

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Human Resources

**AGENDA DATE:** 06/27/06

**CONTACT PERSON/PHONE:** Human Resources, Linda Ball Thomas, (915) 541-4509

**DISTRICT(S) AFFECTED:** N/A

**SUBJECT:** Introduction of Amendments to Ordinance 8065, (Civil Service Rules and Regulations)

**APPROVE:**

**BACKGROUND / DISCUSSION:**

Upon approval, these amendments to Ordinance 8065, (Civil Service Rules and Regulations) will update Rules 1, 2, 4, 7, 8, 19, and 25. Rule 1 further defines how Civil Service Commissioners are elected to serve as Chair and Vice-Chair, the position of Civil Service Recorder and Hearing Officers. Rule 2 is deleted. Rule 4 is amended in the in its entirety and defines how new classifications are created and amended. Rule 7 clarifies how Provisional, Temporary Appointment, and Independent Contract positions are defined. Rule 8 is amended in its entirety to bring the city's recruiting practices in line with industry best practices. Rule 19 was amended to delete a section that was no longer needed. Rule 25 was amended to ensure that all employees were subject to the provisions of the rule.

**PRIOR COUNCIL ACTION:**

**Ordinance 8065 was last amended by City Council on February 7, 2006 (Ordinance no. 16277)**

**AMOUNT AND SOURCE OF FUNDING:**

N/A

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

As per Civil Service Commission approval on May 25, 2006

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required)   JRB  

**FINANCE:** (if required)       

**OTHER:**

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING ORDINANCE 8065, CIVIL SERVICE RULES AND REGULATIONS, RULE 1, SECTIONS 2a, 3, 7a(1), 10 AND 13, CIVIL SERVICE COMMISSION**

**WHEREAS**, the Civil Service Commission is given the authority under Section 6.1-5(A) of the City Charter to recommend amendments to the City's Civil Service Rules; and

**WHEREAS**, the City Council is the approving authority for amendments to the Civil Service Rules; therefore, the Civil Service Commission presented their recommend changes to City Council; and

**WHEREAS**, these recommendations contain revisions to the amendments proposed by the Human Resources Director; and

**WHEREAS**, both the Civil Service Commission and the City Council have determined that portions of Civil Service Rule 1 should be amended.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

1. That Ordinance 8065, Civil Service Rules and Regulations, Rule 1, Sections 2a, 3, 7a(1), 10 and 13, Civil Service Commission, are amended as follows:

**RULE 1**  
**Civil Service Commission**

**Section 2. Officers.**

a. **Chair.** The Chair shall be elected from the Commission by majority vote. The Chair shall preside over all meetings of the Commission; call the meetings to order at the time they are scheduled to convene; ensure that a quorum is present; put to vote all motions that are in order; initiate general consent when appropriate; recognize Commissioners and others present at the meeting who desire to speak; enforce such statutory provisions and rules affecting the Commission's meetings, including rules of debate; maintain order and decorum; rule on parliamentary inquiries, points of order, and any other motions that require action by the Chair; appoint committees of the Commission as needed, and perform such other duties as naturally inhere in that office. When, in the judgment of the Chair, it is necessary to limit the time that members of the public may address the Commission, he shall impose reasonable time limits to ensure economy of time while allowing those who wish to address the Commission adequate opportunity to voice their views.

### Section 3. Election.

The Chair, and Vice-Chair will be elected at the first regular meeting in May of each year, and will serve until their successor assumes the office. The Secretary is appointed by the Commission and serves at the pleasure of the Commission. In the event any officer's position becomes vacant for any reason, the Commission will immediately designate a replacement to serve the unexpired portion of the term. The filling of an unexpired term does not constitute a term for purposes of Sec. 6.1-11 of the City Charter.

### Section 7. Procedural Rules.

a. Action by the Commission. All actions by the Commission shall be upon Motion, duly made and seconded.

(1) Any Motion before the Commission may be amended with the consent of the Commissioner making the motion, or in the refusal of such consent, upon Motion to Amend, duly made and seconded. The Motion to Amend must be given priority over the main motion. Thereafter, discussion shall proceed on the main motion, as stated or amended. A second to any motion is a prerequisite to discussion and action on the motion. A Motion to reconsider any action by the Commission may be made at anytime in accordance with the Charter, provided however, that such motion may not be made or seconded by a Commissioner who voted with the minority on the matter the subject of the Motion to Reconsider. Discussion on any motion may be closed with unanimous consent by the Chair, and, failing unanimous consent, upon motion calling the question, duly seconded and without discussion.

### Section 10. Commission Recorder.

The Commission Recorder serves at the pleasure of the Commission. Disciplinary action, other than termination, may be taken against the Commission Recorder by the Secretary of the Commission only with the concurrence of two thirds of the Commission present and voting. If the Commission Recorder position becomes vacant, the Human Resources Director shall advertise the position for two weeks. The Human Resources Director shall review and pre-qualify all applicants. All applications will be referred to the Civil Service Commission for their review. The Commission shall select from the applications the top five for interviews and shall make their selection after the interview process has been completed.

### Section 13. Hearing Officers.

Hearing Officers will be selected by the Commission on the basis of their knowledge, skills, training and experience in the field of labor relations.

2. Except as expressly herein amended, all provisions of Ordinance 8065, Civil Service Rules and Regulations, Rule 1, Civil Service Commission, remain the same and are in full force and effect.

PASSED AND APPROVED this 11<sup>th</sup> day of July 2006.

**THE CITY OF EL PASO**

\_\_\_\_\_  
John F. Cook  
Mayor

**ATTEST:**

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

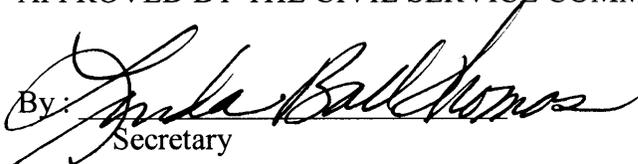
**APPROVED AS TO FORM:**

  
Elaine S. Hengen  
Senior Assistant City Attorney

**APPROVED AS TO CONTENT:**

  
Linda Ball Thomas  
Human Resources Director

APPROVED BY THE CIVIL SERVICE COMMISSION ON MAY 25, 2006.

By:   
Secretary