



AGENDA
WATAUGA CIVIL SERVICE COMMISSION MEETING
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
FRIDAY, MARCH 1, 2019
10:00 AM

CALL TO ORDER

INVOCATION

CITIZEN'S OPEN FORUM (The Citizens Open Forum section of the agenda is an opportunity for citizens to speak regarding matters that are not posted on that particular meeting's agenda. Individual citizens speaking during the Citizens Open Forum shall not exceed three (3) minutes in their comments; however, the Chair may extend the speaker's allotted time. At the beginning of the Citizens Open Forum section of the meeting, citizens desiring to speak shall stand* when prompted by the Chair so that they may be recognized and recorded as the individuals who will speak. Only those citizens who stand* during this time of recognition will be allowed to speak. The Chair shall ask each citizen wishing to speak to come to the podium to speak in turn in an orderly manner. Before providing comments, each speaker must state his or her name and address for the record. If speaking for an organization or group, the speaker should identify the group represented. Because this section of the meeting is for matters not posted on that particular meeting's agenda, members of the Board, Committee, Commission, or Corporation may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting.

REPORTS FROM STAFF

1. Update on City Council Rules of Procedure Manual

APPROVAL OF MINUTES FOR MEETING ON

1. January 3, 2019

NEW BUSINESS

1. Certify eligibility list resulting from the Police Corporal Promotional Written Examination on February 8, 2019 and Assessment Center on February 21, 2019

ADJOURNMENT

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, (817) 514-5812 OR FAX (817) 281-1991 FOR FURTHER INFORMATION.

I, Zolaina R. Parker, City Secretary for the City of Watauga, do hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on February 22, 2019, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.


Zolaina R. Parker, City Secretary, TRMC





AGENDA MEMORANDUM

DATE: February 21, 2019
TO: Civil Service Commission Members
FROM: Marcia Reyna, Human Resources and Civil Service Director
SUBJECT: January 3, 2019

BACKGROUND/INFORMATION:

A Civil Service Commission was held on January 3, 2019. The minutes from this meeting are presented for review and approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

It is requested that the Civil Service Commission take action on this item.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CSC Minutes 01-03-2019

REVIEWED BY:

Zolaina Parker, City Secretary, TRMC

Final Approval - 02/22/2019

MINUTES
WATAUGA CIVIL SERVICE COMMISSION MEETING
THURSDAY, JANUARY 3, 2019
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
10:00 AM

CALL TO ORDER

The Civil Service Commission of the City of Watauga, Texas was called to order at 10:01 a.m., by Chairman Bailey, with the following members present:

Joe Bailey	Chairman
Bernard Bowman	Vice Chairman
Barry Sullivan	Member

and

Marcia Reyna	Civil Service Director
Andrea Gardner	City Manager
Robert Parker	Chief of Police
Shawn Fannan	Fire Chief

CITIZEN'S OPEN FORUM

None

APPROVAL OF MINUTES FOR MEETING ON

1. Approval of Civil Service Commission Regular Meeting Minutes of November 8, 2018

Vice Chairman Bowman made a motion to approve the Civil Service Commission Regular Meeting Minutes of November 8, 2018. Chairman Sullivan seconded the motion, which passed as follows:

AYES: Bailey, Bowman, Sullivan

NAYS: None

ABSENT: None

ABSTAIN: None

NEW BUSINESS

1. Discussion and action on electing a Civil Service Commission Chairman as required by Local Government Code Chapter 143, Section 143.006(e)

Commissioner Bowman made a nomination to reappoint Commissioner Bailey as Chairman. The nomination was seconded by Commissioner Sullivan, which passed as follows:

AYES: Bailey, Bowman, Sullivan

NAYS: None

ABSENT: None

ABSTAIN: None

2. Discussion and action on electing a Civil Service Commission Vice-Chairman as required by Local Government Code Chapter 143, Section 143.006(e)

Commissioner Sullivan made a nomination to reappoint Commissioner Bowman as Vice Chairman. The nomination was seconded by Chairman Bailey, which passed as follows:

AYES: Bailey, Bowman, Sullivan

NAYS: None

ABSENT: None

ABSTAIN: None

3. Discussion and action to amend the classifications of the Watauga Police Department by amending the number of Police Officers from 29 to 24 and creating 5 Police Corporal positions

Commissioner Sullivan made a motion to amend the classifications of the Watauga Police Department by amending the number of Police Officers from 29 to 24 and creating 5 Police Corporal positions. Vice Chairman Bowman

seconded the motion, which passed as follows:

AYES: Bailey, Bowman, Sullivan

NAYS: None

ABSENT: None

ABSTAIN: None

ADJOURNMENT

With no further business to discuss, Chairman Bailey adjourned the meeting at 10:07 a.m.

