



MINUTES

Civil Service Commission Meeting

2:00 PM - Wednesday, November 17, 2021
Missouri City Community Center, Room 210 (Upstairs)
1522 Texas Parkway, Missouri City, Texas, 77489

The Civil Service Commission of Missouri City, Texas met on **Wednesday, November 17, 2021**, at **2:00 PM** at the **Missouri City Community Center, Room 210 (Upstairs)**, 1522 Texas Parkway, Missouri City, Texas, 77489, to consider the following:

1. ROLL CALL

Chair Gregory Williams called the meeting to order at 2:00 p.m.

- PRESENT: Chair Williams and Commissioner Wanda Johnson
- ABSENT: Vice-Chair Jacqueline Watson was absent
- STAFF PRESENT: Interim City Manager Bill Atkinson, Temporary Civil Service Director Monica Nunez-Garza, Human Resources Director Martin Russell, Police Chief Mike Berezin, Fire Chief Mario Partida, and other staff members

2. CONSIDER ADOPTING THE MINUTES OF THE COMMISSION MEETING OF OCTOBER 20, 2021.

Commission Member Johnson moved, seconded by Chair Williams: to adopt the minutes of the October 20, 2021 meeting.

RESULT:	MOTION PASSED, 2-0
AYES:	Chair Williams and Commission Member Johnson
ABSENT:	Vice-Chair Watson

3. PRESENTATIONS

- (a) Receive a presentation on the Eligibility List created from the Entry-Level Firefighter Examination held on November 13, 2021.

Temporary Civil Service Director Nunez-Garza explained the job posting sources, the total number of applicants, the number eligible to test, the number who actually tested, and the number who passed the test to create the eligibility list.

Chair Williams and Chief Partida discussed the number of vacancies.

Commissioner Johnson asked about how the applicants were recruited. Temporary Civil Service Director Nunez-Garza, HR Director Martin Russell, and Chief Partida discussed the job posting sources and recruitment. Commissioner Johnson further asked about whether the job posting source is documented on the application and inquired about specific sources. Temporary Civil Service Director Nunez-Garza explained the different

types of job posting sources listed by applicants. Temporary Civil Service Director Nunez-Garza explained that the job posting sources were not her main focus when reviewing applications, but she could bring back additional information at the next meeting. Commissioner Johnson stated she would like to see a breakdown.

Commissioner Johnson and Chair Williams asked about the demographics of the applicants. Temporary Civil Service Director Nunez-Garza and Chief Partida discussed the applicants' demographics.

- (b) Receive a presentation on example minor changes to be made to application and examination notice forms previously approved by the Commission.

Temporary Civil Service Director Nunez-Garza explained slight errors on and minor changes to be made to application and examination notice forms previously approved by the Commission. Temporary Civil Service Director Nunez-Garza stated that she would be asking the Commission to allow the Civil Service Director to make minor changes as needed without seeking Commission approval for each change. Temporary Civil Service Director Nunez-Garza added that if substantive changes are to be made to a document that she would seek Commission approval first.

4. PUBLIC COMMENTS

There were no public comments.

5. AUTHORIZATIONS

- (a) Certify Eligibility List created from the Entry-Level Firefighter Examination held on November 13, 2021.

Commission Member Johnson moved, seconded by Chair Williams: to certify the Eligibility List created from the Entry-Level Firefighter Examination held on November 13, 2021.

RESULT: MOTION PASSED, 2-0
AYES: Chair Williams and Commission Member Johnson
ABSENT: Vice-Chair Watson

- (b) Consider authorizing the Temporary Civil Service Director and future permanent Civil Service Director to make minor edits, as needed, to application and examination notice forms previously approved by the Commission.

Temporary Civil Service Director Nunez-Garza asked that when the motion is made that it be edited to include not just previously approved forms, but forms approved in the future also.

Commission Member Johnson moved, seconded by Chair Williams: to authorize the Temporary Civil Service Director and future permanent Civil Service Director to make minor edits, as needed, to application and examination notice forms previously and moving forward approved by the Commission.

RESULT: MOTION PASSED, 2-0
AYES: Chair Williams and Commission Member Johnson
ABSENT: Vice-Chair Watson

6. STAFF REPORTS

- (a) Discuss the upcoming schedule of events for the Commission.

