

PUEBLO

CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – INTERIM CITY HALL
301 W. “B” STREET
THURSDAY, MAY 12, 2011
5:30 PM

Individuals Requiring Special Accommodations Should Notify the Civil Service Commission Office (719) 553-2635 by Noon on the Wednesday Preceding the Meeting.

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Civil Service Commission Retreat of Thursday, April 14, 2011
- Regular meeting of Thursday, April 14, 2011
- Special meeting of Wednesday, April 20, 2011

Commission Action: Motion to dispense with the reading and approve the minutes of the Civil Service Commission Retreat dated Thursday, April 14, 2011, the regular meeting dated Thursday, April 14, 2011, and the Special Meeting dated Wednesday, April 20, 2011 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. Fire Captain (Recruitment required every year per Civil Service Rule 29) The written exam is scheduled for May 24, 2011.
 - b. Wastewater Treatment Plant Laboratory Supervisor (Recruitment due to employee retirement) – The written exam was given April 28, 2011. Nine persons were scheduled, and seven appeared to take the exam. Two candidates passed the exam on five failed. The eligibility list will be signed at this meeting.
 - c. Civil Engineer/Drainage (New position in 2011 budget) – External recruitment ended on March 20, 2011. T&E examinations were conducted on the eight qualified applications for this position. The eligibility list will be signed at this meeting.

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- d. Program Coordinator-Forestry (New position in 2011 budget) – Internal recruitment ended on April 3, 2011. A T&E examination was conducted on the one qualified application for this position. The eligibility list will be signed at this meeting.
 - e. Traffic Control Utility Worker II (New position in 2011 budget) – External recruitment for this position ended on May 1, 2011. We received 29 applications and eleven of those were approved. The deadline for appeals of the rejected applications is May 13, 2011.
 - f. Parking Enforcer (Recruitment due to replacement of staff) – External recruitment ended on April 24, 2011. We received 93 applications and 21 of those were approved. The written examination is scheduled for May 17, 2011.
 - g. Park Caretaker, Senior (New position in 2011 budget) – Internal recruitment ended on May 1, 2011. We received three applications, and two of those were accepted. The Civil Service Administrator will be requesting permission to conduct T&E examinations on the qualified applications.
 - h. Business Systems Analyst (Recruitment due to employee retirement) – Internal recruitment began on May 4, 2011 and ends on May 15, 2011. As of the date of this agenda, we had received one application for this position.
 - i. Parks Senior Mechanic/Welder (New position in 2011 budget] - Internal recruitment began on May 4, 2011 and ends on May 15, 2011. As of the date of this agenda, we had received one application for this position.
2. Ratify the Commission's letter to Deanna Marcen regarding the fact that the Commission does not have jurisdiction to proceed on her appeal.
 3. Ratify the Commission's letter to LaVette Maxwell regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 4. Ratify the Commission's letter to Delores Rohrbacher regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 5. Ratify the Commission's letter to Elisa Steigerwalt regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 6. Ratify the Commission's letter to Tonda Tucker regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 7. Ratify the Commission's letter to Jessica Caffey regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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8. Ratify the Commission's letter to Megan Derichsweiler regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Christine Hansel regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Amanda Laughlin regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Amy Martinez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Shaina Rippetoe regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
13. Ratify the Commission's letter to Denise Rowe regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
14. Ratify the Commission's letter to Corey Shilling regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
15. Ratify the Commission's letter to Heather Shrum regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
16. Ratify the Commission's letter to Local IAFF President Chad Thomas regarding the acceptance of his request to begin the application process for Emergency Medical Officer and Fire Engineer in mid December, 2011.
17. Ratify the Commission's letter to Adam Beeson regarding the removal of his name from the Police Patrol Officer eligibility list.
18. Ratify the Commission's letter to Melanie Stalker regarding the removal of her name from the Police Patrol Officer eligibility list.
19. Ratify the Commission's letter to Paul Armijo regarding the rejection of his objection to allow him to take the Parking Enforcer examination.
20. Ratify the Commission's letter to Rosalind Roybal regarding the rejection of her objection to allow her to take the HR Analyst examination.
21. Ratify the Commission's letter to Linda McIntire regarding the removal of her name from the Clerk Typist eligibility list.
22. Ratify the Commission's letter to Dianemarie Otto regarding the removal of her name from the Clerk Typist eligibility list.

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23. Ratify the Commission's letter to Karen Taylor regarding the removal of her name from the Clerk Typist eligibility list.
24. Ratify the Commission's letter to Marie Watson regarding the removal of her name from the Clerk Typist eligibility list.
25. Ratify the Commission's letter to Crystal LaDuke regarding the rejection of her objection to allow her to take the Parking Enforcer examination.

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

REGULAR AGENDA

1. Submission of the eligible list for Civil Engineer/Drainage.

Commission Action: Approve and certify the eligible list for the class title of Civil Engineer/Drainage.

2. Submission of the eligible list for Program Coordinator-Forestry.

Commission Action: Approve and certify the eligible list for the class title of Program Coordinator-Forestry.

3. Submission of the eligible list for Wastewater Treatment Plant Laboratory Supervisor.

Commission Action: Approve and certify the eligible list for the class title of Wastewater Treatment Plant Laboratory Supervisor.

4. The Civil Service Administrator would like to request permission to conduct T&E evaluations on the approved applications for Park Caretaker, Senior.

Commission Action: Approve or deny request.

5. Review of Jonathan Martinez's appeal regarding his objection to the rejection to allow him to take the Parking Enforcer examination.

Commission Action: Approve, deny, or set the matter for hearing.

ADMINISTRATIVE ITEMS

A. Administrative Items.

1. Set the date for the June, 2011 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

B. Informational Items.

1. Status report for April 2011.
2. Handouts

ADJOURN