



**TAKE NOTICE THAT A REGULAR MEETING
OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF PHARR, TEXAS
WILL BE HELD AT CITY HALL, COMMISSIONERS' ROOM,
118 S. CAGE BLVD., 2ND FLOOR, PHARR, TEXAS
COMMENCING AT 4:00 PM ON
TUESDAY, AUGUST 27, 2019**

If during the course of the meeting, the Civil Service Commission should determine that a closed or executive session of the commission is required, then such closed or executive session or meeting is authorized by Section 551.071 to 551.084 of the Texas Government Code. Notice of closed or executive session will be given after the commencement of the meeting covered by this notice.

Should any final action, decision or vote be required in the opinion of the Civil Service Commission with regard to any item discussed during the closed meeting, then such final action, decision or vote shall be made during the open meeting covered by this notice upon the reconvening of the public meeting pursuant to Section 551.102 Government Code V.T.C.S.

In compliance with Section 551.041 et seq. of the Texas Government Code V.T.C.S. (Open Meetings Act), notice is hereby given that the Civil Service Commission will meet at the time and place indicated to consider and act upon the following:

1. CALL TO ORDER:

A) Roll call and possible action on the excusing of any absent member of the governing body.

2. REGULAR AGENDA - OPEN SESSION:

A) Approval of minutes for Tuesday, July 30, 2019

B) Consideration and Action, if any, approving and accepting the raw and final scores from the promotional exam administered for Engineer for the Fire Department on Friday, August 23, 2019. (HR)

C) Consideration and Action, if any, approving and accepting the eligibility list from the promotional exam administered for Engineer for the Fire Department on Friday, August 23, 2019. (HR)

3. ADMINISTRATIVE REPORTS.

4. CIVIL SERVICE DIRECTORS REPORTS.

5. CIVIL SERVICE COMMENTS.

6. CLOSED SESSION: *In accordance with Chapter 551 of the Texas Gov't. Code, the Civil Service Board of Commissioners hereby gives notice that it may meet in closed session to discuss the items listed on the public portion of the meeting agenda, in accordance with the following below:*

Pursuant to Section 551.071, the Commission may convene in a closed, non-public meeting with its attorney and discuss any matters related to **legal advice on pending or contemplated litigation, settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.074, the Commission may convene in a closed, non-public meeting to discuss any matters related to **appointment, employment, evaluation, reassignment, duties and discipline or dismissal of a public officer or employee and to hear any complaints or charges against an officer or employee.** The City and its attorney may also discuss such issues with the appropriate staff including members so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.076, the Commission may convene in a closed, non-public meeting to discuss any matters on the **deployment, or specific occasions for implementation, of security personnel or devices.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.084, the Commission may convene in a closed, non-public meeting to discuss any matters involving an **investigation and may exclude a witness from hearing during the examination of another witness in the investigation.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

7. RECONVENE into open session and consider action, if necessary, on any item(s) discussed in closed session.

8. ADJOURNMENT.

AGENDA REGULAR MEETING

August 27, 2019

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's Office at 956/402-4100 ext. 1003/1007 or FAX 956/702-5313 or E-mail hilda.pedraza@pharr-tx.gov or imelda.barrera@pharr-tx.gov for further information. Braille is not available.

I, the undersigned authority, do hereby certify that the above notice of said Regular Meeting of the Civil Service Commission of the City of Pharr was posted on the bulletin board at City Hall and on the City's web page at www.pharr-tx.gov. This Notice was posted on the 23rd day of August 2019 at 3:00pm and will remain posted continuously for at least 72 hours preceding the scheduled time of said Meeting, in compliance with Chapter 551 of the Government Code, Vernon's Texas Codes, Annotated (Open Meetings Act).

WITNESS MY HAND AND SEAL, this 23rd day of August 2019



Imelda Barrera
IMELDA BARRERA, TRMC
ASSISTANT CITY CLERK



CIVIL SERVICE COMMISSION MINUTES

A meeting of the Civil Service Commission was held Tuesday, July 30, 2019. Chairperson Dolores Rodriguez called the meeting to order at 4:04 pm, at the Commissioners' Room located at 118 South Cage Blvd., 2nd Floor, Pharr, Texas.

