



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
MARCH 11, 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: Assistant City Attorney Carla Sikes, Human Resources Director Marisa Pacheco, Employee Benefits/Loss Control Manager Dave Anderson, HR Analyst Manual Alcala, HR Analyst Bella Trujillo, HR Analyst Shelly Carrillo, Interim Civil Service Administrator Lynne Huskins, and Secretary Melissa Lillard.

Other Interested Parties: Firefighter Jim Riddell, Firefighter Justin Hunter, Firefighter Justin Haberman.

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, February 11, 2014 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 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 rejected all appeals. The eligible list for this position will be signed at this meeting.

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STATUS REPORT OF CURRENT RECRUITMENTS

- 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 number of candidates who passed the exam was 137 and 35 failed. The eligible list for this position will be signed at this meeting.
- c. 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. Five candidates passed the exam and one failed. The eligible list for this position will be signed at this meeting.
- d. Fire Engineer - (Recruitment required every year per Civil Service Rule 29) –The written exam was held on February 27, 2014. Sixteen applicants were scheduled to take the exam and all appeared. Three candidates passed the exam and 13 failed. The deadline for review and appeals is March 17, 2014.
- e. Airport Operations/Maintenance Worker - (Recruitment due to new position authorized by City Council) – We received 109 applications, and 42 were approved. The written exam is scheduled for March 20, 2014.
- f. Associate Engineer II - Wastewater - (Recruitment due to employee resignation) – The external recruitment began on February 23, 2014 and ends on March 16, 2014. At the time of this agenda, we had received two applications.
- g. Equipment Operator II - (Recruitment due to one employee retirement and one employee transfer) – The written exam was held on March 6, 2014. Seven applicants were scheduled to take the exam and all appeared. The exams are currently being scored.
- h. Wastewater Operator A - (Recruitment due to employee retirements) – The external recruitment began on February 23, 2014 and ends on March 16, 2014. At the time of this agenda, we had received five applications.
- i. Emergency Services Dispatcher - (Recruitment due to several vacancies) - The external recruitment began on February 16, 2014 and ends on March 9, 2014. At the time of this agenda, we had received 149 applications. The written exam is scheduled for April 3, 2014.

COMMUNICATIONS

1. Ratify the Commission's letter to Adam Pickerill regarding the removal of his name from the Police Patrol Officer eligibility list.
2. Ratify the Commission's letter to Michael Seybold regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
3. Ratify the Commission's letter to Mikel Gabriell regarding the rejection of his appeal of questions #10, #20, #39, #44, #53 and #74 on the Emergency Medical Officer written exam.
4. Ratify the Commission's letter to Kehlen Kirby regarding the rejection of his appeal of questions #44, #63 and #97 on the Emergency Medical Officer written exam.

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CONSENT AGENDA

COMMUNICATIONS

5. Ratify the Commission's letter to Jase VandeBrake regarding the rejection of his appeal of questions #39, #46, #56, #63, #90 and #97 on the Emergency Medical Officer written exam.
6. Ratify the Commission's letter to Brian Helton regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.
7. Ratify the Commission's letter to Tiffany Bonfiglio regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
8. Ratify the Commission's letter to David Borrego regarding the removal of his name from the Water Reclamation Worker eligibility list.
9. Ratify the Commission's letter to Nathan Cordova regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Brook Trujillo 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 Emergency Medical Officer.

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

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

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

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

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

3. The Interim Civil Service Administrator submitted the eligible list for Police Captain.

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

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

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ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for April 8, 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 their handouts.

ADJOURN – 5:45 p.m.


Chairman