Temporary Civil Service Director Nunez-Garza informed the Commission of the upcoming December 2021 events, including the Police Department alternate promotional system vote, the Police Officer examination, and the Fire Department promotional examinations.

Temporary Civil Service Director Nunez-Garza stated that a Commission meeting is scheduled for December 29, 2021, at 1:00 p.m., to canvass the votes from the elections and certify the eligibility lists from the examinations. Temporary Civil Service Director Nunez-Garza added that she would bring back the requested information regarding the job posting sources at this meeting and asked if there were any other agenda items requested. Commissioner Johnson stated that she had made a written request for an EEO report and would like the information returned at the next meeting.

7. CIVIL SERVICE COMMISSION ANNOUNCEMENTS

There were no announcements.

8. ADJOURN

Chair Williams adjourned the meeting at 2:31 p.m.

Civil Service Commission
AGENDA ITEM COVER MEMO



To: Civil Service Commission
Agenda Item: 3(a) Receive a presentation on the job posting sources Firefighter applicants referenced in their Human Resources applications for the November 13, 2021 examination.
Meeting: Civil Service Commission - Dec 29 2021
Department: General Government Department - Legal
Submitted by: Monica Garza

APPROVAL(S):

E. Joyce Iyamu, City Attorney Approved - Dec 22 2021
 Bill Atkinson, Assistant City Manager Approved - Dec 23 2021

SYNOPSIS:

Summary of the job posting sources referenced by Firefighter applicants in their Human Resources online application for the November 13, 2021 examination.

STRATEGIC PLAN GOALS ADDRESSED:



Create a Great Place to Live



Maintain a Financially Sound City Government



Have High Quality Development Throughout Buildout



Grow Business Investments in Missouri City



Develop a High Performance City Team

BACKGROUND:

At the Commission meeting on November 17, 2021, Commissioner Johnson inquired about the different job posting sources referenced by Firefighter applicants for the November 13, 2021 Examination. Because the exact information requested was not available to the Commission at that meeting date, Commissioner Johnson requested an analysis of the job posting sources be submitted at a subsequent meeting.

On the Human Resources online application, applicants are asked, "How did you find out about this position?" Applicants are then given the following choices to select in response:

- Blues Police Newspaper
- Houston Chronicle Classified
- The Star
- www.911.org
- www.fortbendjobs.com
- www.hotjobs.yahoo.com
- www.missouricitytx.gov
- www.monster.com
- www.tcfp.state.tx.us
- www.tml.org
- Other

- Blueandredjobs.com
- National Minority Update
- Governmentjobs.com
- Indeed.com
- Texas Police Chiefs Assoc

The 78 online applications submitted to Human Resources were reviewed for the job posting sources applicants referenced. Below are the number of applicants who referenced specific sources.

Source	Number of Applicants
www.tcfp.state.tx.us (Texas Commission on Fire Protection)	41
GovernmentJobs.com	16
Other	10
Indeed.com	8
Missouricitytx.gov	3
Total	78

STAFF'S RECOMMENDATION:

No action is needed.

Civil Service Commission
AGENDA ITEM COVER MEMO



To: Civil Service Commission
Agenda Item: 3(b) Receive a presentation on the December 1-2, 2021 Police Department Alternate Promotional System Election.
Meeting: Civil Service Commission - Dec 29 2021
Department: General Government Department - Legal
Submitted by: Monica Garza

APPROVAL(S):

E. Joyce Iyamu, City Attorney Approved - Dec 23 2021
 Bill Atkinson, Assistant City Manager Approved - Dec 23 2021

SYNOPSIS:

This item provides for Commission consideration of the December 1-2, 2021 Police Department Alternate Promotional System Election and for canvassing and certifying the election returns.

STRATEGIC PLAN GOALS ADDRESSED:



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BACKGROUND:

Pursuant to Texas Local Government Code Section 143.035, at the Commission meeting on October 20, 2021, the Commission ordered the Temporary Civil Service Director to conduct an election regarding the Police Department proposed alternate promotional system.