MEMBERS PRESENT: Chairperson, Dolores Rodriguez
Vice-Chairperson, Mario Lizcano

STAFF PRESENT: Alex Meade, City Manager
Ed Wylie, Deputy City Manager
Anali Alanis, Civil Service / HR Director
Michelle Mendoza, HR Specialist
Jose Luengo, Chief of Police
Lenny Perez, Fire Chief

ITEM 1 CALL MEETING TO ORDER

Chairperson Rodriguez called the meeting to order.

ITEM 1(a) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY ABSENT MEMBER OF THE CIVIL SERVICE COMMISSION

Vice-Chairperson Lizcano moved to excuse Board Member Puente for being absent and Chairperson Rodriguez seconded. Roll call established a quorum.

ITEM 2(a) CONSIDERATION AND ACTION, IF ANY, ON MINUTES FOR TUESDAY, JUNE 25, 2019.

Vice-Chairperson Lizcano moved to approve minutes as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 2(b) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMOTIONAL EXAM ADMINISTERED FOR LIEUTENANT FOR THE FIRE DEPARTMENT ON WEDNESDAY, JULY 10, 2019.

Vice-Chairperson Lizcano moved to approve raw and final scores. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 3 ADMINISTRATIVE REPORTS (PD and FD)

Fire Chief Lenny Perez reported the great turnout on the ribbon cutting of Station 4 and receipt of the new fire truck. Several firefighters were sent to Fire School at A&TM for training. FD will be sending firefighters to the scheduled Active Shooter conference on July 31, 2019 at DHR and invite any valley first responders to attend as well.

Vice-Chairperson Lizcano congratulated Chief Perez on the new station and the new fire truck and asked when the new station would be in full operation.

Chief Perez anticipates the new station to be finalized by August 16, 2019.

Police Chief Jose Luengo reported the hiring of 4 new peace officers, with 2 more to follow at the next orientation, expecting 11 in total for the first week of August. Sergeants recently attended a 40-hour course in Supervisory training. Currently there are 16 Sgts in all, 8 in which received a trilogy award that is sponsored by the FBI. The award is given to those that attend 3 courses, 40-hour each, totaling 120-hour of supervisory/leadership training. Sergeants and Lieutenants that have not completed this training are scheduled to attend at the Regional training facility in Pharr in August.

Vice-Chairperson Lizcano asked how many vacancies remained for the position of peace officer.

Chief Luengo reported the recent filling of Investigator positions; therefore creating 4 vacancies for peace officer.

Chairperson Rodriguez asked when the new Communications Center would be opening, as she was unaware of the opening date.

City Manager Meade anticipates the opening date of the Communications Center in mid-August.

ITEM 4 CIVIL SERVICE DIRECTORS REPORT

Civil Service Director Anali Alanis reported the upcoming promotional exam for the position of Engineer for the FD on August 23, 2019.

Vice-Chairperson Lizcano asked if there were any other tools such as workshops or study sessions or someone who may assist to prepare our employees for these promotional exams.

Mrs. Alanis did report that our employees are provided with all the most updated reading material needed to prepare for the promotional exams; however, it is all self-study.

ITEM 5 CIVIL SERVICE COMMISSION COMMENTS

Mr. Lizcano is requesting a workshop to re-look at “Civil Service”, not necessarily how it is made up, but more so how the Civil Service Commission can set up programs or provide the resources that are going to help those in Civil Service.

Deputy City Manager Wylie did comment that after a recent discussion with the Fire Chief, it was recommended that they utilize their Full-time training officer in assisting these individuals in group setting vs. independent study. That recommendation was put in place; therefore, reflecting in the recent passing scores. Mr. Wylie also recommended possibly practicing the provision set in place where if an exam is not passed twice, it is then offered to the next lower rank and those in the higher rank who failed are not permitted to retest.

City Manager Meade questioned if there was a cost to the employee to take the exam.

Mrs. Alanis reported that although there is no cost to the employee for the City of Pharr, she would check with the neighboring cities to see if others have an employee cost in place.

Mrs. Rodriguez commented that she has seen a recent increase in passing scores as opposed to the numerous years in the past; therefore, adding that something is being done right.

