



**MINUTES
CIVIL SERVICE COMMISSION MEETING
CITY OF LEANDER, TEXAS**

Development Services - San Gabriel Conference Room
201 N. Brushy Street - Leander, Texas
Tuesday, August 27, 2024
Regular Meeting at 6:00 PM



**Place 1 - Kate McDonald, Vice Chair
Place 2 - Nathan Rasmussen, Chair
Place 3 - Donna Sherrill**

**Director - Christy Davis
Legal - Paige Saenz
Staff Liaison - Dara Crabtree**

REGULAR MEETING

1. Open Meeting and confirm a quorum is present.

Opened meeting at 6:12 p.m. and confirmed a quorum was present with Vice Chair McDonald absent.

CONSENT AGENDA: ACTION

Motion: Approve consent agenda.

By: Board Member Rasmussen
Seconded: Board Member Sherrill

Vote: 2 - 0

2. Approval of the minutes for meeting held on August 13, 2024.

REGULAR AGENDA

3. Discuss and consider action on adoption of rules necessary for the proper conduct of commission business.

Discussion included recommendations of Subchapter B, Sections 0.21 through 0.26 (attached).

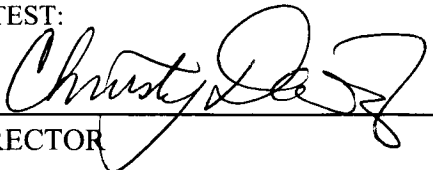
4. Adjournment

Adjourned at 8:24 p.m.

APPROVED

~~CHAIR~~ VICE-CHAIR

ATTEST:



DIRECTOR

**LEANDER FIRE DEPARTMENT
CIVIL SERVICE COMMISSION LOCAL RULES**

SUBCHAPTER B. CLASSIFICATION AND APPOINTMENT

Section 21.	Classification: Examination Requirement	*
Section 22.	Physical Requirements and Examinations.....	*
Section 23.	Eligibility for Beginning Position	*
Section 24.	Entrance Exam Notice	*
Section 25.	Entrance Examination.....	*
Section 26.	Procedure for Filling Beginning Positions.....	*

SECTION 21. CLASSIFICATION: EXAMINATION REQUIREMENT

See Texas Local Government Code § 143.021.

- A. The Commission shall provide for the classification of all firefighters. City Council shall establish by ordinance the number of positions in each classification in the department.
- B. The Fire Chief shall develop job descriptions for each position in each classification in the department. Specifications for the various classifications shall conform as follows:
 - 1. The job specifications are descriptive only and are not restrictive. They shall indicate the kinds of positions that should be allocated to each classification as determined by their duties, responsibilities and qualification requirements.
 - 2. Titles shall be suggestive of the kind of work performed by the incumbent of the position and indicative of the rank.
 - 3. The description of duties shall be construed as a general description of the kind of work performed and shall not limit what the duties of any position shall be.
 - 4. Examples of work shall be construed as typical tasks only, illustrative of the duties as outlined in the general statements. Examples are not intended to be exhaustive or exclusive, and the fact that actual tasks performed by the incumbent of a position do not appear on the job specification shall not be taken to mean that the position is necessarily excluded from the classification, provided that the tasks constituting the main work are duly covered by the general statements of duties.

SECTION 22. PHYSICAL REQUIREMENTS AND EXAMINATIONS

See Texas Local Government Code § 143.022.

- A. **GENERAL REQUIREMENTS** - Each applicant for entry-level position shall be required to submit to such physical and mental tests as determined by the ~~Commission~~ Fire Chief to be reasonably necessary and proper to determine the physical and mental ability of the applicant to perform the essential functions required for the position sought. An applicant who is not capable of performing the essential job functions with or without reasonable accommodation, or that would otherwise endanger citizens or other employees while performing such duties, shall not be appointed.
- B. **ENTRY LEVEL APPEALS** - If an applicant is not appointed due to failure to successfully pass the medical or psychological examination, the applicant may appeal to the Commission. If the applicant elects to appeal, the applicant shall submit written notice of appeal to the Director within ~~ten (10) days~~ two hundred forty hours (240) of initial receipt of notification of rejection.
- C. **PROMOTIONAL REQUIREMENTS** - Any candidate for promotion shall successfully

complete an appropriate medical examination. An official Department examination taken within six (6) months of promotion test date may be used for this requirement.

SECTION 23. ELIGIBILITY FOR BEGINNING POSITION

See Texas Local Government Code § 143.023.

A. EMPLOYMENT STANDARDS -To the extent that employment standards for an entry-level fire fighter ~~and police officer~~ as provided in the Civil Service Classification Plan exceed the requirements of Chapter 143 and other applicable State laws, any of such entry-level employment requirements not prescribed by State laws may be waived by the Fire Chief ~~or Police Chief~~ with the concurrence of the Director and consent of the City Manager, when such waiver would be in the best interests of the Fire Department ~~or Police Department~~ and provided further that such waiver of requirements shall not substantially lower the high standards sought by the City. Any changes under this Section shall be based on each hiring process.

B. MINIMUM ELIGIBILITY REQUIREMENTS FOR FIRE FIGHTERS

An applicant for fire fighter shall meet the following criteria in order to be considered for an entry-level position:

1. Achieve a minimum passing score of seventy (70) percent on the written examination;
2. Successfully complete the physical ability test;
3. Pass a background investigation;
4. Pass oral interviews;
5. Successfully complete a post-job offer psychological examination and medical examination that includes passing a visual acuity test, and physician certification that the applicant is not dependent on and does not use illegal drugs;
6. Be at least eighteen (18) years of age and not more than thirty-five (35) years of age at the time of hire; ~~;(until amended through collective bargaining)~~
7. Be a graduate of an accredited high school or have an equivalency certificate;
8. Have a valid Texas driver's license at the date of hire; ~~;(should have the ability to obtain a Class A driver's license)~~
9. Be a citizen of the United States by birth or naturalization;
10. Be able to read, write, and speak the English language;
11. Be of good moral character;
12. Must be eligible to work within the United States;
13. Must obtain or possess certifications consistent with Department Hiring Policy.

