



## Civil Service Commission Notice for Applications

The City of Fort Worth seeks applications from qualified individuals to serve on the three-member Civil Service Commission ([City of Fort Worth Local Rules](#))

[The Civil Service Commission](#) ("Commission") was established pursuant to Chapter 143 of the Texas Local Government Code for the purpose of developing and enforcing rules regarding the initial selection of employees as well as for their advancement, benefits, and conditions of employment for Fort Worth Police Officers and Firefighters.

The City Council confirms the appointment of a qualified individual that is recommended by the City Manager. The Commission is comprised of three members where each member office for a staggered three year term beginning October 1, and thereafter until a successor is appointed and has qualified. Commission members must successfully pass a criminal history/background check. There are no term limits. The time commitment for Commission business varies but is typically one hour a month. Commission meetings consist of regular meetings, special called meetings and executive sessions. Regular meetings are held once per month (4<sup>th</sup> Wednesday of the month). When a hearing is necessary, hearings of the Commission typically last an entire evening (starting at 6:00 p.m.) and are scheduled as needed. Meetings are held at the Bob Bolen Public Safety Complex, 505 West Felix Street.

Commissioners serve on a voluntary basis.

The Commission has the responsibility to adopt, publish and enforce rules relating to:

- The proper conduct of Commission business;
- The proper conduct of examinations for entry level and promotional eligibility;
- The procedures for appointment and certification;
- The proper conduct of appeals of testing and examination scoring;
- The prescribed cause(s) for the removal or suspension of a civil service employee;
- The procedures for the hearing of appeals concerning indefinite suspensions, suspensions, promotional bypasses or recommended involuntary demotions;
- The procedures for hearings as allowed by Chapter 143; and
- Such other matters reasonably related to the selection, promotion and discipline of civil service employees.

### **City Secretary's Office**

The City of Fort Worth ★ 200 Texas Street ★ Suite 3614 ★ Fort Worth, Texas 76102

The City Council is looking for the following qualities for appointees to the Civil Service Commission:

- City of Fort Worth resident.
- Qualified voter of the City.
- Preferred experience or knowledge of the administration of human resources or labor relations.
- Preferred experience or knowledge in labor/employment law.

Under Texas Local Government Code section 143.006, a civil service commissioner for the City of Fort Worth must:

- be of good moral character;
- be a United States citizen;
- be a resident of Fort Worth for at least the last three years;
- be over 25 years of age; and
- not have held a public office within the preceding three years.

#### **Application Process**

Interested applicants may complete a City of Fort Worth Boards and Commissions application online at: [City of Fort Worth-Civil Service Commission Application](#)

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