Notice of the election to be held on December 1-2, 2021, was posted at the Police Department on October 29, 2021, in accordance with Texas Local Government Code Section 143.035(d). The election was conducted for a 24-hour period at the Police Department from 6:00 a.m. on December 1, 2021 to 6:00 a.m. on December 2, 2021, pursuant to Texas Local Government Code Section 143.035(d). The election was staffed for the 24 hours by members of the Human Resources & Organizational Development Department and Legal Division.

Pursuant to Texas Local Government Code Section 143.035(e), the entire proposed alternate promotional system was contained on a paper two-page, front and back, ballot. The ballot instructed voters to vote either "For" or "Against" the alternate promotional system by checking the box next to their selection. Ballot instructions directed voters to also cast their ballot by placing the entire ballot in the ballot box. Voters had to provide their identification and sign a voting signature sheet to ensure only Police Department civil service personnel were voting and to avoid duplicate votes.

Only Police Department civil service personnel were eligible to participate in the election. This means only Police Department certified peace officers, who occupy the ranks of Assistant Chief, Captain, Lieutenant,

Agenda Item #3.(b)

Sergeant/Radio Systems Manager, and Police Officer, were eligible to vote. There were 100 certified peace officers who were eligible to participate in the election. There were 101 officers listed on the voting signature sheet, but one officer had recently left the Police Department and did not vote. 73 peace officers signed the voting signature sheet.

Unofficial returns were counted by the Temporary Civil Service Director on December 2, 2021. There were 72 complete ballots that were returned and counted. One ballot was incomplete and not counted as it was missing a page. Of the unofficial returns counted (72), there were 13 votes for the alternate promotional system and 59 votes against.

Pursuant to Texas Local Government Code Section 143.035(g), the Commission must canvass the votes within 30 days after the election is held. Attached is the proposed certification of the election.

SUPPORTING MATERIALS:

[Canvass and Certification of Election Results-Final](#)

STAFF'S RECOMMENDATION:

ACTION IS REQUIRED: Pursuant to Texas Local Government Code Section 143.035, the Commission must canvass the votes of the alternate promotional system election within 30 days after the date the election is held.



CIVIL SERVICE COMMISSION

CANVASS AND CERTIFICATION OF THE POLICE DEPARTMENT ALTERNATE PROMOTIONAL SYSTEM ELECTION RETURNS

Police Department Alternate Promotional System Election

On October 20, 2021, the Civil Service Commission duly ordered the Temporary Civil Service Director to conduct an election for an alternate promotional system for the Missouri City Police Department.

On October 29, 2021, a Notice of Election for Alternate Promotional System was posted at the Missouri City Police Department, stating that the election would be conducted from December 1, 2021, beginning at 6:00 a.m. to December 2, 2021, ending at 6:00 a.m.

From 6:00 a.m. on December 1, 2021 to 6:00 a.m. on December 2, 2021, the alternate promotional system election was conducted at the Missouri City Police Department, in which voters cast ballots either "For" or Against" the below Amendment:

Missouri City Police Department Alternate Promotional System Amendment

Promotional Process

The promotional process for the positions of Sergeant, Lieutenant, and Captain will consist of three portions:

1. Written Examination
2. Assessment Center
3. Seniority Points

The written examination will be weighted as 50% and the assessment center will also be weighted as 50%. A maximum of 10 seniority points will be added to the combined weighted scores of the written examination and assessment center to arrive at a candidate's final score.

1. Written Examination – (50%)

The source materials list for the written examination will be posted at least 90 days before the written examination date in accordance with Texas Local Government Code (TLGC) Chapter 143 and Commission Local Rules. The written examination notice will be posted at least 30 days before the written examination date in accordance with Chapter 143, TLGC, and the Local Rules.

The examination shall consist of multiple choice questions. Only those candidates who correctly answer 70% or more questions on the written examination shall be considered to have passed the examination and will advance to the assessment center.

Grading of the written examination begins when one candidate completes the examination. The examination will be graded at the examination location and in the presence of any candidate who wants to remain during the grading. Raw test scores will be posted on the City Hall bulletin board within 24 hours of the written examination. The number of correct answers will be multiplied by 50% to arrive at the weighted score.

