



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS**

JUNE 10, 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, HR Director Marisa Pacheco, Employee Benefits/Loss Control Manager Dave Anderson, HR Analyst Manual Alcalá, HR Analyst Shelly Carrillo, HR Analyst Bella Trujillo, and Secretary Melissa Lillard.

AMENDMENTS TO AGENDA

Mr. Archibeque asked if there were any amendments to the agenda. Mr. Jagger informed the Commission that Carla Sykes Pueblo Assistant City Attorney submitted a written request just prior to the meeting to reschedule Crystal LaDuke's scheduled hearing and to postpone the setting of the hearing for Isabelle Aragon for no more than thirty days contingent upon settlement agreements. Union Representative Betty Aragon also submitted in writing that the union had no objection to postponing both matters. Mr. Jagger suggested that it could be held within that time frame at the next Civil Service meeting if needed.

Mr. Kennedy seconded by Ms. Bonner moved to approve the request and to reschedule Crystal LaDuke's hearing and the setting of the hearing for Isabelle Aragon for July 8, 2014.

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

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, May 13, 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:

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- a. Police Sergeant – (Recruitment due to employee promotion) - We received 60 applications and all were approved. The written exam was held on May 20, 2014. Fifty-five candidates appeared to take the exam. There were 13 passing scores. We are currently in the review/appeal period for this position.
- b. GIS Specialist I – (Recruitment due to new position authorized by City Council) - The external recruitment began on June 1, 2014 and ends on June 22, 2014. At the time of this meeting, we had received 10 applications for this position.
- c. Recreation Supervisor – (Recruitment due to employee resignation) - The external recruitment began on June 1, 2014 and ends on June 22, 2014. At the time of this meeting, we had received 29 applications for this position.
- d. Wastewater Operator A – (Recruitment due to employee retirement) - The internal recruitment began on May 20, 2014 and ended on June 3, 2014. We received one application. The Commission gave permission, and a T&E examination was conducted. The eligible list for this position will be signed at this meeting.

COMMUNICATIONS

2. Ratify the Commission's letter to Lisa Sonnenfeld regarding the removal of her name from the Clerk Typist eligibility list.
3. Ratify the Commission's letter to Helena Smith regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission's letter to Adam Lujan regarding the removal of his name from the Wastewater Utility Worker eligibility list.
5. Ratify the Commission's letter to Pete Willson regarding the removal of his name from the Wastewater Utility Worker eligibility list.
6. Ratify the Commission's letter to Stephen Aragon regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Teri Baros regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
8. Ratify the Commission's letter to Christina Boeck regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Julie Bosley regarding the removal of her name from the Clerk Typist eligibility list.
10. Ratify the Commission's letter to Frederica Clemmons regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Samantha Salazar regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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COMMUNICATIONS

12. Ratify the Commission's letter to Michelle Siebert regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
13. Ratify the Commission's letter to Jacqueline Valdez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
14. Ratify the Commission's letter to Elias Vigil regarding the removal of his name from the Airport Operations/Maintenance Worker eligibility list.
15. Ratify the Commission's letter to Jarod Emilio regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
16. Ratify the Commission's letter to Anthony Luginbill regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
17. Ratify the Commission's letter to Jorgina Magana regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
18. Ratify the Commission's letter to Jason Parker regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
19. Ratify the Commission's letter to Brianne Pennington 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. Setting of the Hearing on the appeal of Isabelle Aragon regarding her termination.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to postpone the setting of the hearing until July 8, 2014.

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

2. The Civil Service Secretary submitted the eligible list for Wastewater Operator A.

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

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 July 8, 2014 at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

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INFORMATIONAL ITEMS

1. The Commission received the Employee Status Report for April 2014.
2. The Commission received their handouts.

ADJOURN – 5:38 p.m.


Chairman