




**CIVIL SERVICE BOARD
(305) 809-3770**

EXECUTIVE SUMMARY

TO: Mayor & Members of the City Commission

FROM: Claire Hurd
Clerk, Civil Service Board 

DATE: November 2, 2021

RE: Civil Service Board (CSB) Rules & Regulations Amendment

ACTION STATEMENT:

Request approval of the attached amended CSB Rule III.H.1., to require the presence of at least one (1) Board member at exam review sessions.

HISTORY:

For more than 20 years, CSB Rules have required the presence of two (2) CSB members at exam review sessions. Exam review sessions rarely involve more than five applicants -- and often involve just one or two. It is an unnecessary hardship and scheduling challenge to find times when two Civil Service board members are simultaneously available to proctor such review sessions, which take place up to three times a year. (The CSB has only five positions – and rarely has a full complement of members.)

I submitted this proposed amendment to the City's HR Department, and requested that it be forwarded to the IAFF and PBA Representatives. The proposed change was also submitted to the Police and Fire Chiefs. No one has expressed opposition to the change.

At its meeting of October 13, 2021, the CSB approved the attached amended Rule III.H.1.

FISCAL IMPACT:

There is no fiscal impact to this amendment of CSB Rules and Regulations. Board members serve without compensation. Promotional exams are mandated by union contract.

RECOMMENDATION:

Pursuant to Code section 50-91(a), the City Commission is asked to approve this minor amendment to CSB Rules and Regulations, to require the presence of one board member at exam review sessions, instead of two.

cc: CSB File