2. Assessment Center – (50%)

An assessment center is generally required as the second portion of the promotional process. However, if only one candidate passes the written examination, an assessment center is not needed to continue the promotional process. Accordingly, an assessment center will only be required when two or more candidates have passed the written examination.

Development and facilitation of the assessment center will be conducted by an independent contractor, who is mutually agreed upon by the Civil Service Director and Department Head. The contractor shall be an individual or company with proven expertise in conducting such assessment centers and shall be independent of the Missouri City Police Department and the City of Missouri City.

The contractor will select as many assessors as necessary to facilitate the assessment center process. The contractor shall adequately train assessors in their roles and responsibilities as assessors.

Assessors shall not include any Missouri City Police Department employees, but may be from organizations within the geographical region. Assessors selected must have experience in law enforcement, criminal justice education, personnel administration, or behavioral science. Assessors from law enforcement agencies will be comparable to or higher than the rank being assessed.

Assessors will certify by written, sworn, and notarized affidavit that they have not and will not talk to or correspond with any other person, besides other assessors, about any candidate's abilities, personality, or qualifications for promotion, prior to and during participation in the assessment center process. Assessors must further stipulate that they do not personally know or have any direct relationship with any candidate that

would interfere with the assessor's objectivity in providing a fair, balanced, and impartial evaluation of the candidate.

The Civil Service Director, or designee, shall be present during the assessment center process. Only the candidates, the Civil Service Director or designee, assessors, and independent contractor may be present in the room during the assessment center process.

The number of assessment center exercises a candidate must participate in may depend on the number of candidates for a promotional position. A lesser number of candidates for a promotional position may have to participate in a greater number of exercises, while a larger number of candidates for a promotional position may participate in a lesser number of exercises. Assessors will score candidates' performance on exercises using a scale.

Performance dimensions to be measured may include, but are not limited to:

- Leadership
- Decisiveness
- Oral Communications
- Written Communications
- Interpersonal Dynamics
- Problem Solving Analysis
- Judgment
- Stress tolerance
- Job knowledge
- Planning and Organizing

The exercises for participation may include, but are not limited to:

- Leaderless Group Exercise
- Role Play Exercise
- Professional Interview
- Graphic Biography Exercise
- Community Engagement Exercise
- Oral Presentations
- Written Essay (or Written Tactical) Exercise

A candidate's raw score on the assessment center will be multiplied by 50% to arrive at the candidate's weighted score.

3. Seniority Points – (Maximum of 10 points)

Candidates who participate in the written examination and assessment center will have seniority points added to their weighted combined scores to arrive at the candidates' final scores. Each candidate will receive one (1) point for each year of seniority as a classified police officer, with a maximum of ten (10) points.

Eligibility List

Candidates who complete all portions of the promotional process will be placed on an eligibility list in order of their final scores. If two or more candidates are tied for the same final score, the tie shall be broken based upon the following criteria in the order listed below:

1. Raw score on the written examination
2. Raw score on the assessment center
3. Seniority within the rank currently held
4. Seniority within the Department as a civil service employee
5. Seniority within the City as an employee of the City

The eligibility list will be effective for one (1) year from the date the eligibility list is certified.

Appeals Procedure

With regard to the written examination, an appeal of a written examination grade, and its effect, if any, in advancing through the promotional process, shall be handled in accordance with the provisions of §143.034, TLGC. The five (5) business day period specified in § 143.034, TLGC, shall run from the date that the written examination in question is administered and graded. In computing this period, a Saturday, Sunday, or legal holiday is not considered a business day.

A candidate may file an appeal concerning any assessment exercise by filing a written appeal with the Commission within five (5) business days after the date the eligibility list is posted. The appeal must be limited in scope to the actual assessment exercise itself (i.e., relevance and validity of the specific exercise). Individual exercise questions or problems cannot be appealed. The subjective opinions of assessors regarding candidate performance also cannot be appealed. A ruling on any part of this promotional process by the Civil Service Commission, or by a court of law, will not affect the remaining portions of this process.

Police Department Alternate Promotional System Election Returns

The election returns of the ballots cast in the Police Department Alternate Promotional System Election are hereby canvassed.

After duly canvassing the election returns of the ballots cast in said election, the total votes cast are as follows:

	<u>Number of Votes Received*</u>	<u>Percentage</u>
FOR	13	18.06%
AGAINST	59	81.94%

*There was one incomplete ballot cast that was not counted as a vote.

