

BOARD MEMO NO. 09 - 24

DATE: June 11, 2009

FROM: Kevin Z. Gray
County Administrator

Martha J. Watson
Employee Relations Director

RE: Civil Service Reform Pilot Project # 4 – Removal of Names

We are pleased to announce the planned implementation of yet another civil service reform pilot project authorized by County Board Resolution No. 08-375. The Civil Service Reform Labor-Management Committee (CSRLMC) has been working very hard to review our current civil service system and to identify things we would like to change. Our guiding principles remain the goal and outcomes approved by the County Board as detailed in Resolution No. 08-199. You will see the outcomes referenced at the end of each pilot project description. A consistent theme relates to streamlining process and improving results without impacting transparency.

This project goes to the heart of one of the most traditional civil service processes: the hiring process. Current rules require us to leave names of applicants on the hiring eligible lists until after they have been interviewed and not selected eight (8) times. This typically occurs when there is an issue with a candidate that would cause the hiring supervisor to not consider the person under any circumstance. To be required to keep interviewing these candidates does not benefit the hiring supervisors or the candidates themselves, not to mention giving candidates unrealistic expectations that they could be hired. In addition, it means that the hiring supervisor has a smaller pool of viable candidates to consider.

This pilot project will demonstrate the benefits of removing names from competitive (open) eligible registers after they have been certified and not appointed three (3) times. Candidates so removed will still be notified of their removal and will have the right of appeal. Note that this does not apply to employees on promotional registers.

We will begin implementing this project on June 22nd. You will see more Board Memos announcing additional projects as they are approved by the CSRLMC and readied for implementation and ongoing evaluation.

If you have questions about this project, please contact Martha at 725-5069. Thank you for your ongoing support of our civil service reform work.



CIVIL SERVICE REFORM PILOT PROJECT # 4 – REMOVAL OF NAMES

ST. LOUIS COUNTY EMPLOYEE RELATIONS DEPARTMENT
Effective June 15, 2009 – June 30, 2010

POLICY & PROCEDURE

Authority

The authority for this pilot project is St. Louis County Board Resolution No. 375, adopted July 8, 2008.

Waiver

This pilot project amends Civil Service Rule 6.4(i) for how names are removed from eligible hiring lists after not being appointed following numerous interviews.

6.4 REMOVAL OF NAMES FROM ELIGIBLE LISTS. *In addition to causes stated in Section 13 of the Act, the Director may remove names from eligible lists permanently or temporarily for any of the following reasons:*

- (i) Upon certification eight times to the same or different appointing authorities if not appointed, except from promotional lists.*

Proposed (i): Upon certification three times to the same or different appointing authorities if not appointed, except from promotional lists.

Duration

This pilot project would run through June 30, 2010.

Purpose of Pilot Project

The purpose of this pilot project is to provide department hiring authorities with earlier flexibility to remove applicants from eligible hiring lists if they are not suitable applicants for vacancies within a job class.

Policy

The Employee Relations Department will remove names of applicants from Open eligible lists after they have been certified for three vacancies without being selected.

Applicability

This project applies to job applicants on Open lists.

Relevant Laws, Rules and/or Policies

Minn. Stat. §383C.034(h) Duties of Director
Minn. Stat. §383C.042 Powers of Director
Minn. Stat. §383C.043 Vacancies
Civil Service Rule 6.4 Removal of Names From Eligible Lists

Discussion/Background

Over the years, there have been numerous instances of applicants who place high on eligible hiring lists, but are not selected because they are not a good fit for the work unit or department or, in some cases, for County employment in the class at all. In these situations, the Department is never going to hire them but, because of the current rule, they can't get new names until they have interviewed and refused to hire these people 8 times. This project reduces the number from 8 to 3, a more reasonable number.

Advantages

- Eliminate unsuccessful candidates from future consideration.
- Certify names of new candidates on the eligible hiring register.
- More effective use of staff training resources.

Disadvantages

- Some classifications have large applicant pools that are very competitive. Some individuals may not be selected because there are just better candidates, not that they are not a good fit.
- May be a good fit for other positions or other departments, some lists are used County-wide.

Provisions

1. Applicants will be removed from Open eligible lists after being certified and not selected three times.
2. Applicants removed from a list have, pursuant to Rule 6.4, 10 days to appeal the removal.
3. A Department may request to have an applicant remain on the list if the person is a viable candidate for future openings.

Evaluation

1. Employee Relations Department staff will keep track of the numbers of people removed from eligible registers after three referrals.
2. Employee Relations Department staff will keep track of the number of people removed from registers who appeal their removal and the outcomes of the appeals.
3. Employee Relations Department staff will keep track of the number of people who should be removed from registers after three referrals, but who are retained on the registers at the request of a hiring supervisor.

Note: Supervisors will not be surveyed for their satisfaction with this project since it is assumed that their responses will always be positive.

Civil Service Reform Objective(s)

This pilot project is in support of the objective(s) checked below:

- | | |
|--|--|
| <input type="checkbox"/> 1. Improve SLC Job Descriptions | <input type="checkbox"/> 9. Retain Non-List Ways to Appoint People in Special Circumstances |
| <input type="checkbox"/> 2. Create a New Job Audit System | <input type="checkbox"/> 10. Develop a Compensation Structure Which is Easy to Understand & Use |
| <input type="checkbox"/> 3. Develop New Tools & Techniques for Recruitment | <input type="checkbox"/> 11. Develop a County Training Policy. |
| <input type="checkbox"/> 4. Develop a New Performance Evaluation System. | <input type="checkbox"/> 12. Provide More Opportunities/Ways to Recognize and Reward Employees |
| <input checked="" type="checkbox"/> 5. Develop New Ways to Create & Maintain Open & Promotional Eligible Lists & to Certify Names to Hiring Supervisors | <input type="checkbox"/> 13. Decide Which Things are Appealable & What the Appeal Process Should Be |
| <input checked="" type="checkbox"/> 6. Develop a Faster & More Flexible Hiring Process | <input type="checkbox"/> 14. Promote Improved Labor-Management Cooperation |
| <input type="checkbox"/> 7. Develop New Tools & Techniques for Retention of Current Employees | <input type="checkbox"/> 15. Ensure that New ER System Retains Current Protections for Applicants & Employees, e.g., |
| <input type="checkbox"/> 8. Use New Assessment Techniques, but Ensure that Supervisors Continue to Have Lists of Qualified | |

Applicants from Whom to Select

veterans, people with disabilities, et al.

Desired Outcomes

This pilot project will help us to foster a supportive environment which is:

- | | | | |
|---|---------------------------------------|--|--|
| <input checked="" type="checkbox"/> Adaptable | <input type="checkbox"/> Appreciative | <input checked="" type="checkbox"/> Customer-Oriented | <input checked="" type="checkbox"/> Efficient & Effective |
| <input type="checkbox"/> Fair | <input type="checkbox"/> Inclusive | <input checked="" type="checkbox"/> Positive & Constructive | <input type="checkbox"/> Respectful |