Board Jurisdiction
2014-002	Fire	Exam Appeal	Withdrawn by Appellant
2014-003	BES	Discipline Appeal	Dismissed for lack of Board jurisdiction
2014-004	BES	Discipline Appeal	Withdrawn by Appellant

During calendar year 2014, the Board also met for the following public meetings and hearings:

Case number	Bureau	Appeal Type	Date of Hearing	Outcome
2013-001	OMF-BTS	Disciplinary Appeal	February 10, 2014; March 10, 2014	Dismissed; discipline upheld
2014-001	Parks	Exam Appeal	March 3, 2014	Dismissed for lack of jurisdiction
2013-002	OMF-BTS	Disciplinary Appeal	April 22, 2014; June 5, 2014; September 30, 2014	Public Meetings to determine procedural issues

Case number	Bureau	Appeal Type	Date of Hearing	Outcome
2013-003	Fire	Exam Appeal	March 10, 2014	Public Meeting to determine procedural issues
2012-002	Fire	Exam Appeal	March 10, 2014	Public Meeting to determine procedural issues
2013-004	Fire	Exam Appeal	April 9, 2014	HO ¹ recommended dismissal
2013-004	Fire	Exam Appeal	April 15, 2014	Board adopted HO recommendation
2013-003	Fire	Exam Appeal	May 19 and 20, 2014	Appellant withdrew
2013-005	Fire	Exam Appeal	August 21, 2014	HO recommended dismissal
2012-002	Fire	Exam Appeal	September 5 and 8, 2014	Appellant withdrew
2013-005	Fire	Exam Appeal	September 23, 2014	Board adopted HO recommendation
2013-002	OMF-BTS	Disciplinary Appeal	November 7, 2014; November 14, 2014; January 9, 2015; February 10, 2015	Dismissed; discipline upheld

We recommend that Council accept this report.

David Rhys, Assistant Human Resources Director
Shianne Scott, Civil Service Board Administrator

¹ HO = Hearings Officer

TO THE COUNCIL

The Mayor concurs with the recommendations of the Assistant Human Resources Director and the Civil Service Administrator and

RECOMMENDS:

That the Council accept the report.

Respectfully submitted,

Charlie Hales

Mayor

Agenda No.
REPORT
Title

Accept Report on Civil Service Board Activities for Calendar Year 2014 (Report)

<p style="text-align: center;">INTRODUCED BY Commissioner/Auditor: Mayor Charlie Hales</p> <p style="text-align: center;">COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Hales</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Novick</p> <p style="text-align: center;">BUREAU APPROVAL</p> <p>Bureau: Bureau of Human Resources OMF CAO: Fred Miller <i>Fred Miller</i> Bureau Head: Anna Kanwit</p> <p>Prepared by: David Rhys:ss Date Prepared: April 7, 2015</p> <p>Financial Impact & Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p> <p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>City Auditor Office Approval: required for Code Ordinances</p> <p>City Attorney Approval: Mark Amberg, Chief Deputy City Attorney required for contract, code, easement, franchise, comp plan, charter <i>Mark Amberg</i></p> <p>Council Meeting Date April 22, 2015</p>	<p>CLERK USE: DATE FILED <u>APR 24 2015</u></p> <p style="text-align: center;">Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <i>Mary Hull Caballero</i> Deputy</p> <p>ACTION TAKEN: APR 29 2015 ACCEPTED</p> <p style="text-align: right;">April 29, 2015</p>
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AGENDA
<p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p>CONSENT <input checked="" type="checkbox"/></p>
<p>REGULAR <input checked="" type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz	✓	
2. Fish	2. Fish	←	→
3. Saltzman	3. Saltzman	✓	
4. Novick	4. Novick	←	→
Hales	Hales	✓	