



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
MARCH 10, 2015
5:30 P.M.**

MINUTES

CALL TO ORDER

Chairman 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, Human Resources Director Marisa Pacheco, Employee Benefits/Loss Control Manager Dave Anderson, HR Analyst Manual Alcalá, HR Analyst Shelly Carrillo, 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, February 10, 2015 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. Emergency Medical Officer – (Recruitment required every year per Civil Service Rule 29) – We received three applications and all were qualified. The written exam was held on February 11, 2015. All three candidates appeared to take the exam, and all three failed. We received five appeals on five questions regarding the exam. Those appeals have been sent to the testing company for review.
- b. Emergency Services Dispatch Supervisor – (Recruitment due to employee voluntary demotion) – The written exam was held on February 10, 2015. All three of the qualified candidates appeared to take the exam, and all passed. The eligible list for this position will be signed at this meeting.

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STATUS REPORT OF CURRENT RECRUITMENTS

- c. Fire Captain - (Recruitment required every year per Civil Service Rule 29) – We received 31 applications, and all were qualified. The written exam was held on March 3, 2015, and all 31 candidates appeared to take the exam. The answer sheets have been sent to the testing company for scoring.
- d. Police Patrol Officer – (Recruitment due to exhaustion of eligible list) – We received 160 applications for this position, and they are in the process of being screened. The written exam is scheduled for March 24, 2015.
- e. Assistant Fire Chief - (Recruitment required every year per Civil Service Rule 29) – Internal recruitment began on February 22, 2015 and ends on March 15, 2015. At the time of this agenda, we had received three applications for this position. The written exam is scheduled for April 14, 2015.
- f. Emergency Services Dispatcher - (Recruitment due to exhaustion of eligible list) – The external recruitment begins on March 8, 2015 and ends on March 29, 2015. The written exam is scheduled for April 21, 2015.
- g. Planner - (Recruitment due to current vacancy) – The external recruitment began on February 15, 2015 and ended on March 8, 2015. At the time of this agenda, we had received 44 applications for this position.
- h. Street Inspector - (Recruitment due to employee retirement) – The internal recruitment began on March 1, 2015 and ends on March 15, 2015. At the time of this agenda, we had received three applications for this position.

COMMUNICATIONS

- 1. Ratify the Commission's letter to Dustin Atencio regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
- 2. Ratify the Commission's letter to Paul Armijo regarding the removal of his name from the Utility Worker eligibility list.
- 3. Ratify the Commission's letter to Christopher Coulter regarding the removal of his name from the Utility Worker eligibility list.
- 4. Ratify the Commission's letter to Debra Kovtynovich regarding the removal of her name from the Utility Worker eligibility list.
- 5. Ratify the Commission's letter to Nathan Losa regarding the removal of his name from the Police Patrol Officer eligibility list.
- 6. Ratify the Commission's letter to R. Kent McKinney regarding the removal of his name from the Utility Worker eligibility list.
- 7. Ratify the Commission's letter to Dan Smith regarding the removal of his name from the Utility Worker eligibility list.

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COMMUNICATIONS

8. Ratify the Commission's letter to Ambrose Solis III regarding the removal of his name from the Utility Worker eligibility list.
9. Ratify the Commission's letter to Athena Garcia regarding the removal of her name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Juliana Trujillo regarding the removal of her name from the Water Reclamation Worker eligibility list.
11. Ratify the Commission's letter to Eugene Ames regarding the removal of his name from the Clerk Typist eligibility list.
12. Ratify the Commission's letter to Alyssa Arsenault regarding the placement of her name on the reemployment lists for Emergency Services Dispatcher and Police Support Technician I.
13. Ratify the Commission's letter to Jonathan Martinez regarding the removal of his name from the Water Reclamation Worker eligibility list.
14. Ratify the Commission's letter to Christopher Bryant regarding the removal of his name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Jeanette Gonzales regarding the removal of her name from the Clerk Typist eligibility list.
16. Ratify the Commission's letter to Geneva Heredia regarding the removal of her name from the Clerk Typist eligibility list.
17. Ratify the Commission's letter to Shannon LaDuke regarding the removal of her name from the Clerk Typist eligibility list.
18. Ratify the Commission's letter to Camille Killam regarding the removal of her name from the Clerk Typist eligibility list.
19. Ratify the Commission's letter to Amanda Mark regarding the removal of her name from the Clerk Typist eligibility list.
20. Ratify the Commission's letter to Sarah Snowberger regarding the removal of her name from the Clerk Typist eligibility list.
21. Ratify the Commission's letter to Juliana Trujillo regarding the acceptance of her objection of the removal of her name from the Water Reclamation Worker eligibility list.
22. Ratify the Commission's letter to Robert Campbell regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
23. Ratify the Commission's letter to Andy Chavez regarding the removal of his name from the Emergency Services Dispatcher eligibility list.

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COMMUNICATIONS

24. Ratify the Commission's letter to Brian Helton regarding the removal of his name from the Utility Worker eligibility list.
25. Ratify the Commission's letter to Terri Kelley regarding the removal of her name from the Clerk Typist eligibility list.
26. Ratify the Commission's letter to Michelle Snyder regarding the removal of her name from the Clerk Typist eligibility list.
27. Ratify the Commission's letter to Jeanette Gonzales regarding the acceptance of her objection of the removal of her name from the Clerk Typist 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 Emergency Services Dispatch Supervisor.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Emergency Services Dispatch Supervisor.

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

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled April 14, 2015, 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 Report for January 2015.
2. The Commission received their handouts.

ADJOURN – 5:33 p.m.


Chairman