

CIVIL SERVICE BOARD

DUTIES & RESPONSIBILITIES

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Origin of the Civil Service Board

- Article III, Section of the City's Charter created the Civil Service system in the City of Riviera Beach. This section requires that the civil service system for the employees be managed and controlled by two civil service boards: the Police/Fire Civil Service Board and the General Employee Civil Service Board.
- The Charter also sets forth the composition of each board and how they are appointed.
- The City Charter nor the City Code give a definition of the words "managed" or "controlled" as utilized in this section

Composition of the Civil Service Board

- Seven (7) member Board.
 - a. Five (5) members are appointed by City Council. One (1) of the five (5) member is an alternate.
 - b. Two (2) members are elected by their fellow employess. In addition, the employees elect an alternate member

Ord. No. 2660, §1, 3-15-95

Function and Duties

- It shall be the function of the civil service boards
 - To encourage and promote a proper personnel system for the city,
 - To inspire public confidence in the city service, to assist, through a proper personnel system, administrative officials in the efficient performance of their tasks,
 - To provide employees in the classified service, an opportunity for honorable and useful employment.
 - The civil service boards shall have specific functions to be outlined in the following provisions and shall also have a general responsibility for creating standards of conduct and service which will be of mutual advantage to the city and its employees.

Ord. No. 2660, §1, 3-15-95

Authority to Adopt Rules and Regulations

- The board shall adopt, and amend as necessary, a code of regulations which pertain to their own operating procedure. The board shall adopt rules and regulations regarding the hearing and adjudication of grievances relating to demotion, suspension and dismissal upon appeal from a decision of the City Manager. The rules and regulations are subject to approval of the City Council.

Meetings, Quorums and Attendance

- The Board shall meet on the second Tuesday of each month at 6:00 p.m.
- A quorum is required to conduct business and hold votes, and appeal hearings of the Board. A quorum shall consist of at least four (4) members of the seven (7) member Board.
- Each members shall attend each regularly scheduled meeting.
- The Board shall organize annually at the regular May meeting.

What are the pros and cons of the Civil Service Board?

- PROS – Employee

- Having someone who is not connected to the administration of the city look at the personnel system and render their opinion on what should occur.
- employees feel that the board will also evaluate things from the viewpoint of the employee and not just the administration's.

PROS – General

- administration can receive an impartial opinion and review of the facts, hopefully.
- Also it gives the employee an option of which method to pursue to resolve a matter with the city administration.

What are the pros and cons of the Civil Service Board?

- CONS – Administration
- Residents with no experience in human resources may not understand how cities operate and what is important when managing city employees
- Usurp City administration authority to hire and fire employees.
- It can take longer for matters to be resolved
- Fear of examinations
- It can take longer to fill positions

What other municipalities have done in lieu of having a Civil Service Board?

- Nineteen (19) cities surveyed
- Less than half have civil service boards.
- City with no boards rely on bargaining agreements and the grievance process issues including appeals of terminations, demotion and/or suspension
- The cities with boards are advisory in nature.
- *The City's board is the only one that has the authority to render a binding decisions in an employee's appeal.*

What steps, if any, the City and /or its Council would need to take to either modify or eliminate the Civil Service Board?

- necessitate an amendment to the City Charter
- Section 166.021 specifically states which provisions of a municipality's Charter cannot be amended without a charter amendment approved by the voters.
- Although the Civil Service Board is established by Charter, the duties, responsibilities and functions of the boards are set forth in the City's Code of Ordinances Chapter 2 Administration, Article III Board, Committees and Commissions

Extension of Current Board Members

- Current General Employees Civil Service Board Members requested to have board appointments extended.
- The terms are established by the City Council by ordinance, the City Council can amend the ordinance as it relates to this current board and have their terms not expire until April of 2021 instead of April 2020. The Ordinance can be drafted so it is clear that the future terms will be for two years starting in April 2021.

