



Agenda Submittal

Agenda #: 2
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Title: Receive a report on application disqualification appeals

Status: Agenda Ready
Department: Civil Service Commission
Contact: Marc Fox, 784-2552
Final action:

Governing body: Civil Service Commission

District:

Attachments:

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

Receive a report on disqualification appeals from the Director of Human Resources.

SUMMARY:

Following Civil Service Rule revisions made in September 2016, the Civil Service Commission requested a report on application disqualification appeals. This report summarizes appeals received for a five month period. The data supports a significant reduction in disqualified applicants for failure to submit required documents.

DISCUSSION:

On September 14, 2016, the Civil Service Commission adopted changes to the Civil Service Rules involving timelines for submitting supporting documents. Prior to the rule change, all documents needed to be submitted prior to the final filing date. Applicants who did not submit the required documents by the final filing date would not meet the minimum qualifications. When they appealed the disqualification and provided copies of the documents, the Human Resources Director was unable to grant the appeal since the applicant did not provide the required documents by the final filing date. Since the Commission changed the Civil Service Rules in September, the applicants' opportunity to cure any deficient or incomplete application in the five day appeal period may now also submit the required documents, such as verification of a required Bachelor's degree, by the appeal deadline. Director of Human Resources, Marc Fox, stated that this change to the Civil Service Rules made in September should greatly reduce the number of applicants disqualified because they did not provide the required documents by the final filing date.

At the October 18, 2016 meeting, the Civil Service Commission requested an analysis be conducted regarding disqualification appeals. Director of Human Resources, Marc Fox, stated that, based on the request Human Resources staff would tally appeals received for a period of time, including the basis for the appeals and the disposition of the appeals, and report back to the Commission at a later date.

Human Resource staff has recorded the application disqualification appeals received for a five month period beginning October 1, 2016 through February 28, 2017. The summary of appeals received is as follows:

- Disqualifications on the basis of "Appeals Not Received timely" - There were 2 appeals received and 2

appeals not granted.

- Disqualifications on the basis of “Does Not Meet Minimum Qualifications” - There were 78 appeals received (this includes appeals filed for multiple reasons) of which 51 were not granted and 27 were granted.
- Disqualifications on the basis of “Did Not Submit Required Documents by Final Filing Date” - There were 145 appeals received, of which 21 were not granted and 124 were granted.
- Disqualifications on the basis of “Other” (For example: candidate was not a current county/department employee, as required) - There was 1 appeal received and 1 appeal not granted.
- In total, there were 226 appeals received, where 74 were not granted and 151 were granted.

Of the 78 “Did not meet minimum qualifications” appeals, 27 (35%) were granted, representing appeals that clarified or corrected a deficiency in the information provided in the submitted application and, upon re-review, the applicant was determined to meet the minimum qualifications. Whereas, the 51 (65%) “Did not meet minimum qualifications” appeals that were not granted represent appeals where the original disqualification was determined to be justified.

Notably, of the 145 “Did not submit required documents by final filing date” appeals, 124 (86%) appeals were granted, representing appeals with the required documents verifying that the applicants met the minimum qualifications. As anticipated, this Rule revision has expanded the pool of qualified applicants who meet the minimum qualifications, as verified by submittal of required documents, and are able to continue to move forward in the process.

ALTERNATIVES:

The Civil Service Commission could opt to not receive a report; however, this alternative is not recommended as at the October 2016 Civil Service Commission meeting the Commission requested the report from staff.

OTHER AGENCY INVOLVEMENT:

None.