

## Personnel Board

**Status:** Active

**Created:** 4/30/1963

**Ended:**

**Description:** The Personnel Board hears appeals submitted by City employees relating to dismissal, demotion, or suspensions; and, submits its recommendations to the City Manager.

Special Qualifications: None

**Authority:**

Ordinances: 172 (4/30/1963), 241 (3/16/1965), 243 (3/16/1965), 2868 (3/4/1996) - S.R.C. 14-3 to 14-3.1

Resolutions:

**Purpose:**

**Powers and Duties:**

S.R.C., Sec. 14-3. - Personnel board.

(a) The civil service board created by the City Charter and appointed by the City Council is the personnel board.

- (1) The City Council has the power to remove members of the personnel board for cause.
- (2) No member of the personnel board may hold any other paid Scottsdale municipal position.
- (3) Two (2) of the three (3) board members constitute a quorum for the transaction of business.

(b) The personnel board determines the order of business for the conduct of its meetings.

- (1) The board meets on call of the chairman or secretary.
- (2) The board hears appeals submitted by any regular employee in the classified service in relation to dismissal, demotion, or suspension.
- (3) The provisions of this section do not apply to reductions in pay or other matters described in section 14-136, Grievance procedure.

(c) In an investigation or hearing, the board has the power to examine witnesses under oath.

- (1) Each member of the personnel board has the power to administer oaths to witnesses.

(d) Any regular employee in the classified service who has been dismissed, demoted or suspended, is entitled to a written statement of the reasons.

- (1) The employee has five (5) regular working days following receipt of the written statement to answer the charges and request a hearing before the personnel board. The employee's written request is to the human resources director and includes the reasons for the employee's appeal.

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(2) Letters of dismissal, demotion, or suspension, and supporting documents are forwarded by the department to the human resources director, who prepares the package of material for the board.

(3) The personnel board conducts a hearing expeditiously and makes its recommendation to the city manager. The decision of the City Manager is final.

S.R.C., Sec. 14-3.1. - Personnel board procedures.

The personnel board shall establish the rules and procedures which will be applicable to personnel hearings. These may include, rules and procedures relating to the determination of pre-hearing motions, procedures relating to continuances of a hearing, the order and method of presenting witnesses and evidence, the admissibility of various types of evidence, the length of time to be permitted for a presentation or portion of a presentation, the examination of witnesses and any other procedural matters pertaining to personnel hearings. The personnel board may change or modify any existing rules or procedures when there is good cause to do so and the change is in the best interest of the purpose of the hearing.

**Bylaws:**

Hearing Procedures were adopted by the Personnel Board, but are not dated. No Bylaws were adopted by the Personnel Board. Rules and Procedures were adopted, but not dated, amended November 24, 2009, and June 12, 2012.

**Bylaws Provisions:**

General: authority, open meeting law, definitions

Pre-hearing Procedures: representation by counsel, list of witnesses and exhibits, subpoena power, participation of witnesses, continuance of hearing, withdrawal/abandonment of appeal, pre-hearing motions

Conduct of Hearings: exclusion of witnesses, hearing participants, rules of evidence in applicable, presentation of evidence; generally, rulings by chairperson, order of presentations, summations, record of proceedings

Findings of Fact, Conclusions, Recommendations

City Manager's Review and Decision

Compliance by Executive Director

Expansion or Limitation of Time

Copies of Documents; Service by Mail and Electronic Mail

**Bylaws Link:** <http://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Boards/bylaws/Personnel+Board.pdf>

**Notes:**

City Charter - Article IV, Section 5. Civil service system to be established. (Paragraph 3) Any vacancies during the unexpired term of an appointed member shall be filled by the council for the remainder of the term.

On March 4, 1996 the Council adopted Ordinance No. 2868 establishing Personnel Board procedures.

**Associated Boards:** Civil Service Board

## Personnel Board Membership Report

	Date Appointed	Term Begin Date	Term End Date
Barbara Burns - Current Member	12/7/2020	12/7/2020	12/7/2026
Erica Padish Hoebing - Current Member	12/7/2021	12/7/2021	12/7/2024
Bruce Washburn - Current Member	12/7/2020	12/7/2020	12/7/2026
Paul Ahlers	10/21/1986	10/21/1986	10/18/1988
	10/18/1988	10/18/1988	11/1/1994
June Cohen	10/13/2009	10/13/2009	10/13/2015
Mark Culbertson	11/28/2016	11/28/2016	11/28/2022
Eula Dean	8/26/2002	8/26/2002	9/1/2008
Maria Dempsey	3/4/1997	3/4/1997	3/1/2003
Tom Elliott	5/1/1984	5/1/1984	5/1/1990
H.R. (Sonny) Fenstermacher	1/16/1979	1/16/1979	1/15/1985
	1/15/1985	1/15/1985	1/15/1991
Lyle Ferger	3/31/2009	3/31/2009	3/31/2015
Linee Ferguson	6/24/2008	8/21/2008	9/1/2009
Armando Flores	4/20/2004	4/20/2004	5/1/2010
Edward Gehrke	3/29/1977	3/29/1977	
Stanley Gray	1/17/1995	1/17/1995	12/22/1997
Steven Guttell	11/12/2014	11/12/2014	11/12/2020
Howard Heaton	5/12/1964	5/12/1964	5/7/1968
Edna Hostetler	5/17/1968	5/17/1968	9/1/1970
	9/1/1970	9/1/1970	8/19/1975
Leslie Hurst	6/19/1990	6/19/1990	7/20/1996
Laura Krause	3/17/2003	3/17/2003	4/1/2009
Jim Lange	2/3/1998	2/3/1998	2/1/2004
Joe LeVang	5/19/1970	5/19/1970	11/6/1973
	11/6/1973	11/6/1973	2/15/1977
Walter Ross	3/16/1965	3/16/1965	6/5/1966
Don Ruff	4/6/1976	4/6/1976	5/4/1982
	5/4/1982	5/4/1982	11/4/1986
Jeffrey Skoglund	12/1/2015	12/1/2015	12/1/2021
Eddie Smith	3/21/2015	3/21/2015	3/29/2016
Keith Sprinkle	2/19/1991	2/19/1991	3/1/1997
Robert Stedelin	12/18/1984	12/18/1984	12/18/1990
Ted Stump	9/16/1969	9/16/1969	4/20/1976
John Tutelman	3/23/2010	4/20/2010	2/6/2014
Stephen Weckstein	7/16/1996	7/16/1996	8/1/2002
Jim Wellington	8/21/1979	8/21/1979	3/1/1984