ITEM 6 CLOSED SESSION: In accordance with Chapter 551 of the Texas Gov't. Code, the Civil Service Board of Commissioners hereby gives notice that it may meet in executive session to discuss the items listed on the public portion of the meeting agenda, including items 3 in accordance with the following below:

Pursuant to Section 551.071, the Commission may convene in a closed, non-public meeting with its attorney and discuss any matters related to legal advice on pending or contemplated litigation, settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter. The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.074, the Commission may convene in a closed, non-public meeting to discuss any matters related to appointment,

employment, evaluation, reassignment, duties and discipline or dismissal of a public officer or employee and to hear any complaints or charges against an officer or employee. The City and its attorney may also discuss such issues with the appropriate staff including members so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.076, the Commission may convene in a closed, non-public meeting to discuss any matters on the deployment, or specific occasions for implementation, of security personnel or devices. The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.084, the Commission may convene in a closed, non-public meeting to discuss any matters involving an investigation and may exclude a witness from hearing during the examination of another witness in the investigation. The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

The time being _____ am/pm, Chairperson Rodriguez stated the commission would be entering a closed session.

ITEM 7 RECONVENE INTO OPEN SESSION, AND CONSIDER ACTION, IF NECESSARY ON ANY ITEM(S) DISCUSSED IN EXECUTIVE SESSION

The time being _____ am/pm, Chairperson stated the commission would be resuming the open meeting.

ITEM 8 ADJOURNMENT

There being no further business to come before, Vice-Chairperson Lizcano moved to adjourn. It was seconded by Chairperson Rodriguez and when put to a vote the motion carried unanimously. Meeting adjourned at 4:22 pm.

Chairperson Dolores Rodriguez

Vice-Chairperson Mario Lizcano

Board Member Vittorio Puente



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.B.

DATE SUBMITTED: August 23, 2019

MEETING DATE: August 27, 2019

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and Action, if any, approving and accepting the raw and final scores from the promotional exam administered for Engineer for the Fire Department on Friday, August 23, 2019.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue: Consideration and Action, if any, approving and accepting the raw and final scores from the promotional exam administered for Engineer for the Fire Department on Friday, August 23, 2019.

Financial Consideration: N/A

Staff Recommendation:

Alternatives: N/A

ROUTING:

Beatriz Fuentes
Anali Alanis

Created/Initiated - 8/23/2019
Final Approval - 8/23/2019



Pharr

Human Resources



OFFICE OF THE CIVIL SERVICE DIRECTOR
RESULTS
PROMOTIONAL EXAM
ENGINEER/FIRE INSPECTOR
FIRE DEPARTMENT

	<u>Social Security Number</u>	<u>Raw</u>	<u>Final</u>
1.	1552	73	82
2.	1362	71	81
3.	6478	67	67
4.	5564	46	46
5.	6041	42	42
6.	7346	38	38

This is a result of the promotional exam administered Friday, August 23, 2019 for the rank of Engineer/Fire Inspector in the fire department.

Anali Alanis, Civil Service Director:

POSTED: AUGUST 23, 2019



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.C.

DATE SUBMITTED: August 23, 2019

MEETING DATE: August 27, 2019

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and Action, if any, approving and accepting the eligibility list from the promotional exam administered for Engineer for the Fire Department on Friday, August 23, 2019.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue: Consideration and Action, if any, approving and accepting the eligibility list from the promotional exam administered for Engineer for the Fire Department on Friday, August 23, 2019.

Financial Consideration: N/A

Staff Recommendation:

Alternatives: N/A

ROUTING:

Beatriz Fuentes

Anali Alanis

Created/Initiated - 8/23/2019

Final Approval - 8/23/2019



Pharr

Human Resources



**ELIGIBILITY LIST
PROMOTIONAL EXAM
ENGINEER
FIRE DEPARTMENT
AUGUST 23, 2019**

1. Rafael I. Dominguez
2. Trinidad M. Perez

The eligibility list created for the rank of Engineer from the promotional exam held Friday, August 23, 2019 will remain in effect for a period of one year from test date or until exhausted, whichever comes first.

Anali Alanis, Civil Service Director

APPROVED AND CERTIFIED BY THE CIVIL SERVICE COMMISSION
ON TUESDAY, AUGUST 27, 2019.

POSTED: TUESDAY, AUGUST 27, 2019