APPROVED: this _____ day of _____, _____

SIGNED: this _____ day of _____, _____

APPROVED:

Joe Bailey, Chairman

ATTEST:

Marcia Reyna,
Civil Service Director

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office



AGENDA MEMORANDUM

DATE: February 21, 2019

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Certify eligibility list resulting from the Police Corporal Promotional Written Examination on February 8, 2019 and Assessment Center on February 21, 2019

BACKGROUND/INFORMATION:

Watauga City Council approved five (5) Police Corporal positions in the FY 2018-19 budget. With the help of the City Council and Civil Service Commission, staff has worked to incorporate the position of Corporal in the Watauga Police Department's rank structure by following required procedures and laws.

First, the Civil Service Commission ordered an Alternate Promotional System election for the Police Department on September 20, 2018 in order to include the position of Corporal. The election was held from October 25, 2018 to October 29, 2018. The votes from the election were canvassed by the Civil Service Commission on November 8, 2018. The amended Alternate Promotional System passed.

Then an announcement for promotional testing was sent to Watauga Police Officers and posted as required by Local Government Code Chapter 143. The reading list for the promotional testing was also posted as required by the statute.

As an additional step in incorporating the position of Police Corporal in the Police Department's rank structure, an amendment to the existing classifications (also known as Strength of Force) was requested. The number of Police Officer positions was decreased by five (5) from 29 to 24 and five (5) Police Corporal positions were added. This amendment did not increase the total number of positions since five (5) Police Officers will be promoted to the position of Police Corporal. The Civil Service Commission approved the amendment to the classifications on January 3, 2019. City Council approved the amendment to the classifications by ordinance on January 14, 2019.

Promotional testing for the position of Police Corporal was scheduled during the month of February 2019 and has been completed. The written examination was held on February 8, 2019. The promotional assessment center was held on February 21,



AGENDA MEMORANDUM

2019. Local Government Code Chapter 143, the Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations and the adopted Alternative Promotional System were followed during the administration of this promotional process. As a result, an eligibility list has been created with five (5) candidates for the position of Police Corporal and is being presented for the Civil Service Commission's certification.

Attached is the unofficial or "raw" Eligibility List for Police Corporal.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

It is requested that the Civil Service Commission take action on this item.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. RAW Test Score Posting Corporal 02-21-2019

REVIEWED BY:

Zolaina Parker, City Secretary, TRMC

Final Approval - 02/22/2019



POLICE CORPORAL PROMOTIONAL WRITTEN EXAMINATION RAW SCORES

Written Examination

Date: Friday, February 8, 2019

Location: Watauga Police Department Training Room, 7101 Whitley Road, Watauga, TX 76148

Written Examination

Date: Thursday, February 21, 2019

Location: Watauga Police Department Training Room, 7101 Whitley Road, Watauga, TX 76148

In accordance with the Watauga Police Department's Alternate Promotion System adopted on November 8, 2018, below are the results of a Promotional Written Examination held on February 8, 2019 and Promotional Assessment Center held on February 21, 2019 for the position of Police Corporal.

Candidate Identifier	Written Exam Score	Total Points for Written Exam (50%)	Assessment Center Score	Total Points for Assessment Center (50%)	Seniority Points	TCOLE Points	Total
3292	75	37.50	80.75	40.38	6	4	87.88
3910	72	36.00	73.25	36.63	8	6	86.63
8445	71	35.50	83.25	41.63	7	2	86.13
5670	71	35.50	69.88	34.94	10	4	84.44
4886	72	36.00	80.88	40.44	4	2	82.44

I, Marcia Reyna, Human Resources & Civil Service Director for the City of Watauga do hereby certify the above to be the true and correct results of the Police Corporal Promotional Written Examination conducted on February 8, 2019 and Promotional Assessment Center held on February 21, 2019.

Marcia Reyna
Human Resources & Civil Service Director
City of Watauga
Posted February 21, 2019