



## CITY COUNCIL AGENDA ITEM STAFF REPORT

MEETING DATE:	March 12, 2018
TITLE:	An ordinance providing for the dissolution of the Civil Service Commission
DEPARTMENT:	Administration
PROJECT MANAGER(S):	Mitchell Bair, AICP, City Manager/Economic Development Director Stacey O'Brien, Human Resources Coordinator Tamara Ammann, Finance Director Dennis Kress, Public Works Director Steve Evans, Police Chief Kevin Edmond, Fire Chief
REQUESTED ACTION:	Approval
STRATEGIC PLAN GOAL(S):	Goal #6: "Customer Focused Superior Services"
ATTACHMENTS:	Dissolution Ordinance

### EXECUTIVE SUMMARY:

At the February 26, 2018 meeting Michael Lowenbaum, the City's Labor and Employment Law legal counsel, presented the rationale and need for the dissolution of the Civil Service Commission. This need is rooted in meeting the labor and employment law requirements for the City as well as efficiently recruiting City employees. This antiquated system does not function as intended and further needs to be dissolved. The City Council directed City Staff to move this item forward to the March 12, 2018 meeting for legislative action.

### BACKGROUND & HISTORY:

The Civil Service Commission that was established in 1967. At the time of establishment the Commission was tasked to adopt a uniform process for evaluating and ranking candidates in the Finance, and Public Works Departments and for the, Police Dispatchers, Code Enforcement and Animal Control employees. The recommendation to eliminate the Civil Service Commission is a joint recommendation of your City Manager, Department Heads and from the City's Labor and Employment Law counsel.

Of all the communities in Illinois that Jackson Lewis represents (in excess of 50 governmental entities), Collinsville is the only community who still utilizes a Civil Service Commission for hiring. The Commission form of hiring is an antiquated system that is not working for the City and has cost us qualified candidates and created totally unacceptable delays in hiring for critical and key positions. It is particularly unnecessary and cumbersome under a City Manager form of government.

Each of the City's Department Heads and your City Manager can share stories of how the current system has frustrated their efforts to hire the most qualified employees on a timely basis. The Commission rules and procedures only apply to hiring for our bargaining unit positions. The City's FOP Unions (sworn and civilian) have affirmatively requested that we eliminate the Commission and our other unions have remained neutral, but are clear that they do not oppose the elimination of the Commission. To be clear, the Civil Service Commission is not a part of the unions they are a separate entity altogether. Current City management believes that the elimination of the Commission will have a positive impact on the hiring of employees for Union positions both in the quality of the applicants hired and a significant increase in the speed at which individuals will be put to work.

Current CSC procedures reduce our flexibility and ability to hire new employees in a demand responsive fashion. That is, covered full-time positions must be filled in the manner provided for in the rules. When the City faces multiple vacancies, as it recently did with its FOP Dispatchers, whether through retirements or otherwise, filling those positions in a timely manner cannot be accomplished, thus impacting the provision of services to our citizens. The current civil service system has forced us to pass up our proven part-time dispatchers while filling full-time vacancies.

A key reason that we believe the CSC needs to be eliminated is that the Commission's processes restrict and hinders the City's ability to transition part-time employees into full-time positions. Under the CSC's procedures, part-time employment has **no effect** on the candidate's ranking on the eligibility list or his or her opportunity for appointment to a full-time position for which he or she has been certified. Individuals who have worked for the City in a part-time capacity allows the City the unique opportunity to evaluate the skills and performance of part-time employees and ensure that the hiring decisions made are in the best interest of the City and its respective department.

While Civil Service attempts to establish a uniform process for evaluating and ranking candidates, it is possible that the methodologies employed do not necessarily result in filling positions with the most qualified candidates. Most of the time the most qualified candidates are not properly ranked, and the CSC discounts the opinion of the supervisory department heads when considering practical job requirements.

Going forward we will utilize sound, legally defensible hiring practices to identify qualified candidates and then allow Department Heads and the people who work for them select the most skilled applicants to fill their hiring needs. We believe that the City's hiring success will be much more predictable and successful.

Eliminating the Civil Service Commission will **not** impact how police officers and firefighters are appointed or promoted. The process regarding the hiring and promotion of police officers and firefighters will still be governed by the Board of Fire and Police Commissioners and the Rules and Regulations of the Board.

The City has already addressed the age-old concern about nepotism via contemporary adopted policies and procedures. Nepotism is one of key reasons CSC was adopted in the first, but the CSC has not eliminated the issue of nepotism as numerous examples exist supporting this fact. Further the CSC process has failed to insulate the process for manipulation as evidenced in hiring's made around 2013 demonstrate.

**RECOMMENDATION:**

For all the reasons set forth above, the City's management on the advice of their labor and employment counsel recommends that the Council eliminate it Civil Service Commission.