



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
JANUARY 14, 2014
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 Walker, Interim Fire Chief Dale Villers, City Clerk Gina Dutcher, Assistant City Attorney Carla Sikes, Employee Benefits/Loss Control Manager Dave Anderson, HR Analyst Manual Alcala, HR Analyst Shelly Carrillo, Interim Civil Service Administrator Lynne Huskins, and Secretary Melissa Lillard.

Other Interested Parties: Tracy Erickson.

SPECIAL RECOGNITION

City Clerk Gina Dutcher gave a reaffirmation of oath of office and presented Mr. Kennedy with a Certificate of Election for his recent reelection to office.

ELECTION OF OFFICERS

Guy Kennedy moved and Sharon Bonner seconded the motion to elect Dan Archibeque as Chair.

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

Guy Kennedy moved and Dan Archibeque seconded the motion to elect Sharon Bonner as Vice Chair.

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

AMENDMENTS TO AGENDA

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

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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, December 19, 2013 as distributed.

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

CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

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

- a. Emergency Medical Officer - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on December 8, 2013 and ended on December 29, 2013. We received nine applications for this position and all were qualified. The written exam is scheduled for January 16, 2014.
- b. 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 248 applications for this position. The written exam is scheduled for February 4, 2014.
- c. Water Reclamation Worker - (Recruitment due to new position authorized by City Council) – The external recruitment began on December 15, 2013 and ended on January 5, 2014. We received 41 applications for this position and 14 of those were qualified. The written exam is scheduled for January 28, 2014.
- d. Police Captain - (Recruitment due to employee retirement) – The internal recruitment began on December 16, 2013 and ended on January 6, 2014. We received six applications for this position and all were qualified. The written exam is scheduled for February 6, 2014.

COMMUNICATIONS

1. Ratify the Commission's letter to Angelo Alires regarding the removal of his name from the Police Patrol Officer eligibility list.
2. Ratify the Commission's letter to Jolene Allen regarding the removal of her name from the Police Patrol Officer eligibility list.
3. Ratify the Commission's letter to Alyssa Arsenault regarding the removal of her name from the Police Patrol Officer eligibility list.
4. Ratify the Commission's letter to James Ashby regarding the removal of his name from the Police Patrol Officer eligibility list.
5. Ratify the Commission's letter to David Garcia regarding the removal of his name from the Police Patrol Officer eligibility list.

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CONSENT AGENDA

COMMUNICATIONS

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 Garrett Gray regarding the removal of his name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Raymond Gutierrez regarding the removal of his name from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letter to Travis Mark regarding the removal of his name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Steve McMahon regarding the removal of his name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Jackie Robinson regarding the removal of his name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to Jason Sharp regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Nancy Taylor regarding the removal of her name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Matthew Vigil regarding the removal of his name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to James Vincent regarding the removal of his name from the Police Patrol Officer eligibility list.
16. Ratify the Commission's letter to Anita Lucero regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
17. Ratify the Commission's letter to Myra Robb regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
18. Ratify the Commission's letter to Chris Duston regarding the removal of his name from the Police Patrol Officer eligibility list.
19. Ratify the Commission's letter to Denise Urbina regarding the removal of her name from the Police Patrol Officer 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.

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REGULAR AGENDA

There were no Regular Agenda Items.

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for February 11, 2014 at 5:30 p.m. The meeting will be held in the interim City Council Chambers, #1 City Hall Place.

INFORMATIONAL ITEMS

1. The Commission received the Employee Status Reports for November and December 2013.
2. The Commission received their handouts.

HEARING

1. Hearing on the appeal of Tracy Erickson regarding her termination. Mr. Jagger asked for an appearance of parties. Carla Sikes, Assistant City Attorney, came forward as Counsel for the City of Pueblo. Tracy Erickson, Appellant, came forward. Mr. Jagger asked if both parties were ready to proceed. Ms. Sikes stated that Ms. Erickson had requested a continuance in the matter, and that the City had no objection. After discussion, the hearing was continued to March 11, 2014. The hearing will be held in the City Council Chambers, #1 City Hall Place.

ADJOURN – 5:41 p.m.


Chairman