



**CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS  
SEPTEMBER 9, 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, Assistant City Attorney Carla Sikes, Human Resources Director Marisa Pacheco, Police Chief Luis Velez, Employee Benefits/Loss Control Manager Dave Anderson, HR Analyst Manual Alcala, HR Analyst Bella Trujillo, HR Analyst Shelly Carrillo, and Interim Civil Service Administrator Lynne Huskins.

**Other Interested Parties:** Police Officer Jeffrey Capito, Attorney for Mr. Capito Patrick Avalos, Police Deputy Chief Troy Davenport, Police Captain Charles Taylor, Police Officer Christopher Alarid, Police Captain Steven Noeller, Police Officer Michael Timme, Police Officer Chris Timme.

**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, August 12, 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. Clerk Typist – (Recruitment due to several vacancies) - The written exam was held on August 13, 2014. Fifty two candidates were scheduled and 44 appeared to take the exam. Forty two candidates passed the exam and two failed. The eligible list for this position will be signed at this meeting.

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**STATUS REPORT OF CURRENT RECRUITMENTS**

- b. Probation Case Manager – (Recruitment due to employee retirement) - The external recruitment began on August 3, 2014 and ended on August 24, 2014. We received 90 applications and 19 of those were qualified. The written exam is scheduled for September 17, 2014.
- c. Senior Clerk Typist – (Recruitment due to employee retirement) - The internal recruitment began on August 3, 2014 and ended on August 24, 2014. We received 13 applications for this position, and all were qualified. The written exam is scheduled for September 10, 2014.
- d. Emergency Services Dispatcher – (Recruitment due exhaustion of eligible list) - The external recruitment began on August 17, 2014 and ended on September 7, 2014. At the time of this agenda, we had received 85 applications for this position. The written exam is scheduled for October 1, 2014.
- e. Police Patrol Officer – (Recruitment due exhaustion of eligible list) - The external recruitment began on September 7, 2014 and ends on September 28, 2014. The written exam is scheduled for October 15, 2014.

**COMMUNICATIONS**

- 1. Ratify the Commission's letter to LaMika DeVries regarding the rejection of her objection of the removal of her name from the Emergency Services Dispatcher eligibility list.
- 2. Ratify the Commission's letter to Daric Basset regarding the removal of his name from the Sweeper Operator eligibility list.
- 3. Ratify the Commission's letter to Clinton Fossceco regarding the removal of his name from the Police Patrol Officer eligibility list.
- 4. Ratify the Commission's letter to Adam Hatfield regarding the removal of his name from the Police Patrol Officer eligibility list.
- 5. Ratify the Commission's letter to Nicholas Holderman regarding the removal of his name from the Police Patrol Officer eligibility list.
- 6. Ratify the Commission's letter to Crystal LaDuke regarding the removal of her name from the Police Patrol Officer eligibility list.
- 7. Ratify the Commission's letter to Adam Lujan regarding the removal of his name from the Water Reclamation Worker eligibility list.
- 8. Ratify the Commission's letter to Elyse McGinnity regarding the removal of her name from the Police Patrol Officer eligibility list.
- 9. Ratify the Commission's letter to Gregory Medill regarding the removal of his name from the Sweeper Operator eligibility list.
- 10. Ratify the Commission's letter to Mark Patterson regarding the removal of his name from the Water Reclamation Worker eligibility list.

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**CONSENT AGENDA**

**COMMUNICATIONS**

11. Ratify the Commission's letter to Andrew Ravenkamp regarding the removal of his name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to Cody Roberts regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Bryce Thorstad regarding the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Vincent Trevino regarding the removal of his name from the Sweeper Operator eligibility list.
15. Ratify the Commission's letter to Joseph Campton regarding the removal of his name from the Police Patrol Officer eligibility list.
16. Ratify the Commission's letter to Daniel Carey regarding the removal of his name from the Police Patrol Officer eligibility list.
17. Ratify the Commission's letter to Corey Radok regarding the removal of his name from the Police Patrol Officer eligibility list.
18. Ratify the Commission's letter to Amber Thomas regarding the removal of her name from the Police Patrol Officer eligibility list.
19. Ratify the Commission's letter to David Archuleta regarding the removal of his name from the Water Reclamation Worker eligibility list.
20. Ratify the Commission's letter to Michael Atencio regarding the removal of his name from the Water Reclamation Worker eligibility list.
21. Ratify the Commission's letter to Jesus Pastrana regarding the removal of his name from the Police Patrol Officer eligibility list.
22. Ratify the Commission's letter to Levi Milstead regarding the removal of his name from the Police Patrol Officer eligibility list.
23. Ratify the Commission's letter to Wade Broadhead regarding the placement of his name on the reemployment list for Planner-Land Use.
24. Ratify the Commission's letter to Michael Sanchez regarding the placement of his name on the reemployment list for Equipment Operator I, Equipment Operator II and Sweeper Operator.
25. Ratify the Commission's letter to Nicole Martinez regarding the rejection of her objection of the removal of her name from the Emergency Services Dispatcher eligibility list.
26. Ratify the Commission's letter to Richard Mulledy regarding the removal of his name from the Stormwater Coordinator eligibility list.

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**CONSENT AGENDA**

**COMMUNICATIONS**

27. Ratify the Commission's letter to Brandon Lugo regarding the removal of his name from the Police Patrol Officer 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 Clerk Typist.

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

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 October 21, 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 Reports for June and July, 2014.
2. The Commission received their handouts.

**HEARING**

Hearing on the appeal of Jeffery Capito regarding his demotion. Due to technical difficulties with the Council Chambers' sound system, the hearing was rescheduled to October 21, 2014 at 1:00 p.m. Mr. Jagger informed the subpoenaed witnesses that their subpoenas are still in effect, and they must appear at the continued hearing.

**ADJOURN – 6:05 p.m.**

  
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Chairman