



MINUTES

Civil Service Commission Meeting

1:00 PM - Wednesday, December 29, 2021
 Missouri City Recreation and Tennis Center –
 Multipurpose Room
 2701 Cypress Point Drive, Missouri City, Texas 77459

A meeting of the Civil Service Commission of Missouri City, Texas met on **Wednesday, December 29, 2021**, at **1:00 PM** at the **Missouri City Recreation and Tennis Center - Multipurpose Room**, 2701 Cypress Point Drive, Missouri City, Texas 77459, to consider the following:

1. ROLL CALL

Chair Gregory Williams called the meeting to order at 1:00 p.m.

PRESENT: Chair Williams and Commission Member Wanda Johnson
ABSENT: Vice-Chair Jacqueline Watson
STAFF PRESENT: Temporary Civil Service Director Monica Nunez-Garza, Human Resources Director Martin Russell, Police Chief Mike Berezin, Fire Chief Mario Partida, and Office Manager Kimberly Thomas.

2. CONSIDER ADOPTING THE MINUTES OF THE COMMISSION MEETING OF NOVEMBER 17, 2021

Chair Williams moved, seconded by Commission Member Johnson: to adopt the minutes of the November 17, 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 job posting sources Firefighter applicants referenced in their Human Resources applications for the November 13, 2021 examination.

Temporary Civil Service Director Nunez-Garza explained the different job posting sources referenced by the 78 Firefighter applicants on their Human Resources online applications.

Chair Williams and Commission Member Johnson inquired about other job posting sources and recommended additional job posting sources be utilized to broaden outreach.

(b) Receive a presentation on the December 1-2, 2021 Police Department Alternate Promotional System Election.

Temporary Civil Service Director Nunez-Garza explained the voting process for the December 1-2, 2021 Police Department Alternate Promotional System election. Temporary

Civil Service Director Nunez-Garza explained that 73 Police Department civil service personnel cast ballots in the election. She further stated that one ballot was not counted as a vote as a page of the ballot had been torn off. Temporary Civil Service Director Nunez-Garza stated of the 72 votes counted, 13 were for the alternate promotional system and 59 were against the alternate promotional system.

Commission Member Johnson asked Police Chief Berezin his feelings on why voters were against the alternate promotional system. Police Chief Berezin explained potential reasons that Police Department personnel may not want an assessment center.

Chair Williams inquired as to whether the alternate promotional system could be voted on again. Temporary Civil Service Director Nunez-Garza explained that under the code, this same alternate promotional system could not be proposed for another year. She added that if the Police Chief recommended changes to the system, an election can be held as long as 30 days' notice is given. Chair Williams suggested that over the year until the system could be voted on again, that personnel's hesitancy to adopt the system be surveyed, consider modifications, and have meetings to educate personnel about the benefits of the system. Chair Williams added that personnel would then have a year or year and a half of input and would be familiar with the system when it is reviewed for a vote. Temporary Civil Service Director Nunez-Garza stated that this could be worked on over the year.

(c) Receive a presentation on the December 8, 2021 Entry Level Police Officer Examination and resulting eligibility list.

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

Chair Williams and Temporary Civil Service Director Nunez-Garza discussed the number of vacancies. Chair Williams, Commission Member Johnson, Temporary Civil Service Director Nunez-Garza, Human Resources Director Russell, and Police Chief Berezin discussed the potential reasons for the low exam turnout.

(d) Receive a presentation on the Fire Department and Police Department demographics.

Temporary Civil Service Director Nunez-Garza explained the Fire Department and Police Department demographics. Commission Member Johnson inquired as to the ranks of female personnel within the departments. Temporary Civil Service Director Nunez-Garza, Police Chief Berezin, and Fire Chief Partida discussed the ranks of female personnel within the departments. Temporary Civil Service Director Nunez-Garza and Police Chief Berezin additionally discussed how some Police Department ranks changed with the transition to civil service.

4. PUBLIC COMMENTS

There were no public comments.

5. AUTHORIZATIONS

(a) Canvass and certify the returns of the December 1-2, 2021 Police Department Alternate Promotional System Election.

