



May 11, 2021

To the Honorable City Council President, Nick Mosby
and Members of the Baltimore City Council
City Hall, 100 N. Holliday Street, Room 409
Baltimore, Maryland 21202

Re: CC Bill 21-0060 – Study and Report – Fire Department Promotional Practices

Dear President and City Council Members,

The Department of Human Resources (DHR) has reviewed City Council Bill 21-0060 – Study and Report – Fire Department Promotional Practices. This bill would require the Baltimore City Fire Department (“BCFD”) to submit a report, in consultation with the City Administrator or the Administrator’s designee, the Department of Human Resources, the Bureau of Budget and Management Research, the Labor Commissioner, and the Office of Equity and Civil Rights, to the Mayor and City Council evaluating certain promotional practices of the Department. The bill also specifies the contents of the report and provides for a special effective date.

DHR has reviewed the above-referenced bill and takes **no position.**

DHR is committed to the high performance of City agencies by attracting, developing, and retaining a highly skilled and diverse workforce. Our primary function across agencies includes hiring and administrative support related to benefits, timekeeping, and training. DHR works to support the autonomous decision-making of agency leadership and we are prepared to support BCFD in this process if passed. Upon review, it appears that the changes to the promotional process outlined in Section 1(b)(4) on the required number of years to be promoted and promotional processes in subsections (b)(5) - (9) would require conversations with the unions and the Civil Service Commission, and in some cases a union vote to implement new processes. Generally, the internal agency promotional practices are outside of the scope of DHR except for the supportive and administrative roles described below.

DHR is responsible for the administration of all promotional examinations for Uniform positions. As the Test Administrator for the day of the written examination, DHR is charged with ensuring test equity by making sure the process and contents of the tests are the same for all applicants. DHR locates the oral assessment site; is on-site when the Oral assessments are conducted, and manages the protest period after the exam. DHR manages the contracts with the outside vendor, test preparation, SME discussions, posting the position, evaluating the candidate qualifications, and scheduling the candidates for the test date & location. The vendor writes the tests, manages the detailed activities for the testing day, and tests are sent to the vendor for scoring.

Test scores are entered into NEOGOV, the Director is made aware of any discrepancies or issues, and the final promotional list is sent to the agency.

DHR does not review or take part in promotional decisions. As a result of any changes from this bill, DHR's role would be to support and administer the promotional processes based on the design that is agreed upon at BCFD and based on the Civil Service Rules. We note that these considerations would likely take longer than the 120 days identified, but defer to the negotiation leads concerning the appropriate timeline. For the reasons stated above, DHR takes **no position** on Council Bill 21-0060.

If you have questions or concerns, please contact me by email at Quinton.Herbert@baltimorecity.gov or by phone at 410-396-1563.

Sincerely,

A handwritten signature in blue ink that reads "Quinton M. Herbert". The signature is written in a cursive style with a large, stylized "H" at the end.

Quinton M. Herbert, JD