

PUEBLO

CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
TUESDAY, FEBRUARY 11, 2014
5:30 PM

Individuals Requiring Special Accommodations Should Notify the Civil Service Commission Office (719) 553-2635 by Noon on the Monday Preceding the Meeting.

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, January 14, 2014.
- Special meeting of Thursday, January 30, 2014.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, January 14, 2014 and special meeting dated Thursday, January 30, 2014 as distributed.

CONSENT AGENDA

The following items are considered to be routine by the Civil Service Commission and will be passed and approved by one motion. There will be no separate discussion of these items unless a Commissioner so requests; in which event, the item shall be removed and considered as a regular item.

1. Receive and file the following status reports on current recruitments:
 - a. Emergency Medical Officer - (Recruitment required every year per Civil Service Rule 29) – The written exam was held on January 16, 2014. Nine applicants were scheduled to take the exam, and eight appeared. Three candidates passed the exam and five failed. We received 15 appeals on 11 questions. The testing company is currently reviewing those appeals.
 - b. Firefighter - (Recruitment due to several departmental vacancies) - We received 332 applications for this position. The written exam was held on February 4, 2014. There were 253 applicants scheduled, and 171 appeared to take the exam. The answer sheets have been sent to the testing company for scoring.
 - c. Water Reclamation Worker - (Recruitment due to new position authorized by City Council) – The written exam was held on January 28, 2014. Sixteen applicants were scheduled to take the exam, and fifteen appeared. All candidates passed the exam. The eligible list for this position will be signed at this meeting.

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- d. Police Captain - (Recruitment due to employee retirement) – The written exam was held on February 6, 2014. Six applicants were scheduled to take the exam and all appeared. The answer sheets have been sent to the testing company for scoring.
 - e. Fire Engineer - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on January 19, 2014 and ends on February 9, 2014. At the time of this agenda, we had received 10 applications. The written exam is scheduled for February 27, 2014.
 - f. Airport Operations/Maintenance Worker - (Recruitment due to new position authorized by City Council) – The external recruitment began on February 2, 2014 and ends on February 23, 2014. At the time of this agenda, we had received 34 applications. The written exam is scheduled for March 20, 2014.
 - g. Associate Engineer II - Wastewater - (Recruitment due to employee resignation) – The internal recruitment began on February 2, 2014 and ends on February 16, 2014. At the time of this agenda, we had received no applications.
 - h. Equipment Operator II - (Recruitment due to one employee retirement and one employee transfer) – The internal recruitment began on February 2, 2014 and ends on February 16, 2014. At the time of this agenda, we had received no applications. The written exam is scheduled for March 6, 2014.
 - i. Wastewater Operator A - (Recruitment due to employee retirements) – The internal recruitment began on January 28, 2014 and ends on February 11, 2014. At the time of this agenda, we had received no applications.
2. Ratify the Commission's letter to Justin Inman regarding the removal of his name from the Police Patrol Officer eligibility list.
 3. Ratify the Commission's letter to Mindi Marez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 4. Ratify the Commission's letter to Ashley Paulsen regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 5. Ratify the Commission's letter to Raven Saccomanno regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 6. Ratify the Commission's letter to Jessica Griego regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 7. Ratify the Commission's letter to Shae Vigil regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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8. Ratify the Commission's letter to Theresa Herrera regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Marguaret Gaut regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to David Mattarocci regarding the removal of his name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Angelique Trujillo regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Vanessa Trujillo regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
13. Ratify the Commission's letter to Justin Inman regarding the rejection of his objection of the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to David Mattarocci regarding the acceptance of his objection of the removal of his name from the Police Patrol Officer eligibility list.

Commission Action: Approve/disapprove all items on the Consent Agenda.

REGULAR AGENDA

1. Discussion regarding requested changes to the Commission's current Polygraph Examination Order.

Commission Action: Approve and sign the new Polygraph Examination Order or deny the request for changes to the current order.

2. Submission of the eligible list for Water Reclamation Worker.

Commission Action: Approve and certify the eligible list for the class title of Water Reclamation Worker.

ADMINISTRATIVE ITEMS

A. Administrative Items.

There are no Administrative Items. The date for the March, 2014 Civil Service Commission Meeting was previously set for March 11, 2014.

INFORMATIONAL ITEMS

B. Informational Items.

There are no informational items.

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