



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
MAY 12, 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, HR Analyst Manual Alcala, HR Analyst Shelly Carrillo, and Interim Civil Service Administrator Lynne Huskins.

Other Interested Parties: Clerk Typist Linda Contreras and Clerk Typist Melinda Vigil.

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, April 14, 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. 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. Seven candidates passed the exam and 24 candidates failed. The eligible list for this position will be signed at this meeting.
- b. Police Patrol Officer – (Recruitment due to exhaustion of eligible list) – The written exam was held on March 24, 2015. Seventy five persons were scheduled for the exam, and 59 appeared to take the exam. Thirty eight candidates passed the exam and 21 failed. The eligible list for this position will be signed at this meeting.

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- c. Assistant Fire Chief - (Recruitment required every year per Civil Service Rule 29) – Internal recruitment began on February 22, 2015 and ended on March 15, 2015. The written exam was held on April 14, 2015. Nine candidates were scheduled and seven appeared to take the exam. All seven candidates passed the exam. We received two appeals on two questions. The testing company is currently reviewing those appeals.
- d. Emergency Services Dispatcher - (Recruitment due to exhaustion of eligible list) – The written exam was held on April 21, 2015. Forty three candidates were scheduled, and 34 appeared to take the exam. Thirty one candidates passed and three failed. The eligible list for this position will be signed at this meeting.
- e. Street Inspector - (Recruitment due to employee retirement) – The written exam was held on April 16, 2015. All six qualified candidates appeared to take the exam, and all passed. We are currently in the review period for appeals.
- f. Area Crew Leader - (Recruitment due to employee retirement) – We received 11 applications for this position, and all were qualified. The written exam is scheduled for May 12, 2015.
- g. Civil Engineer/Drainage - (Recruitment due to employee separation) – The external recruitment began on April 12, 2015 and ended on May 3, 2015. We received eight applications, and five were qualified. We are currently in the appeal period for rejections.
- h. Crime Analyst - (Recruitment due to employee resignation) – The Commission gave permission, and a T&E evaluation was conducted on the one qualified candidate. The eligible list for this position will be signed at this meeting.
- i. Fire Engineer - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on March 22, 2015 and ends on April 12, 2015. We received 14 applications, and all were qualified. The written exam is scheduled for May 14, 2015.
- j. Accountant II - (Recruitment due to employee promotion) – The internal recruitment began on April 12, 2015 and ended on April 26, 2015. We received four applications. The applications are currently being screened.
- k. Benefits Coordinator - (Recruitment due to employee demotion) – The internal recruitment began on April 20, 2015 and ended on May 4, 2015. We received four applications, and three of those were qualified. We are currently in the appeal period for the rejection.
- l. Parks Supervisor - (Recruitment due to employee transfer) – The external recruitment begins on May 10, 2015 and ends on May 31, 2015.
- m. Police Sergeant - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment begins on May 10, 2015 and ends on May 31, 2015. The written exam is scheduled for June 16, 2015.

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CONSENT AGENDA

COMMUNICATIONS

1. Ratify the Commission's letter to Kim Toman regarding the rejection of her objection to allow her to take the Grants Analyst examination.
2. Ratify the Commission's letter to Ricardo Gonzalez regarding the removal of his name from the Utility Worker eligibility list.
3. Ratify the Commission's letter to Jerri Ingo regarding the removal of her name from the Clerk Typist eligibility list.
4. Ratify the Commission's letter to Joey Rodriguez regarding the removal of his name from the Wastewater Utility Worker eligibility list.
5. Ratify the Commission's letter to Pamla Sterner regarding the removal of her name from the Clerk Typist eligibility list.
6. Ratify the Commission's letter Cliff Adams regarding the removal of his name from the Police Patrol Officer eligibility list.
7. Ratify the Commission's letter to Jeff Blair regarding the removal of his name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to William Ownbey regarding the rejection of his objection of the removal of his name from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letter to Nicole Sanchez regarding the removal of her name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Christopher Gillispie regarding the rejection of his appeal of questions #73 and #76 on the Fire Captain written exam.
11. Ratify the Commission's letter to Joel Moffitt regarding the rejection of his appeal of questions #2, #25 and #27 on the Fire Captain written exam.

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. Setting of the Hearing on the appeal of Linda Contreras and Melinda Vigil was held. Hearing was set for July 14, 2015.

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REGULAR AGENDA

2. The Interim Civil Service Administrator submitted the eligible list for Fire Captain.

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

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

3. The Interim Civil Service Administrator submitted the eligible list for Police Patrol Officer.

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

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

4. The Interim Civil Service Administrator submitted the eligible list for Emergency Services Dispatcher.

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

5. The Interim Civil Service Administrator submitted the eligible list for Crime Analyst.

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

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

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled June 16, 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 their handouts.

ADJOURN – 5:42 p.m.


Chairman