



CITY OF  
**TUCSON**

HUMAN RESOURCES

## MEMORANDUM

**DATE:** March 23, 2026

**TO:** Marisa Stoller, City Clerk

**FROM:** Teri J. Traaen, Human Resources Director

**SUBJECT:** 2025 Civil Service Commission Annual Report

The City of Tucson's Civil Service Commission met on the following dates for their regularly scheduled Quarterly Meetings:

- January 22, 2025
  - Human Resources Director Teri Traaen introduced new HR Deputy Director Emely Taylor.
  - The upcoming election of a new Chairperson and Vice Chairperson was discussed.
  - Commissioner Carol West announced her term on the commission will expire March 25, 2025, and she will not be seeking re-appointment. Ms. West will continue to serve until an appointment is made.
  - Commissioner Edwardo Rios asked on the status of Fire and Police recruiting and the upcoming academies. Director Traaen gave a brief overview – 83 vacancies for Police. Indications are that all slots in academy classes fill up, but the process of the academy leads to some recruits dropping out.
  
- April 23, 2025
  - Human Resources Director Teri Traaen introduced new HR Deputy Director Helen Smart. Director Traaen advised the Commission the duties for Deputy Directors Smart and Taylor were being determined.
  - Director Traaen gave a presentation on the FY2026 Compensation Plan, including the introduction to Base Pay Calculator. Training is scheduled for August 2025, after which employees will start uploading their education and work experience into Workday. Traaen also updated on the marketing efforts the City is currently doing for recruitment, including partnerships with various organizations, the military and colleges. Commissioner

Mathieu congratulated the HR staff on the efforts being made in both retention and marketing.

- Principal City Attorney Jennifer Stash gave an update on the Civil Service rule regarding ten days equals 80 hours and the proposed updates to Administrative Directives regarding discipline. She advised there was a possible change to the Civil Service rules and would like to bring the proposed change forward at the next meeting.
- There was discussion surrounding the pending vacancy on the Commission. Commission Attorney, Donna Aversa, explained the process of filling the vacancy and advised that Commissioner Carol West would stay on until a replacement was found. Director Traaen advised the Human Resources Department would follow up with the City Clerk's office.
- October 22, 2025
  - The Commission approved a quarterly meeting schedule for 2026 by a voice vote of three to zero. Commissioner Michael Mathieu was absent excused and there was one vacant seat on the Commission.
  - An Administrative Review for Keith Jacobs was heard by the Commission. After a discussion and clarifying questions, the voice vote was two to one to uphold the action of removing Mr. Jacobs' name from the eligibility list for the City of Tucson.
  - Matthew Langseth, Military Veterans Coordinator, made a presentation of the City of Tucson's Skill Bridge program. City Council Member Nikki Lee also joined the presentation, remotely. Councilmember Lee shared with the Commission that there should be a better solution to the challenge of converting the talent available with exiting service members. There was discussion about limiting or removing those barriers. HR Director Traaen told the Commission she would review current policies and bring her findings forward at the next quarterly meeting.
  - The Commission discussed an appeal hearing which had been scheduled for September 11, 2025. Commissioners wanted more information on the appeal process and when appeals are settled. Reina Gallego, HR Executive Assistant & Recording Secretary, described the process. Principal City Attorneys Jennifer Stash and Shelley Tolman explained the process from the City Attorney's Office point of view. There was further discussion on how to make sure communications and logistics are done in a more timely and smooth manner. The Commission also discussed upcoming Appeal hearings.
  - The Chairman asked for an update on filling the vacant seat on the Commission. HR Director Traaen told Commissioners the HR Department had not been given any information from the Clerk's Office on filling the seat. The City Attorneys said the City Attorney's Office has also inquired

about the vacancy. The Chairman wanted to know why filling the vacancy is taking so long since it's been open for several months. Director Traaen said she would go to the Mayor's Office to get an update and share what she learns with the Commission.

The City of Tucson's Civil Service Commission met on the following dates for Appeal Hearings:

- None

The City of Tucson's Civil Service Commission completed an Administrative Review for the following person during the following quarterly meetings:

- Keith Jacobs – October 22, 2025