**City of Blaine**

**Request for Commission Action**

**Meeting Date: May 25, 2021**

**Subject: Amending Section 10 of Blaine’s Civil Service Commission Rules: Certification and Appointment**

**Department: City Manager Prepared By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Attachments:**

1. Hire Flowchart – Entry
2. Hire Flowchart – Lateral
3. Hire Flowchart – Sergeant
4. Hire Flowchart – Lieutenant

**Background/Summary:**

Section 10.3 of the City of Blaine’s Civil Service Commission rules states, “If a vacancy is to be filled from a promotional or original/lateral register, the Secretary shall certify to the Director the names of three eligible who stand highest on the appropriate register.  The Director may appoint any of the three.”

At the March 11, 2021, Civil Service Commission meeting, the Commission directed Sam Crawford, City Clerk/Assistant to the City Manager, to review this section and recommend alternative language that produces a more efficient and effective hiring process. The issue with the current process is that the Commission can only certify three candidates from the list. This decreases the number of candidates available to choose from; which can be an issue if candidates are certified and subsequently request to be removed from consideration for the position. Also, having only three final candidates does not give the Police Chief much room in terms of evaluating candidates during the Chiefs’ Interview process.  In many instances, the Chief’s Interview extracts information that is not gleaned in traditional assessments. Some of the information gathered might be cause to terminate the person from the selection process.

The new proposed language is below:

1. CERTIFICATION AND APPOINTMENT
   1. Method of Filling Vacancies

Vacancies may be filled by original appointment, reinstatement after lay-off, promotion, reduction or demotion from layoff, original or lateral lists.

* 1. Order of Reinstatement After Layoff

If a vacancy is to be filled from the reinstatement register, the following shall be the order of certification:

* + 1. Regular or Probationary employees in the order of their length of service. The regular or probationary employee on such register who has the most service credit shall be reinstated first. If employees have an equal amount of service, they shall be reinstated in accordance with their position on the civil service list from which they were appointed.
    2. Probationers, without regard to length of service. The names of all probationers upon the reinstatement register shall be certified together.
  1. Eligible Candidates

If a vacancy is to be filled from a promotional or original/lateral register, the Secretary shall certify to the Chief of Police the names of the six or less eligible candidates who stand highest on the appropriate register. The Director may appoint any of the six.

* 1. Combination of Lists

The Secretary may establish a regular civil service list as well as a lateral list, or a list which combines both. The Chief of Police may hire from either list and the rule of six or less shall apply to each list.

* 1. Special Skills

If the Chief of Police makes a written request for only eligible candidates with special experience, training, and or skills and the Secretary determines that the reasons given justify the request, a certification may be made of only the highest six eligible candidates who possess the special qualifications.

* 1. Duration of Certification

Eligibility lists shall become effective upon attestation thereof by the Secretary that the list was legally prepared and represents the relative ratings of the names appearing thereon. Entry/Lateral Level Eligibility lists shall remain in effect for one (1) year. A promotion Eligibility List shall remain in effect one (1) year. The commission may extend the promotion Eligibility List yearly, not to exceed two (2) extensions.

* 1. Regular Appointment

A regular appointment to fill a vacancy must be made from names contained on the official certification.

* 1. Temporary Appointment

Where there is no suitable eligible register from which certification can be made, the Secretary may allow the Chief of Police to make a temporary appointment. A temporary appointment may be made for a period up to twelve months.

**Recommendation:**

Staff recommends the Civil Service Commission amend Section 10 of the Civil Service Commission rules as proposed in the Background/Summary section above.

**Reviewed By:**

City Clerk\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chief of Police\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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