



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
TUESDAY, JULY 14, 2015
5:30 PM

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

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, June 16, 2015.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, June 16, 2015 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. Parks Supervisor - (Recruitment due to employee transfer) – The Commission gave permission, and a T&E evaluation was conducted on the five qualified candidates. The eligible list for this position will be signed at this meeting.
 - b. Police Sergeant - (Recruitment required every year per Civil Service Rule 29) – The written exam was held on June 16, 2015. We received appeals on eight questions. The testing company is currently reviewing those appeals.
 - c. Parking Enforcer - (Recruitment due to employee separation) – We received 66 applications for this position. We are currently in the appeal period for rejections. The written exam is scheduled for July 21, 2015.
 - d. Utility Worker - (Recruitment due to several vacancies) –The written exam was held on July 7, 2015. Forty five candidates were scheduled, and 40 appeared to take the exam. Thirty nine candidates passed and one failed. The eligible list for this position will be signed at this meeting.

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- e. Business Systems Analyst - (Recruitment due to new position created by City Council) – We received no applications for the internal recruitment. The external recruitment began on July 5, 2015 and ends on July 26, 2015. At the time of this agenda, we had received five applications for this position.
 - f. Benefits Coordinator - (Recruitment due to employee voluntary demotion and request for new list) – The internal recruitment began on July 5, 2015 and ends on July 19, 2015. At the time of this agenda, we had received three applications for this position.
 - g. Building Custodian - (Recruitment due to employee retirement) – The external recruitment began on June 28, 2015 and ends on July 19, 2015. At the time of this agenda, we had received 23 applications for this position. The written exam is scheduled for August 25, 2015.
 - h. Emergency Services Dispatcher - (Recruitment due to several vacant positions) – The external recruitment begins on July 12, 2015 and ends on August 2, 2015. The written exam is scheduled for September 1, 2015.
 - i. Senior Planner - (Recruitment due to employee resignation) – The external recruitment begins on July 12, 2015 and ends on August 2, 2015.
 - j. Water Reclamation Worker - (Recruitment due to employee separation) – The external recruitment began on June 28, 2015 and ends on July 19, 2015. At the time of this agenda, we had received 23 applications. The written exam is scheduled for August 20, 2015.
2. Ratify the Commission's letter to Jeremy Amendola regarding the removal of his name from the Police Patrol Officer eligibility list.
 3. Ratify the Commission's letter to Stephany Landis regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 4. Ratify the Commission's letter to Kristin Navarro regarding the removal of her name from the Police Patrol Officer eligibility list.
 5. Ratify the Commission's letter to Vicente Suarez regarding the removal of his name from the Police Patrol Officer eligibility list.
 6. Ratify the Commission's letter to Brenda Armijo regarding the removal of her name from the Benefits Coordinator eligibility list.
 7. Ratify the Commission's letter to David Gemmell regarding the removal of his name from the Accountant II eligibility list.
 8. Ratify the Commission's letter to Catherine Wojcik regarding the removal of her name from the Accountant II eligibility list.

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CONSENT AGENDA

9. Ratify the Commission's letter to Daniel Cordova regarding the removal of his name from the Utility Worker eligibility list.
10. Ratify the Commission's letter to Manuel Marquez regarding the removal of his name from the Utility Worker eligibility list.
11. Ratify the Commission's letter to Jason Burns regarding the removal of his name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to Richard Pennington regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Kimberly Simpson regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
14. Ratify the Commission's letter to Celeste Solis regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
15. Ratify the Commission's letter to Erin Frye regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
16. Ratify the Commission's letter to Alyssa Martinez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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

REGULAR AGENDA

1. Review of Mary Mraz's appeal of her removal from the eligibility list for Police Patrol Officer.

Commission Action: Approve/disapprove or set the matter for formal hearing.

2. Submission of the eligible list for Parks Supervisor.

Commission Action: Approve and certify the eligible list for the class title of Parks Supervisor.

3. Submission of the eligible list for Utility Worker.

Commission Action: Approve and certify the eligible list for the class title of Utility Worker.

ADMINISTRATIVE ITEMS

A. Administrative Items.

1. Set the date for the August 2015 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

B. Informational Items.

1. Handouts.

HEARING

1. Hearing on the appeal of Melinda Vigil and Linda Contreras.

Commission Action: Sustain or reject the appeal.

ADJOURN