Chair Williams moved, seconded by Commission Member Johnson: to canvass and certify the returns of the December 1-2, 2021 Police Department Alternate Promotional System Election.

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

- (b) Certify the eligibility list created from the December 8, 2021 Entry-Level Police Officer Examination.**

Chair Williams moved, seconded by Commission Member Johnson: to certify the eligibility list created form the December 8, 2021 Entry-Level Police Officer Examination.

| | |
|----------------|--|
| 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 explained that because of the holidays a meeting would be needed next week to certify the Fire Department promotional eligibility lists. Chair Williams, Commission Member Johnson, and Temporary Civil Service Director Nunez-Garza discussed meeting on January 6, 2022 at 5:30 p.m.

Temporary Civil Service Director Nunez-Garza explained that an Entry-Level Firefighter Examination will be held on January 15, 2022. Chair Williams, Commission Member Johnson, and Temporary Civil Service Director Nunez-Garza discussed meeting on January 27, 2022 at 5:30 p.m. to certify the resulting eligibility list.

7. CIVIL SERVICE COMMISSION ANNOUNCEMENTS

There were no announcements.

8. ADJOURN

Chair Williams adjourned the meeting at 1:45 p.m.

Civil Service Commission
AGENDA ITEM COVER MEMO



To: Civil Service Commission
Agenda Item: Receive a presentation on and discuss the Fire Department December 21, 2021 Specialist examination; December 22, 2021 Lieutenant examination; and December 23, 2021 Battalion Chief examination; exam question challenges, if any; and resulting eligibility lists.
Meeting: Civil Service Commission - Jan 06 2022
Department: General Government Department - Legal
Submitted by: Monica Garza

APPROVAL(S):

James Santangelo, Assistant City Attorney Approved - Jan 03 2022
 Bill Atkinson, Assistant City Manager Approved - Jan 03 2022

SYNOPSIS:

This item provides for consideration of the Fire Department Specialist, Lieutenant, and Battalion Chief examinations, exam question challenges, if any, and the resulting eligibility lists.

STRATEGIC PLAN GOALS ADDRESSED:

| | | | | |
|---|---|---|---|---|
|  |  |  |  |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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:

There are currently multiple vacancies in the Fire Department Specialist, Lieutenant, and Battalion Chief ranks, that will result in cascading additional vacancies. Appointments to promotional vacancies must be made from an eligibility list created as a result of a promotional examination. [See Tex. Local Gov't Code §§ 143.032, 143.033, and 143.036.]

The following Fire Department promotional examinations were held to establish eligibility lists:

- Specialist examination - December 21, 2021;
- Lieutenant examination - December 22, 2021; and
- Battalion Chief examination - December 23, 2021.

In accordance with Texas Local Government Code Section 143.033(a) and Commission Local Rule 22.B, each candidates' exam was graded immediately after submission. Candidates who passed the written examination with a grade of 70 percent or more, received one point for each year of seniority in the Fire Department, with a maximum of 10 seniority points awarded. [See Tex. Local Gov't Code §§ 143.033.] Seniority points were added to passing candidates' examination scores to arrive at their total score, which determines their ranking on the eligibility list.

Pursuant to Texas Local Government Code Section 143.033(d), within 24 hours of each examination, candidates' written examination scores, seniority points, if applicable, and total scores were posted on the City Hall bulletin board and were sent to the candidates. [See attached Specialist, Lieutenant, and Battalion Chief Written Examination Scores notices.]

Candidates have five business days, not including weekends and legal holidays, from the grading of the examination to submit a written challenge to a test question. [See Tex. Local Gov't Code § 143.034 and Commission Local Rule 23.] To date, no written challenges to a test question have been received. If a timely, written challenge to a test question is received, this information will be supplemented to the Commission.

According to Commission Local Rule 22.A, the Temporary Civil Service Director is responsible for tabulating, composing, and presenting the promotional eligibility lists to the Commission for certification. The attached eligibility lists were composed from the December 21, 2021 Specialist examination, December 22, 2021 Lieutenant examination, and December 23, 2021 Battalion Chief examination.

