

CIVIL SERVICE SYSTEM:

**Selecting and Hiring
Quality City Employees**

- ◆ Civil Service System
- ◆ Commission Duties & Jurisdiction
- ◆ Commission Staff Duties
- ◆ Selection & Hiring
- ◆ Time to Hire

Civil Service System. The City Charter establishes a system of rules and regulations to ensure:

- appointments and promotions are made according to merit and fitness
- job applicants, candidates and employees are shielded from unfair treatment
- the City is protected from liability

Civil Service Commission. An elected body with jurisdiction and duties applicable only to classified service employees and only as authorized by Charter or Ordinance. Primary duties involve:

- Holding public hearings on:
 - ◆ classification, reclassification and allocation of positions
 - ◆ disciplinary action (suspension, demotion or dismissal)
 - ◆ proposed civil service rules
- Investigating any or all matters relating to conditions of employment
- Holding competitive examinations
- Performing other lawful acts/functions as may be set forth by the City Council.

Commission Staff. Classified service employees who assist the Commission in fulfilling its obligations under Charter or Ordinance. Primary duties involve:

- Serving as secretary and clerk to the Commission
- Managing the competitive examination process
 - ◆ Advertising open positions
 - ◆ Processing applications
 - ◆ Developing, conducting and scoring examinations
 - ◆ Maintaining eligible lists
- Compiling and maintaining Commission records
- Performing all other lawful duties assigned by the Commission

Selection and Hiring. A comprehensive process to ensure classified service employees are hired or promoted based on merit and fitness.

- A team effort involving all levels of the organization
 - ◆ Mayor
 - ◆ Hiring department
 - ◆ Human Resources
 - ◆ Civil Service Commission

- Guided by Pueblo Municipal Code (PMC) and collective bargaining, addressing:
 - ◆ responsibilities and players
 - ◆ timeframes and deadlines
 - ◆ recourse for process participants

Filling Vacancies (Process). The process under PMC and bargaining agreements to fill classified service vacancies.

- When a vacancy occurs, the Mayor gives approval to fill
- Vacancies are filled by any of the following methods, at the discretion of the department with Mayor's approval
 - ◆ Reinstatement list
 - ◆ Reemployment list
 - ◆ Transfer or voluntary demotion
 - ◆ Civil Service eligible list (top names per Sec. 6-8-6)

Filling Vacancies (Players). The responsibilities assigned to different players to fill classified service vacancies.

- Department Director
 - ◆ Identifies and communicates vacancies
- Mayor
 - ◆ Gives approval to fill
- Civil Service Commission
 - ◆ Certifies top names to HR from an active eligible list, or
 - ◆ Pursues establishing a new eligible list
- Human Resources (HR)
 - ◆ Manages the selection and hiring process
 - ◆ Is the primary contact (candidates, department, Civil Service, and Mayor)

Time-to-hire. A measure of how long it takes to hire or promote employees in the classified service. In reporting this timeframe, note the following two considerations:

- Time to Fill - based on staff performance
 - ◆ Clock starts when the Mayor gives approval to fill a vacancy
 - ◆ Speaks to staff efficiency within the confines of established rules

- Candidate Experience – based on several variables
 - ◆ Clock starts when person submits an application
 - ◆ Time-to-hire is extended by:
 - Unfunding of vacant positions
 - Candidate performance on exams
 - Life of the eligible list

Time-to-Fill. Collective actions taken by City staff to fill a vacancy. With an active list, process includes:

- Hiring Manager & HR update job description
- Civil Service posts Transfer/Demotion (General service positions only)
- Civil Service certifies names from the list
- Interviews (HR & hiring manager)
- Post-offer activities (HR, CS & hiring manager)

Time-to-Fill. Collective actions taken by City staff to fill a vacancy. Steps to establish a list (Civil Service):

- Job Postings - Concurrent with 10-day transfer/Demotion
 - ◆ Promotion – 14 days
 - ◆ Open to public – 21 days
- Exam – After 10-day appeal period for rejected applicants
- Names available to HR
 - ◆ Immediately after exam or
 - ◆ After 10 business day appeal for promotional exams
- Civil Service Commission establishes eligible list – Monthly meeting

Time-to-Fill. Average timeframes (Days).

Year	Civil Service	Post-Certification	Overall
2021	34.8	66.1	100.9
2020	40.8	66.6	107.4
2019	41.4	63.5	104.9
2018	41.1	74.7	115.8
2017	43.5	68.6	112.1
5-YR Avg.	40.3	67.9	108.2

Candidate Experience. Average timeframes (Days).

Year	Candidate Experience
2021	166.8
2020	222.8
2019	203.3
2018	245.7
2017	198.2
5-YR Avg.	217.5 Days

Q&A

Thank You!