SECTION 24. ENTRANCE EXAM NOTICE

See Texas Local Government Code § 143.024.

- A. An applicant shall complete a City of ~~Cedar Park~~ Leander Application for Employment and other forms as prescribed by the Director in order to take an entrance examination. Failure to pre-register in the manner and within the time limit prescribed in the "Notice of Entrance Examination," and/or failure to file the application or other supporting documents with the Director by the specified deadline, shall render an applicant ineligible to take the examination. An applicant shall make the application in ~~his/her~~ their own handwriting or in typed form and shall certify the correctness of the facts.
- B. The Director may, because of the small number of candidates, or because of any other good and sufficient reasons, such as death in the immediate family, public emergency, unavailability of test site, etc., postpone an examination to a later date.

SECTION 25. ENTRANCE EXAMINATION

See Texas Local Government Code § 143.025.

Application for employment shall be made to the Director on the appropriate application forms.

- A. EXAMINATIONS** - The actual conduct of every examination shall be under the direction of the Director who shall be responsible to the Commission. The Director shall have the authority to designate a Test Administrator, who shall be responsible for administering the examination. The Director may also select one or more persons as Test Monitor to assist in the administering, proctoring and grading of an entrance examination. An examination shall be conducted on an "as needed" basis.
- B. No person shall:**
 - 1. Deceive or obstruct any person in respect of ~~his/her~~ their right of examination under the provision of these rules and the Local Government Code;
 - 2. Falsely mark, grade or report the examination or standing of any person examined hereunder; or
 - 3. Aid or furnish any special information for the purpose of either improving or injuring the rating of any such person for appointment or promotion.
 - 4. No applicant may deceive the Commission for the purpose of improving ~~his/~~ their chance for appointment or promotion.
- C.** An applicant for an entry-level position shall achieve a passing score on the written examination as established by the Commission, in order to be placed on the Eligibility List.

D. ENTRANCE EXAMINATION ADMINISTRATION PROCEDURES

1. ~~Smoking-Tobacco and e-cigarette products~~ shall be prohibited at all times in the testing area.
2. Check In - An applicant shall be checked in and provide proof of identity with a valid Driver's License or other government issued photo ID. No applicant shall be admitted once test instructions start.
3. Military Service Credit - An applicant who desires to have military service credit of five (5) points added to a passing test score of 70% or better shall provide an original DD-214 showing a minimum of 180 total days of active military service at the time of written exam. Any discharge other than honorable discharge is not creditable for the purpose of this section.
4. Failure to Appear - The application of an applicant who fails to appear for the entrance examination shall be voided and shall be disposed of by the Director.
5. Cancellation or postponement of entrance examination - The Commission or Director may cancel or postpone a scheduled entrance examination for sufficient cause.
6. Dishonesty- An examinee taking an entrance examination who uses or attempts to use any dishonest means to answer a question on such an examination shall have ~~his/her~~their examination confiscated and voided by the Test Administrator. The examinee will be removed from the testing site. The Test Administrator shall report the action to the Director.
7. Upon request, accommodations shall be provided to an applicant in accordance with the Americans with Disabilities Act. An applicant who needs special arrangements shall submit a request in writing to the Director at a time to be determined by the Director.

- E.** Each applicant who is a natural born or adopted child of a fire fighter who died in the line of duty, upon receiving a passing grade on the entrance examination, will be automatically ranked at the top of that eligibility list, subject to meeting all entry-level hiring requirements. The deceased fire fighter parent must have been employed by a municipality covered by Chapter 143, Texas Local Government Code. The applicant must provide the name of the deceased fire fighter parent on ~~his or her~~ their application. The Director will be responsible for verifying the information relating to the line of duty death prior to placing that applicant at the top of the eligibility list.

F. TIE-BREAKERS - Whenever two (2) or more applicants for an entry-level position attain the same grade, the tie shall be broken in the order listed below prior to the posting of the Eligibility List:

1. Highest Test Score- If a tie exists, the persons shall be ranked in the order according to which person had the highest examination raw score prior to the addition of Veteran's points.

2. Higher Certification- If a tie still exists, the persons shall be ranked in the order according to which person has the higher certification level as a fire fighter through Texas Commission on Fire Protection.
3. Years of Experience- If a tie still exists, the persons shall be ranked in the order according to which person has the most number of years of active paid full-time experience as a fire fighter.
4. Bachelor's Degree- If a tie still exists, the persons shall be ranked in the order according to which person possesses a Bachelor's degree.
5. Associate's Degree- If a tie still exists, the persons shall be ranked in the order according to which person possesses an Associate's degree.
6. Earliest Application Time- If a tie still exists, the persons shall be ranked in the order according to which person has the earliest stamped time of application.
7. By Lot- If a tie still exists, the persons shall be ranked in the order by lot as determined by the Director.

G. ELIGIBILITY LIST

1. An Eligibility List shall be in effect for one (1) year, unless exhausted before one year.
2. Each person on an Eligibility List shall notify the Director of any change in address. A notice sent to a person's last known address shall be considered sufficient notification.
3. Follow eligibility testing as defined in Section 24.

SECTION 26. PROCEDURES FOR FILLING BEGINNING POSITIONS

Tabled.