



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
DECEMBER 19, 2013
5:30 P.M.**

MINUTES

CALL TO ORDER

Chairman Dan Archibeque called the Civil Service Commission Meeting to order.

ROLL CALL

Commission Members Present: Dan Archibeque, Sharon Bonner, Guy Kennedy

Administrative and Civil Service Staff Members Present: Counsel for the Commission Robert Jagger, Human Resources Director Marisa Pacheco, Employee Benefits/Loss Control Manager Dave Anderson, HR Analyst Bella Trujillo, HR Analyst Shelly Carrillo, Assistant City Attorney Carla Sikes, Director of Public Works Earl Wilkinson, Interim Civil Service Administrator Lynne Huskins, and Secretary Melissa Lillard.

Other Interested Parties: Streets Superintendent Steve Eubanks, Stormwater Crew Leader Daniel Stall, Area Crew Leader Mike Roberts.

AMENDMENTS TO AGENDA

Mr. Archibeque asked if there were any amendments to the agenda. None were voiced.

READING AND APPROVAL OF MINUTES

Mr. Kennedy seconded by Ms. Bonner moved to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, November 12, 2013 as distributed.

Roll Call -- Ayes: Archibeque, Bonner and Kennedy. Motion carried unanimously.

STATUS REPORT OF CURRENT RECRUITMENTS

The Commission received and filed the following status report on current recruitments:

- a. Accountant I - (Recruitment due to employee resignation) - The external recruitment began on October 6, 2013 and ended on October 27, 2013. We received 70 applications and 32 were qualified. The written exam was held on November 26, 2013. Five persons failed to appear and 29 took the exam. One person failed, and 28 candidates passed the exam. The eligible list for this position will be signed at this meeting.
- b. Fire Inspector - (Recruitment required every year per Civil Service Rule 29) - The internal recruitment began on October 13, 2013 and ended on November 3, 2013. We received 3 applications for this position, and all were qualified. One person withdrew.

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STATUS REPORT OF CURRENT RECRUITMENTS

from the process. The Commission gave permission, and a T&E examination was conducted. The eligible list for this position will be signed at this meeting.

- c. Wastewater Utility Worker - (Recruitment due to new position authorized by City Council) – The external recruitment began on September 29 2013 and ended on October 20, 2013. We received 54 applications and 13 of those were qualified. The written exam was held on November 14, 2013. Two persons failed to appear and 11 took the exam. All 11 candidates passed the exam. The eligible list for this position will be signed at this meeting.
- d. Code Enforcement Manager - (Recruitment due to new position authorized by City Council) - The internal recruitment began on November 10, 2013 and ended on November 24, 2013. We received two applications for this position, and one was approved. The Commission gave permission, and a T&E examination was conducted. The eligible list for this position will be signed at this meeting.
- e. Emergency Medical Officer - (Recruitment required every year per Civil Service Rule 29) - The internal recruitment began on December 8, 2013 and ends on December 29, 2013. At the time of this agenda, we had received two applications for this position.
- f. Wastewater Utility Worker III - (Recruitment due to employee receiving certification) – The internal recruitment began on November 17, 2013 and ended on December 1, 2013. We received one application for this position, which was approved. The Commission gave permission, and a T&E examination was conducted. The eligible list for this position will be signed at this meeting.
- g. Firefighter - (Recruitment due to several departmental vacancies) - The external recruitment began on December 15 2013 and ends on January 12, 2014. At the time of this agenda, we had received 30 applications for this position. The written exam is scheduled for February 4, 2014.
- h. Water Reclamation Worker - (Recruitment due to new position authorized by City Council) - The external recruitment began on December 15, 2013 and ends on January 5, 2014. At the time of this agenda, we had received seven applications for this position. The written exam is scheduled for January 28, 2014.
- i. Police Captain - (Recruitment due to employee retirement) - The internal recruitment began on December 16, 2013 and ends on January 6, 2014. The written exam is scheduled for February 6, 2014.

COMMUNICATIONS

1. Ratify the Commission's letter to Chris Baillargeon regarding the removal of his name from the Police Patrol Officer eligibility list.
2. Ratify the Commission's letter to Christopher Carneal regarding the removal of his name from the Police Patrol Officer eligibility list.

