



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
MAY 13, 2014
5:00 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, Employee Benefits/Loss Control Manager Dave Anderson, HR Analyst Manual Alcala, HR Analyst Shelly Carrillo, HR Analyst Bella Trujillo, Assistant City Attorney Carla Sikes, Director of Public Works Earl Wilkinson, Interim Civil Service Administrator Lynne Huskins, and Secretary Melissa Lillard.

Other Interested Parties: AFSCME Attorney Cheryl Hutchinson, Union Representative Betty Aragon, Union Representative Mike Baca, Equipment Operator IV Ambrose Solis, Jr., Crystal LaDuke, Isabelle Aragon.

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, April 8, 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. Fire Engineer - (Recruitment required every year per Civil Service Rule 29) --The written exam was held on February 27, 2014. Three candidates passed the exam and 13 failed. The eligible list for this position will be signed at this meeting.
- b. Emergency Services Dispatcher - (Recruitment due to several vacancies) - We received 178 applications, and 84 were approved. The written exam was held on April 3, 2014. Fifty two candidates appeared to take the exam. The testing company is currently scoring the exams.

**CIVIL SERVICE COMMISSION MEETING
MAY 13, 2014
PAGE TWO**

STATUS REPORT OF CURRENT RECRUITMENTS

- c. Police Sergeant – (Recruitment due to employee promotion) - The internal recruitment began on March 16, 2014 and ended on April 20, 2014. We received 49 applications and all were approved. The written exam is scheduled for May 20, 2014.
- d. Police Support Technician I - (Recruitment due to vacancies) - We received seven applications and all were approved. The written exam was held on April 29, 2014. All seven candidates passed the exam. The eligible list for this position will be signed at this meeting.
- e. Traffic Control Utility Worker II - (Recruitment due to vacancy) - We received four applications and all were approved. The written exam was held on April 28, 2014. All four candidates passed the exam. The eligible list for this position will be signed at this meeting.

COMMUNICATIONS

- 1. Ratify the Commission's letter to Kayleigh Giadone regarding the removal of her name from the Clerk Typist eligibility list.
- 2. Ratify the Commission's letter to Margaret Gribble regarding the removal of her name from the Clerk Typist eligibility list.
- 3. Ratify the Commission's letter to Courtney Russell regarding the removal of her name from the Clerk Typist eligibility list.
- 4. Ratify the Commission's letter to Cecelia Kilts regarding the removal of her name from the Clerk Typist eligibility list.
- 5. Ratify the Commission's letter to Sharon Marceric regarding the removal of her name from the Clerk Typist eligibility list.
- 6. Ratify the Commission's letter to Jessica Martinez regarding the removal of her name from the Clerk Typist eligibility list.
- 7. Ratify the Commission's letter to Vicky Millard regarding the removal of her name from the Clerk Typist eligibility list.
- 8. Ratify the Commission's letter to Robin Poirier regarding the removal of her name from the Clerk Typist eligibility list.
- 9. Ratify the Commission's letter to Charla Simonson regarding the removal of her name from the Clerk Typist eligibility list.
- 10. Ratify the Commission's letter to Donna Stone regarding the removal of her name from the Clerk Typist eligibility list.
- 11. Ratify the Commission's letter to Francesca Stuart regarding the removal of her name from the Clerk Typist eligibility list.
- 12. Ratify the Commission's letter to Stefanie Pineda regarding the removal of her name from the Clerk Typist eligibility list.

**CIVIL SERVICE COMMISSION MEETING
MAY 13, 2014
PAGE THREE**

CONSENT AGENDA

COMMUNICATIONS

13. Ratify the Commission's letter to Nicholas Grado regarding the acceptance of his objection of the removal of his name from the Firefighter eligibility list.
14. Ratify the Commission's letter to Selena Ruiz regarding the removal of her name from the Clerk Typist eligibility list.
15. Ratify the Commission's letter to Vickie Vialpando regarding the removal of her name from the Clerk Typist eligibility list.
16. Ratify the Commission's letter to Kathleen Woolley regarding the removal of her name from the Clerk Typist eligibility list.
17. Ratify the Commission's letter to Annette Stone regarding the removal of her name from the Clerk Typist eligibility list.
18. Ratify the Commission's letter to Shannon DeFrece regarding the removal of his name from the Wastewater Utility Worker eligibility list.
19. Ratify the Commission's letter to Reyna Ehrman regarding the removal of her name from the Wastewater Utility Worker eligibility list.
20. Ratify the Commission's letter to Tory Kagey regarding the removal of his name from the Utility Worker eligibility list.
21. Ratify the Commission's letter to Andrew Kremer regarding the removal of his name from the Utility Worker eligibility list.
22. Ratify the Commission's letter to Carlos Loudy regarding the removal of his name from the Utility Worker eligibility list.
23. Ratify the Commission's letter to Brett Sabott regarding the removal of his name from the Wastewater Utility Worker eligibility list.
24. Ratify the Commission's letter to Jerry Estep regarding the removal of his name from the Equipment Operator II eligibility list.
25. Ratify the Commission's letter to Mark Patterson regarding the removal of his name from the Wastewater Utility Worker 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.

DECISION HEARING

1. Decision hearing on the appeal of Ambrose Solis, Jr. regarding his disciplinary action was held. The Decision was read into record by Mr. Jagger and the interested parties were advised they would receive a signed copy of the decision.

**CIVIL SERVICE COMMISSION MEETING
MAY 13, 2014
PAGE FOUR**

REGULAR AGENDA

1. Setting of the hearing on the appeal of Crystal LaDuke regarding her termination was held. The hearing was set for June 10, 2014 at 5:30 p.m.
2. Setting of the hearing on the appeal of Isabelle Aragon regarding her termination was held. The setting was continued to June 10, 2014 at 5:30 p.m.
3. The Interim Civil Service Administrator submitted the eligible list for Fire Engineer.

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

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

4. The Interim Civil Service Administrator submitted the eligible list for Emergency Services Dispatcher.

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

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

5. The Interim Civil Service Administrator submitted the eligible list for Police Support Technician I.

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

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

6. The Interim Civil Service Administrator submitted the eligible list for Traffic Control Utility Worker II.

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

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 June 10, 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 February and March 2014.
2. The Commission received their handouts.

ADJOURN – 5:37 p.m.


Chairman