



Chartered 1708

City of Annapolis

Civil Service Board
c/a Human Resources Office
145 Gorman Street, 2nd Floor
Annapolis, MD 21401
410-263-7998
hr@annapolis.gov

October 16, 2023

TO: Michael Mallinoff, City Manager
Tricia Hopkins, Human Resources Manager
Michael Lyles, City Attorney

FROM: Alvin Collins, Chair for Civil Service Board *Alvin Collins*
Jennifer Beard, Civil Service Board Member
Leona Tartasky, Civil Service Board Member

RE: Request for Code Change to Civil Service Board Duties – 3.12.050

I am writing on behalf of the Civil Service Board, comprised of members Jennifer Beard and Leona Tartasky in addition to myself, the current chair. We have been happy to serve the City as members of our community. Recently, we have reflected on our role in the review of the job descriptions for all Civil Service positions which appears in Section 3.12.050 A. of the City Code and states:

Approving the classification and establishment of minimum qualifications for all civil service positions upon the recommendations of the Human Resources Manager. Any new or reclassified position that will result in a financial impact to the budget shall be subject to funding approval through the annual budget transfer process defined in Section 6.16.020 of the City Code.

When looking at the roles of Personnel Boards and similar boards with other governments that we compete with, it is clear that this is not a role in those organizations. Therefore, in light of the City wide Classification and Compensation Study which will edit greater than 200 job descriptions and what we see as a time intensive process for which we do not offer a higher level of expertise, we support a legislative action to remove this duty from our responsibilities.

Thank you for the opportunity to serve in a higher level capacity. Perhaps this will encourage others to join us as we aim to fill the other two seats on the board.