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COMMUNICATIONS

3. Ratify the Commission's letter to Todd Hoddy regarding the removal of his name from the Police Patrol Officer eligibility list.
4. Ratify the Commission's letter to Douglas Pachelli regarding the removal of his name from the Police Patrol Officer eligibility list.
5. Ratify the Commission's letter to Michael Romero regarding the removal of his name from the Police Patrol Officer eligibility list.
6. Ratify the Commission's letter to Mark Roush regarding the removal of his name from the Police Patrol Officer eligibility list.
7. Ratify the Commission's letter to Matthew Sanchez regarding the removal of his name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Eufemio Baca regarding the removal of his name from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letter to Gerardo Cano regarding the removal of his name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Athena Garcia regarding the removal of her name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to James Hecht regarding the removal of his name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to Adam Herrera regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Matthew Matott regarding the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Kevin Sulham regarding the removal of his name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to George Alloy regarding the removal of his name from the Police Patrol Officer eligibility list.
16. Ratify the Commission's letter to Sara Domer regarding the removal of her name from the Police Patrol Officer eligibility list.
17. Ratify the Commission's letter to Tiffany Endres regarding the removal of her name from the Police Patrol Officer eligibility list.
18. Ratify the Commission's letter to Crystal Fairbairn regarding the removal of her name from the Police Patrol Officer eligibility list.

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COMMUNICATIONS

19. Ratify the Commission's letter to Linda Garcia regarding the removal of her name from the Police Patrol Officer eligibility list.
20. Ratify the Commission's letter to Phillip Gurule regarding the removal of his name from the Police Patrol Officer eligibility list.
21. Ratify the Commission's letter to Donald Mainard regarding the removal of his name from the Police Patrol Officer eligibility list.
22. Ratify the Commission's letter to Eduardo Navarro regarding the removal of his name from the Police Patrol Officer eligibility list.
23. Ratify the Commission's letter to Chris Sutton regarding the removal of his name from the Police Patrol Officer eligibility list.
24. Ratify the Commission's letter to Mary Ann Dibeneditto regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
25. Ratify the Commission's letter to Jessica Garcia regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
26. Ratify the Commission's letter to Chad Myers regarding the removal of his name from the Police Patrol Officer eligibility list.
27. Ratify the Commission's letter to Jamie Penrod regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve all items on the Consent Agenda.

Roll Call -- Ayes: Archibeque, Bonner and Kennedy. Motion carried unanimously.

REGULAR AGENDA

1. The Interim Civil Service Administrator submitted the eligible list for Accountant I.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Accountant I.

Roll Call -- Ayes: Archibeque, Bonner and Kennedy. Motion carried unanimously.

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REGULAR AGENDA

2. The Interim Civil Service Administrator submitted the eligible list for Fire Inspector.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Fire Inspector.

Roll Call -- Ayes: Archibeque, Bonner and Kennedy. Motion carried unanimously.

3. The Interim Civil Service Administrator submitted the eligible list for Wastewater Utility Worker.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Wastewater Utility Worker.

Roll Call -- Ayes: Archibeque, Bonner and Kennedy. Motion carried unanimously.

4. The Interim Civil Service Administrator submitted the eligible list for Code Enforcement Manager.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Code Enforcement Manager.

Roll Call -- Ayes: Archibeque, Bonner and Kennedy. Motion carried unanimously.

5. The Interim Civil Service Administrator submitted the eligible list for Wastewater Utility Worker III.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Wastewater Utility Worker III.

Roll Call -- Ayes: Archibeque, Bonner and Kennedy. Motion carried unanimously.

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for January 14, 2014 at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

INFORMATIONAL ITEMS

1. The Commission received the Employee Status Report for October 2013.
2. The Commission received their handouts.

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HEARING

1. Hearing on the appeal of Fred Dubbel regarding his termination. Mr. Jagger asked for an appearance of parties. Carla Sikes, Assistant City Attorney, came forward as Counsel for the City of Pueblo. Mr. Jagger asked for the appearance of the appellant. Mr. Jagger stated for the record that the appellant, Fred Dubbel, is not present at this time which is approximately 5:40 p.m. He then asked how the City would like to proceed. Ms. Sikes stated the City would like to ask the Commission for dismissal of the appeal for failure of the appellant to prosecute.

Mr. Kennedy seconded by Ms. Bonner moved to dismiss the appeal for failure of the appellant to appear and prosecute same.

Roll Call -- Ayes: Archibeque, Bonner and Kennedy. Motion carried unanimously.

Mr. Jagger stated he would draft an order for the Commission to issue and sign.

ADJOURN – 5:40 p.m.


Chairman