



**CIVIL SERVICE COMMISSION**  
**CITY HALL - COUNCIL CHAMBERS, 300 W. MAIN STREET**  
**MONDAY, AUGUST 09, 2021 AT 3:00 PM**

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**AGENDA**

**CALL TO ORDER**

**AGENDA ITEMS**

1. Review and approve minutes from the July 29, 2021 Civil Service Commission Meeting
2. Certify the Police Deputy Chief Final Eligibility List resulting from the Alternate Promotional System that was administered beginning on July 15, 2021 and which concluded on August 3, 2021

**EXECUTIVE SESSION**

*The Civil Service Commission may conduct a closed session if needed in accordance with Chapter 143.053 of the Texas Local Government Code to deliberate on an appeal of disciplinary suspension; and/or under Sections 551.071 and 551.074 of the Texas Government Code to discuss personnel matters and/or legal issues with a City Attorney on a matter in which the attorney has a duty to confidentially advise the client.*

**ADJOURNMENT**

The Grand Prairie City Hall is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability as defined under the ADA, please call 972 237 8192 or email Lisa Norris at lnorris@gptx.org at least three (3) business days prior to the scheduled meeting to request an accommodation.

*Certification*

*In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, the Civil Service Commission agenda was prepared and posted on August 5, 2021.*

A handwritten signature in black ink that reads "Lisa Norris".

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*Lisa Norris, Human Resources Director*



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 08/09/2021

**REQUESTER:** Lisa Norris, Human Resources/Civil Service Director

**PRESENTER:** Lisa Norris, Human Resources/Civil Service Director

**TITLE:** Review and approve minutes from the July 29, 2021 Civil Service Commission Meeting

**RECOMMENDED ACTION:** Approve

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**POLICE AND FIRE CIVIL SERVICE COMMISSION  
CITY OF GRAND PRAIRIE  
MINUTES**

DATE: 7/29/2021

Location: City Hall, 300 W. Main Street, Council Chambers, Grand Prairie, Texas 75050

Chair Oliver Thompson called the meeting to order at approximately 3:35 p.m. with Commissioner Rachel Mendoza present. Reg Crump was absent.

Also present were Lisa Norris, Civil Service Director, Arselia Fuentes, Human Resources Advisor, Euriah Brown, Human Resources Advisor, Tiffany Bull, Assistant City Attorney, and Assistant Fire Chief C.J. Grippin.

Lisa Norris asked to do a quick celebratory presentation prior to the formal agenda. Ms. Bull confirmed that celebratory comments or presentations do not have to be shown as an agenda item. Ms. Norris stated that Jerry King served as Civil Service Commissioner for 11 years from 2010 – 2021. Ms. Norris indicated Ms. King's service to our Commission was celebrated at the June 15, 2021 City Council meeting. She mentioned Ms. King had to leave her term early for personal reasons. Ms. Norris explained Ms. King had graciously extended her service on the Commission for an additional term until we could find a replacement. Ms. Norris indicated Ms. Rachel Mendoza was appointed by the City Manager and confirmed by City Council at that same meeting, on June 15, 2021, to serve as Civil Service Commissioner. She indicated Ms. Mendoza would finish out Ms. King's term through July 2022, then could be reappointed for the normal three-year Commissioner term after that. She mentioned Ms. Mendoza has previously worked for the city, most recently in Fire and in Purchasing prior to that. She asked if Ms. Mendoza had any comments prior to being sworn in. Ms. Mendoza shared that she was excited to serve on the Commission for the men and women of the Police and Fire Departments. She was then sworn in by Tiffany Bull, Assistant City Attorney. After being properly sworn in, the meeting moved forward to consider the agenda items.

The first item on the agenda was the approval of the minutes from the 1/29/2021 Civil Service Commission meeting. Ms. Norris notified the Commission that minor spelling and grammatical corrections were identified after publication of the agenda packet, for which she has now corrected. This included non-significant changes such as paragraph spacing, commas, and corrections to spelling of a few of the test taker names that Ms. Mendoza identified. Ms. Norris asked to approach and provided updated copies for consideration and approval by the Commission. After review of the revisions presented, Commissioner Mendoza moved to approve the minutes as revised, and Commissioner Thompson seconded the motion. The item passed unanimously.

The next item on the agenda was the approval of the minutes from the 2/26/2021 Civil Service Commission Meeting. Ms. Mendoza made a motion to approve the minutes as presented. Mr. Thompson seconded the motion. The item passed unanimously.

