



## Legislation Text

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File #: 23-1641, Version: 1

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**STRATEGIC PRIORITY:** Government Performance & Financial Management  
**AGENDA DATE:** June 28, 2023  
**COUNCIL DISTRICT(S):** All  
**DEPARTMENT:** Civil Service  
**EXECUTIVE:** Jon Fortune

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### **SUBJECT**

A resolution amending the Code of Rules and Regulations of the Civil Service Board **(1)** providing amendments to existing definitions and adding additional definitions; **(2)** providing general references to the duties and authority of the civil service board, adoption of rules, appointment and duties of the civil service secretary, posting of scheduled meetings, and required annual reports to the city council; **(3)** clarifying and amending the rules for appointments in the competitive class, establishing minimum qualifications for positions, creation of eligibility lists, probationary periods, and appointments to the non-competitive class, examinations for job applicants (both standard testing as well as physical examinations), disqualification of applicants, and adding a new rule that addresses rehire eligibility of former city employees; **(4)** deleting, amending, and adding new eligibility criteria for appointments and promotions in the sworn service (for civil service ranks in the police and fire-rescue departments), and providing eligibility criteria for appointment to the new rank of single function paramedic officer trainee and single function paramedic officer in the fire-rescue department; **(5)** amending and clarifying the rules regarding reductions in force (RIF), reorganizations, and transfers, creation of the RIF register, the order of layoffs, allowance of exemptions, and reinstatement rights; **(6)** amending the reference to civil service appeals of disciplinary actions and grievances by adding a reference to Chapter 34 of the personnel rules; and **(7)** providing miscellaneous provisions stating that employee conduct rules are found in the personnel rules, referencing the authority of the civil service board to conduct investigations, stating support for employees who wish to join or refrain from joining employee organizations, listing the required reporting to the civil service board, retention of records, and amendment of the rules. - Financing: No cost consideration to the City

### **BACKGROUND**

Amendments to the Code of Rules and Regulations of the Civil Service Board have not been made in their entirety for many years and are necessary to delete obsolete provisions, to eliminate redundancies, and to bring the rules into compliance with existing law and with applicable provisions of Dallas City Charter and Chapter 34, "Personnel Rules", of the Dallas City Code.

The rules committee of the civil service board met nine times between November 12, 2020 and March 21, 2022.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

The Civil Service Board met on August 3, 2021, November 2, 2021, May 3, 2022, August 2, 2022, January 10, 2023, February 7, 2023, and March 7, 2023, including a public hearing to receive public comments on June 6, 2023.

The Government Performance and Financial Management Committee was briefed about these rule revisions on April 24, 2023.

**FISCAL INFORMATION**

No cost consideration to the City.