

PUEBLO

CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
TUESDAY, AUGUST 12, 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, July 8, 2014.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, July 8, 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. GIS Specialist I – (Recruitment due to new position authorized by City Council) - The written exam was held on July 30, 2014. Six candidates were scheduled and one appeared to take and passed the exam. The eligible list for this position will be signed at this meeting.
 - b. Recreation Supervisor – (Recruitment due to employee resignation) - The written exam was held on July 25, 2014. Seventeen candidates appeared to take the exam. There were 16 passing scores. The eligible list for this position will be signed at this meeting.
 - c. Stormwater Coordinator – (Recruitment due to employee retirement) - We received three qualified applications. The Commission gave permission and T&E evaluations were done on these applications. The eligible list for this position will be signed at this meeting.
 - d. Clerk Typist – (Recruitment due to several vacancies) - The external recruitment began on July 6, 2014 and ended on July 27, 2014. We received 192 applications and 46 were accepted. The written exam will be held on August 13, 2014.

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- e. Probation Case Manager – (Recruitment due to employee retirement) - The external recruitment began on August 3, 2014 and ends on August 24, 2014. At the time of this agenda, we had received 33 applications for this position. The written exam is scheduled for September 17, 2014.
 - f. Senior Clerk Typist – (Recruitment due to employee retirement) - The internal recruitment began on August 3, 2014 and ends on August 24, 2014. At the time of this agenda, we had received four applications for this position. The written exam is scheduled for September 10, 2014.
2. Ratify the Commission's letter to Daniel Anderson II regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
 3. Ratify the Commission's letter to Alex Bowie regarding the removal of his name from the Police Patrol Officer eligibility list.
 4. Ratify the Commission's letter to Jerry Cisneros regarding the removal of his name from the Utility Worker eligibility list.
 5. Ratify the Commission's letter to Kathleen Colletti regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 6. Ratify the Commission's letter to Jonathon Huston regarding the removal of his name from the Police Patrol Officer eligibility list.
 7. Ratify the Commission's letter to Tracey Pryor regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 8. Ratify the Commission's letter to Lisa Quint regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 9. Ratify the Commission's letter to James Rael regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
 10. Ratify the Commission's letter to Brian Stengle regarding the removal of his name from the Utility Worker eligibility list.
 11. Ratify the Commission's letter to Howard Trusty regarding the removal of his name from the Utility Worker eligibility list.
 12. Ratify the Commission's letter to Kevin Tyser regarding the removal of his name from the Utility Worker eligibility list.
 13. Ratify the Commission's letter to Jake Valenzuela regarding the removal of his name from the Utility Worker eligibility list.
 14. Ratify the Commission's letter to Richard Beery regarding the removal of his name from the Utility Worker eligibility list.

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CONSENT AGENDA

15. Ratify the Commission's letter to Victor DaRocha, Jr. regarding the removal of his name from the Water Reclamation Worker eligibility list.
16. Ratify the Commission's letter to Mary Ann Majszak regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
17. Ratify the Commission's letter to Pete Willson regarding the removal of his name from the Water Reclamation Worker eligibility list.
18. Ratify the Commission's letter to Josh Aguilar regarding the removal of his name from the Utility Worker eligibility list.
19. Ratify the Commission's letter to George Alcon regarding the removal of his name from the Utility Worker eligibility list.
20. Ratify the Commission's letter to Joseph Gonzales regarding the removal of his name from the Utility Worker eligibility list.
21. Ratify the Commission's letter to Stormy Ballou regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
22. Ratify the Commission's letter to Lisa Bridwell regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
23. Ratify the Commission's letter to LaMicka DeVries regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
24. Ratify the Commission's letter to Adrianna Aguirre regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
25. Ratify the Commission's letter to Randy Pixler regarding the removal of his name from the Police Sergeant eligibility list.
26. Ratify the Commission's letter to Denise Jackson regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
27. Ratify the Commission's letter to Nicole Martinez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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

REGULAR AGENDA

1. Submission of the eligible list for GIS Specialist I.

Commission Action: Approve and certify the eligible list for the class title of GIS Specialist I.

REGULAR AGENDA

2. Submission of the eligible list for Recreation Supervisor.

Commission Action: Approve and certify the eligible list for the class title of Recreation Supervisor.

3. Submission of the eligible list for Stormwater Coordinator.

Commission Action: Approve and certify the eligible list for the class title of Stormwater Coordinator.

ADMINISTRATIVE ITEMS

A. Administrative Items.

1. Set the date for the September 2014 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

B. Informational Items.

1. Employee Status Report for May 2014.
2. Handouts.

ADJOURN