SUPPORTING MATERIALS:

- [December 21, 2021 Specialist Exam Scores](#)
- [December 22, 2021 Lieutenant Exam Scores](#)
- [December 23, 2021 Battalion Chief Exam Scores](#)
- [December 21, 2021 Specialist Eligibility List](#)
- [December 22, 2021 Lieutenant Eligibility List](#)
- [December 23, 2021 Battalion Chief Eligibility List](#)

STAFF'S RECOMMENDATION:

ACTION IS REQUIRED: Pursuant to Commission Local Rule 22.A, the Commission must certify the promotional eligibility list composed and presented by the Temporary Civil Service Director.



**MISSOURI CITY FIRE DEPARTMENT
SPECIALIST WRITTEN EXAMINATION SCORES¹**

The following list of candidates took the written examination for the **Specialist** rank on **December 21, 2021**.

| Candidate Employee ID No. | Written Examination Score² | Seniority Points if Passed Exam³ | Total Score⁴ |
|----------------------------------|--|--|--------------------------------|
| 10073 | 71 | 10 | 81 |
| 10077 | 64 | - | - |
| 10122 | 71 | 9 | 80 |
| 10123 | 62 | - | - |
| 10132 | 70 | 9 | 79 |
| 10173 | 62 | - | - |
| 10180 | 73 | 8 | 81 |
| 10202 | 65 | - | - |
| 10348 | 59 | - | - |
| 10349 | 80 | 6 | 86 |
| 10351 | 63 | - | - |
| 10352 | 70 | 6 | 76 |
| 10353 | 87 | 6 | 93 |
| 10355 | 66 | - | - |
| 10359 | 75 | 6 | 81 |
| 10360 | 64 | - | - |
| 10549 | 62 | - | - |
| 10551 | 90 | 3 | 93 |
| 10552 | 66 | - | - |

¹ Scores may not be final until the Civil Service Commission certifies the eligibility list.

² A score of 70 or more is passing.

³ Passing candidates received one point for each year of seniority in the Fire Department, with a maximum of 10 seniority points awarded.

⁴ Seniority points were added to passing candidates' examination scores to arrive at their total score, which will determine their ranking on the eligibility list. Total scores are listed by candidate employee ID number and have not been ranked.

This notice is being posted on December 21, 2021 at 4:15 p.m.



 Monica Nunez-Garza, Temporary Civil Service Director



**MISSOURI CITY FIRE DEPARTMENT
LIEUTENANT WRITTEN EXAMINATION SCORES¹**

The following list of candidates took the written examination for the **Lieutenant** rank on **December 22, 2021**.

| Candidate Employee ID No. | Written Examination Score² | Seniority Points if Passed Exam³ | Total Score⁴ |
|----------------------------------|--|--|--------------------------------|
| 586 | 77 | 10 | 87 |
| 701 | 82 | 10 | 92 |
| 719 | 66 | - | - |
| 727 | 86 | 10 | 96 |
| 745 | 92 | 10 | 102 |
| 1109 | 84 | 10 | 94 |
| 1116 | 75 | 10 | 85 |
| 10043 | 77 | 10 | 87 |
| 10074 | 92 | 10 | 102 |
| 10394 | 77 | 6 | 83 |

¹ Scores may not be final until the Civil Service Commission certifies the eligibility list.

² A score of 70 or more is passing.

³ Passing candidates received one point for each year of seniority in the Fire Department, with a maximum of 10 seniority points awarded.

⁴ Seniority points were added to passing candidates' examination scores to arrive at their total score, which will determine their ranking on the eligibility list. Total scores are listed by candidate employee ID number and have not been ranked.

This notice is being posted on December 22, 2021 at 12:00 p.m.



 Monica Nunez-Garza, Temporary Civil Service Director



**MISSOURI CITY FIRE DEPARTMENT
BATTALION CHIEF WRITTEN EXAMINATION SCORES¹**

The following list of candidates took the written examination for the **Battalion Chief** rank on **December 23, 2021**.

| Candidate Employee ID No. | Written Examination Score² | Seniority Points if Passed Exam³ | Total Score⁴ |
|----------------------------------|--|--|--------------------------------|
| 398 | 98 | 10 | 108 |
| 420 | 77 | 10 | 87 |
| 523 | 71 | 10 | 81 |
| 557 | 83 | 10 | 93 |
| 583 | 86 | 10 | 96 |
| 10108 | 87 | 10 | 97 |

¹ Scores may not be final until the Civil Service Commission certifies the eligibility list.

