



CITY OF TUCSON CIVIL SERVICE MEETING NOTICE & AGENDA

DATE: Wednesday, April 23, 2025
TIME: 9:00 A.M.
LOCATION: City Hall, 255 W. Alameda
1st Floor East – Conference Room

MEETING NOTE: This meeting will be held remotely through technological means, as permitted under Arizona law, as well as in person.

IN PERSON ATTENDANCE BY MEMBERS OF THE PUBLIC IS AVAILABLE

- A live stream of the meeting will be broadcast to allow members of the public to view and listen to the meeting online at this location: [Join the meeting now](#)
- Individuals wishing to speak during the Call to the Audience (subject to technological availability) will join the meeting via teleconference or in person. You must submit a written request to Reina Gallego at Reina.Gallego@tucsonaz.gov. The email should include your name and the phone number you will use for the teleconference if you do not attend in person. The phone number will be used to identify the individual when/if being called upon to speak. Once your request to speak has been received, you will be provided instructions on how to connect to the teleconference.

Requests to speak must be submitted no later than 9:00 A.M. April 21, 2025.

QUARTERLY MEETING

NOTE: COMMISSION MAY TAKE ACTION ON A TOPIC/ISSUE THAT IS SCHEDULED ON THIS AGENDA.

- Call to Order / Roll Call

1. Call to Audience

NOTE: ON THE CALL TO THE AUDIENCE, THE COMMISSION IS UNABLE TO TAKE ANY ACTION AND CAN ONLY DIRECT THAT THE TOPIC/ISSUE BE PUT ON THE AGENDA FOR EITHER THE NEXT QUARTERLY OR THE NEXT SCHEDULED BUSINESS MEETING.

2. Approval of Minutes for January 2025 Quarterly Meeting.
3. New HR Deputy Director, Helen Smart.
4. Election of Civil Service Commission Chair and Vice Chair.
5. Overview of the updates to the Compensation Plan, introduction to Base Pay Calculator and City Recruitment Updates.
6. Civil Service rule regarding 10 days equals 80 hours and proposed updates to Administrative Directives regarding discipline.
7. Other Business

Pursuant to A.R.S. Subsection 38-431.02, notice is hereby given that a meeting will be conducted at the time and date set forth above on the matter(s) herein described. On the meeting date set forth above, and

on any subsequent date or dates to which this meeting may be continued, the Civil Service Commission may conduct one or more Executive Sessions for any or all of the following purposes:

- a. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of the City of Tucson, pursuant to A.R.S. §38-431.03(A)(1); and/or
- b. Discussion or consideration of records exempt by law from public inspection, pursuant to A.R.S. §38-431.03(A)(2).
- c. Discussion or consultation for legal advice with the attorney or attorneys of the Commission pursuant to A.R.S. §38-431.03(A)(3); and/or
- d. Discussion or consultation with the attorneys of the Commission in order to consider its position and instruct its attorneys regarding the Commission's position in pending or contemplated litigation, pursuant to A.R.S. §38-431.03(A)(4).

Teri J. Traaen, Ed.D., D.P.A.
PSHRA SCP; SHRM SCP
Director - Human Resources

DATED: April 18, 2025