The next item on the agenda was to consider and rule upon the appeal of test question 26 from the Police Deputy Chief written examination administered on July 15, 2021. For the benefit of

current and new Commissioners, Ms. Norris indicated she left a summary page for each of them from the Local Civil Service Rules as to guidelines for handling test question appeals. Prior to Mr. Obudo approaching the podium, Ms. Norris indicated one reference page from “Leaders Eat Last,” page 212, was added for Mr. Obudo’s appeal. She stated that after the packet was issued, Mr. Obudo realized his use of a Kindle electronic version of the book resulted in the page numbers being off from the actual book itself. As a result, his referenced page numbers in the appeal didn’t include the “actual” page 212 in the book that he was referencing in his appeal language. Ms. Norris provided the Commission copies of page 212 – all other pages were already in the packet. Mr. Francis Obudo approached the podium, spoke to his appeal, and presented his opinions on the material within the source pages noted on his appeal, and on 212, as added. The Commission had some comments and questions back and forth regarding the appeal. Ms. Mendoza asked Ms. Norris if the page number is specifically mentioned in the test question itself as that could impact her decision. Ms. Norris was not sure as each test maker may create questions differently. Mr. Obudo said the page number is not referenced in the test question, but Ms. Mendoza respectfully asked to see the test itself. Ms. Norris had a team member go get the test and confirmed the test did not reference the page number itself. After much dialogue and debate on Mr. Obudo’s argument, the test question itself versus the material Mr. Obudo presented, and the Commission’s consideration, Ms. Mendoza made a motion to deny the appeal. Mr. Thompson seconded the motion. The motion passed unanimously. Ms. Mendoza stated to Ms. Norris that having pages referenced in the test question itself may provide clarity and memory for the candidates who study the material so intently. She felt it may aid in them remembering specific sections.

The next item on the agenda was to consider and rule upon the appeal of test question 52, by Marc Taddonio, from the Police Deputy Chief examination administered on July 15, 2021. Mr. Taddonio was not present. Ms. Mendoza made a motion to deny the appeal, thereby sustaining the answer key as provided. Mr. Thompson seconded the motion, and it passed unanimously.

Prior to adjournment, Ms. Norris confirmed if it was the request of the Commission to ask the test makers if they could include source pages in each question as discussed during review of question 26 that Mr. Obudo appealed. Ms. Mendoza confirmed this. Ms. Norris indicated she would look into that to see if this was an option with test makers.

**The meeting was adjourned at 4:22 p.m.**



## CITY OF GRAND PRAIRIE COMMUNICATION

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**MEETING DATE:** 08/09/2021

**PRESENTER:** Lisa Norris, Civil Service Director

**TITLE:** Certify the Police Deputy Chief Final Eligibility List resulting from the Alternate Promotional System that was administered beginning on July 15, 2021 and which concluded on August 3, 2021

**RECOMMENDED ACTION:** Approve

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### ANALYSIS:

The Police Department voted many years ago to have an Alternate Promotional System (APS) for the ranks of Sergeant, Lieutenant, and Deputy Chief. This APS includes a written exam, an anonymous written exercise and an assessment panel, along with points for Seniority. Candidates who pass the written examination with a score of 70 or above vote on three internal assessors who expressed availability and willingness to serve on the assessment panel. The Police Chief and Human Resources identify two external assessors to serve on the panel to total five assessors for the process. Candidates who pass with 70 and above on the written examination are allowed to proceed on to the remaining sections of this system. Assessors have criteria established in the Local Civil Service Rules to score both the anonymous written exercise and then the panel interview.

This process began on July 15, 2021 with the written examination and concluded on August 3, 2021 with the panel interviews. Assessors provide scores for each exercise independently. The high and low scores for each candidate on that particular exercise are then thrown out, and remaining 3 scores averaged. That average score, by candidate, are then added to the Eligibility list scoring sheet attached herein. As you see, each portion of the APS is also weighted. Final scores are calculated and provided on that eligibility list. An eligibility list is maintained for 1 year from the date of the written examination, unless exhausted prior to that date.

The final Police Department Eligibility list for the position of Deputy Chief is attached reflecting those final scores from all of the APS pieces.

## Deputy Chief Alternate Promotional System Eligibility List

	Written Exam <i>(7/15/21)</i>	Exam Weighted Score	Writing Exercise <i>(7/30/21)</i>	Writing Weighted Score	Panel Interview <i>(8/3/21)</i>	Panel Weighted Score	**Seniority Points	Total Score
Candidate	(Raw)	40%	(*Avg. Score)	15%	(*Avg. Score)	35%	Max 10 pts	(in order)
Obudo, Francis	94.00	37.60	96.66	14.49	94.66	33.13	10	95.22
Brannen, Matt	90.00	36.00	89.33	13.39	93.33	32.66	10	92.05
Zacharias, Kenneth	70.00	28.00	86.00	12.90	94.33	33.01	10	83.91
Taddonio, Marc	70.00	28.00	85.00	12.75	86.33	30.21	10	80.96

\* **Average Score** - in accordance with Local Rules 10.22(d)(6) and 10.22(e)(11), this is the average score of the remaining assessors after the high and low assessor scores have been removed.

\*\***Seniority** is based on 10.22(b) of the Local Rules: 1 point for each continuous yr. with GPPD as a Civil Service employee for those who pass the written exam.

**Did not pass written exam:**

N/A

**Approved this 9th day of August, 2021**

NOTE: In accordance with 143.036(h), this list remains in effect for one-year from the date of the written exam, unless exhausted.

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Chairman

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Commissioner

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Commissioner

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Civil Service Director