² A score of 70 or more is passing.

³ Passing candidates received one point for each year of seniority in the Fire Department, with a maximum of 10 seniority points awarded.

⁴ Seniority points were added to passing candidates' examination scores to arrive at their total score, which will determine their ranking on the eligibility list. Total scores are listed by candidate employee ID number and have not been ranked.

This notice is being posted on December 23, 2021 at 1:00 p.m.



 Monica Nunez-Garza, Temporary Civil Service Director



**MISSOURI CITY FIRE DEPARTMENT
SPECIALIST ELIGIBILITY LIST¹**

Written Examination Date: December 21, 2021

Effective Date: One year from December 21, 2021, unless exhausted earlier.

| Candidate Employee ID No. | Written Exam Raw Score | Seniority Points | Total Score | Rank² |
|--------------------------------------|---------------------------------------|-----------------------------|--------------------|-------------------------|
| 10551 | 90 | 3 | 93 | 1 |
| 10353 | 87 | 6 | 93 | 2 |
| 10349 | 80 | 6 | 86 | 3 |
| 10359 | 75 | 6 | 81 | 4 |
| 10180 | 73 | 8 | 81 | 5 |
| 10073 | 71 | 10 | 81 | 6 |
| 10122 | 71 | 9 | 80 | 7 |
| 10132 | 70 | 9 | 79 | 8 |
| 10352 | 70 | 6 | 76 | 9 |

Certified by the Fire Fighters' & Police Officers' Civil Service Commission for the City of Missouri City, Texas on the 6th day of January, 2022, by:

Gregory Williams, Chair

Jacqueline Watson, Vice-Chair

Wanda Johnson, Commissioner

Attested By:

Monica Nunez-Garza, Temporary Civil Service Director

¹ Eligibility list is based upon passing written examination scores. Appointment is contingent upon candidates meeting all other civil service requirements for the position.

² Ties were broken in accordance with Texas Local Government Code Section 143.033(c) and Commission Local Rule 22.D.



**MISSOURI CITY FIRE DEPARTMENT
LIEUTENANT ELIGIBILITY LIST¹**

Written Examination Date: December 22, 2021

Effective Date: One year from December 22, 2021, unless exhausted earlier.

| Candidate Employee ID No. | Written Exam Raw Score | Seniority Points | Total Score | Rank² |
|--------------------------------------|---------------------------------------|-----------------------------|--------------------|-------------------------|
| 745 | 92 | 10 | 102 | 1 |
| 10074 | 92 | 10 | 102 | 2 |
| 727 | 86 | 10 | 96 | 3 |
| 1109 | 84 | 10 | 94 | 4 |
| 701 | 82 | 10 | 92 | 5 |
| 586 | 77 | 10 | 87 | 6 |
| 10043 | 77 | 10 | 87 | 7 |
| 1116 | 75 | 10 | 85 | 8 |
| 10394 | 77 | 6 | 83 | 9 |

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Wanda Johnson, Commissioner

Attested By:

Monica Nunez-Garza, Temporary Civil Service Director

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² Ties were broken in accordance with Texas Local Government Code Section 143.033(c) and Commission Local Rule 22.D.



**MISSOURI CITY FIRE DEPARTMENT
BATTALION CHIEF ELIGIBILITY LIST¹**

Written Examination Date: December 23, 2021

Effective Date: One year from December 23, 2021, unless exhausted earlier.

| Candidate Employee ID No. | Written Exam Raw Score | Seniority Points | Total Score | Rank² |
|--------------------------------------|---------------------------------------|-----------------------------|--------------------|-------------------------|
| 398 | 98 | 10 | 108 | 1 |
| 10108 | 87 | 10 | 97 | 2 |
| 583 | 86 | 10 | 96 | 3 |
| 557 | 83 | 10 | 93 | 4 |
| 420 | 77 | 10 | 87 | 5 |
| 523 | 71 | 10 | 81 | 6 |

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Attested By:

Monica Nunez-Garza, Temporary Civil Service Director

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