The election results of said Police Department Alternate Promotional System Election are hereby against adoption of the above Police Department Alternate Promotional System Amendment. Accordingly, adoption of the above Police Department Alternate Promotional System Amendment has failed.

Notice of said election was duly and properly given as required by law, and said election was duly held and returns were made by proper officials of said election and in all things according to law.

Canvassed, approved, and certified by the Fire Fighters' & Police Officers' Civil Service Commission for the City of Missouri City, Texas on the 29th Day of December, 2021, by:

Gregory Williams, Chair

Jacqueline Watson, Vice-Chair

Wanda Johnson, Commissioner

Attested By:

Monica Nunez-Garza, Temporary Civil Service Director

Civil Service Commission
AGENDA ITEM COVER MEMO



To: Civil Service Commission
Agenda Item: 3(c) Receive a presentation on the December 8, 2021 Entry Level Police Officer Examination and resulting eligibility list.
Meeting: Civil Service Commission - Dec 29 2021
Department: General Government Department - Legal
Submitted by: Monica Garza

APPROVAL(S):

E. Joyce Iyamu, City Attorney Approved - Dec 22 2021
 Bill Atkinson, Assistant City Manager Approved - Dec 23 2021

SYNOPSIS:

This item provides for Commission consideration of the December 8, 2021 Entry-Level Police Officer Examination held on December 8, 2021 and resulting eligibility list.

STRATEGIC PLAN GOALS ADDRESSED:



Create a Great Place to Live



Maintain a Financially Sound City Government



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BACKGROUND:

There are currently multiple vacancies in the Police Officer rank. Appointments to the vacancies must be made from an eligibility list created from a competitive examination. [See Tex. Local Gov't Code §§ 143.021, 143.025, and 143.026.]

On December 8, 2021, an Entry-Level Police Officer Examination was held, in order to establish an eligibility list. A candidate's total score on the eligibility list consists of a candidate's score on the written examination, which must consist of passing grade of 70% or more, and any military service points (5 points) the candidate receives for providing proof of an honorable discharge through the DD-214 form. [See § 143.025, TLGC.] The candidates are then ranked on the eligibility list from highest to lowest total score.

According to Commission Local Rule 14.A, the Temporary Civil Service Director is responsible for tabulating candidates' total scores from the written examination scores and military service points, ranking the entry-level Police Officer candidates, and composing the eligibility list. The Temporary Civil Service Director must then present the entry-level eligibility list to the Commission for certification.

The attached eligibility list was composed from the Entry-Level Police Officer Examination held on December 8, 2021.

SUPPORTING MATERIALS:

[Dec 8, 2021 PO Eligibility List](#)

STAFF'S RECOMMENDATION:

ACTION IS REQUIRED: Pursuant to Commission Local Rule 14.A, the Commission must certify the entry-level eligibility list composed by the Temporary Civil Service Director.



**MISSOURI CITY POLICE DEPARTMENT
ENTRY-LEVEL POLICE OFFICER ELIGIBILITY LIST***

Written Examination Date: December 8, 2021

Effective Date: Twelve (12) months from December 8, 2021, unless exhausted earlier.

Candidate No.	Exam Score	Military Service Points	Total Score	Rank
0014	87.59	5	92.59	1
0008	91.24	-	91.24	2
0011	86.13	-	86.13	3
0015	80.29	-	80.29	4
0003	73.36	5	78.36	5
0012	77.74	-	77.74	6
0001	76.64	-	76.64	7
0006	74.82	-	74.82	8
0022	74.82	-	74.82	9

Certified by the Fire Fighters' & Police Officers' Civil Service Commission for the City of Missouri City, Texas on the 29th Day of December, 2021, by:

Gregory Williams, Chair

Jacqueline Watson, Vice-Chair

Wanda Johnson, Commissioner

Attested By:

Monica Nunez-Garza, Temporary Civil Service Director

* Eligibility list is based upon the written examination scores. Candidates must pass the physical ability examination, interview board, comprehensive background check, medical evaluation, psychological evaluation, drug test, and other screening criteria to be appointed to the police officer position.