



QUARTERLY MEETING April 23, 2025

A quorum of the Civil Service Commission of the City of Tucson met on Wednesday, April 23, 2025, at 9:17 AM for their Quarterly Meeting. The meeting was held at City Hall, 255 W. Alameda, 1st Floor Conference Room in Tucson, AZ. The hearing was made accessible remotely through technological means as permitted under Arizona law as well as in person.

Present were Chairperson Paul Fimbres, and Commission members Carol West, Eduardo (Eddie) Rios and Michael (Mick) Mathieu. Vice Chairperson Rebecca (Becky) Montañó was absent excused. Staff present were Teri Traaen, HR Director & Commission Secretary, Emely Taylor, HR Deputy Director, Helen Smart, HR Deputy Director and Reina Gallego, HR Executive Assistant & Recording Secretary. Also present were Donna Aversa, Legal Counsel for the Commission, and Roi Lusk, City Attorney's Office. Jennifer Stash, City Attorney's Office, appeared remotely.

The Civil Service Commission opened the quarterly meeting with call to order and roll call.

1. Call to the audience - No one addressed the Commission.
2. A motion was made by Commissioner West, and duly seconded, to approve the minutes of the Civil Service Quarterly Meeting held on January 22, 2025. Motion was passed by a voice vote of 4-0.
3. Director Traaen introduced HR's newest Deputy Director, Helen Smart. Ms. Smart gave a brief overview of her background and experience.

The Commissioners asked what duties each of the Deputy Directors would be overseeing. Director Traaen advised that was still being determined at this time.

4. The elections of a new Chairperson and Vice Chairperson were held. Commissioner Rios nominated Paul Fimbres to serve another term as Chairperson. The vote was 4-0 in favor. Their terms will run April 2025 to April 2027.

Commissioner West nominated Rebecca Montano to serve another term as Vice Chairperson. The vote was 4-0 in favor.

5. Director Traaen gave a presentation on the FY2026 Compensation Plan, including the introduction to Base Pay Calculator. Training has been scheduled for August 2025, after which employees will start uploading their education and work experience into Workday.

The marketing efforts the City is currently doing for recruitment including partnerships with various organizations, the military and colleges was discussed.. Commissioner Mathieu congratulated the HR staff for the efforts being made in both retention and marketing.

6. Jennifer Stash gave an update on the Civil Service rule regarding 10 days equals 80 hours and the proposed updates to Administrative Directives regarding discipline. She advised that there was a possible change to the civil service rules and would like to bring the proposed change at the next meeting.

7. Announcements:

Discussion surrounding Carol West’s open seat on the Commission. Ms. Aversa explained the process and advised that Commissioner West would stay on until a replacement was found. Director Traaen will speak with the City Manager’s office and HR will follow up with the Clerk’s office.

Having no further items to discuss, the quarterly meeting adjourned at 10:25 A.M. The next meeting is set for Wednesday, July 23, 2025.

Paul Fimbres, Chairperson
Civil Service Commission

Date