

# PUEBLO

## CIVIL SERVICE COMMISSION MEETING CITY COUNCIL CHAMBERS

JULY 8, 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, and Interim Civil Service Administrator Lynne Huskins.

**Other Interested Parties:** None.

#### 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, June 10, 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. 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. The eligible list for this position will be signed at this meeting.
- b. GIS Specialist I – (Recruitment due to new position authorized by City Council) - The external recruitment began on June 1, 2014 and ended on June 22, 2014. We received 23 applications and six of those were qualified. The written exam is scheduled for July 30, 2014.

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**STATUS REPORT OF CURRENT RECRUITMENTS**

- c. Recreation Supervisor – (Recruitment due to employee resignation) - The external recruitment began on June 1, 2014 and ended on June 22, 2014. We received 104 applications and 35 of those were qualified. The written exam is scheduled for July 25, 2014.
- d. Stormwater Coordinator – (Recruitment due to employee retirement) - The external recruitment began on June 8, 2014 and ended on June 29, 2014. We received four applications and three of those were qualified. We are currently in the appeal period for rejections.
- e. Clerk Typist – (Recruitment due to several vacancies) - The external recruitment begins on July 6, 2014 and ends on July 27, 2014. The written exam will be held on August 13, 2014.

**COMMUNICATIONS**

- 1. Ratify the Commission's letter to Kenneth Jesik regarding the removal of his name from the Utility Worker eligibility list.
- 2. Ratify the Commission's letter to Cody Mittino regarding the removal of his name from the Utility Worker eligibility list.
- 3. Ratify the Commission's letter to David Montano regarding the removal of his name from the Utility Worker eligibility list.
- 4. Ratify the Commission's letter to George Trujillo regarding the removal of his name from the Wastewater Utility Worker eligibility list.
- 5. Ratify the Commission's letter to Teri Baros regarding the rejection of her objection of the removal of her name from the Emergency Services Dispatcher eligibility list.
- 6. Ratify the Commission's letter to Greg Horstman regarding the removal of his name from the Utility Worker eligibility list.
- 7. Ratify the Commission's letter to Kevin Stein regarding the removal of his name from the Utility Worker eligibility list.
- 8. Ratify the Commission's letter to Dennis Trujillo regarding the removal of his name from the Utility Worker eligibility list.
- 9. Ratify the Commission's letter to John Trujillo regarding the removal of his name from the Utility Worker eligibility list.
- 10. Ratify the Commission's letter to Brett Waller regarding the removal of his name from the Utility Worker eligibility list.
- 11. Ratify the Commission's letter to Jason Lundahl regarding the removal of his name from the Utility Worker eligibility list.
- 12. Ratify the Commission's letter to Ralph Ogburn regarding the removal of his name from the Utility Worker eligibility list.

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**CONSENT AGENDA**

**COMMUNICATIONS**

13. Ratify the Commission's letter to Jennifer McConnell regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
14. Ratify the Commission's letter to Alyssa Uhernikl regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
15. Ratify the Commission's letter to Fidel Garcia regarding the removal of his name from the Utility Worker eligibility list.
16. Ratify the Commission's letter to Anthony Siebert regarding the removal of his name from the 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.

**REGULAR AGENDA**

1. The Interim Civil Service Administrator submitted the eligible list for Police Sergeant.

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

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 August 12, 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 – 5:34 p.m.**

  
Chairman