



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
JUNE 16, 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 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, May 12, 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. 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. The eligible list for this position will be signed at this meeting.
- b. Street Inspector - (Recruitment due to employee retirement) – The written exam was held on April 16, 2015. Six 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. Area Crew Leader - (Recruitment due to employee retirement) –The written exam was held on May 12, 2015. Eleven candidates appeared to take the exam, and all passed. The eligible list for this position will be signed at this meeting.
- d. Civil Engineer/Drainage - (Recruitment due to employee separation) – 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.
- e. Fire Engineer - (Recruitment required every year per Civil Service Rule 29) – The written exam was held on May 14, 2015. Seven candidates appeared to take the exam, and three passed. The eligible list for this position will be signed at this meeting.
- f. Accountant II - (Recruitment due to employee promotion) – The Commission gave permission, and a T&E evaluation was conducted on the four qualified candidates. The eligible list for this position will be signed at this meeting.
- g. Benefits Coordinator - (Recruitment due to employee demotion) – The Commission gave permission, and a T&E evaluation was conducted on the three qualified candidates. The eligible list for this position will be signed at this meeting.
- h. Parks Supervisor - (Recruitment due to employee transfer) – We received 30 applications, and five were qualified. We are currently in the appeal period for rejections.
- i. Police Sergeant - (Recruitment required every year per Civil Service Rule 29) – We received 34 applications, and all were qualified. The written exam is scheduled for June 16, 2015.
- j. Business Systems Analyst - (Recruitment due to new position created by City Council) – The internal recruitment begins on June 14, 2015 and ends on June 28, 2015.
- k. Parking Enforcer - (Recruitment due to employee separation) – The external recruitment began on June 7, 2015 and ends on June 28, 2015. At the time of this agenda, we had received 31 applications.
- l. Utility Worker - (Recruitment due to several vacancies) – We received 90 applications, and 37 were qualified. We are currently in the appeal period for rejections. The written exam is scheduled for July 7, 2015. 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.

COMMUNICATIONS

1. Ratify the Commission's letter to James Riddle regarding the rejection of his appeal of questions #18, #19, #46 and #57 on the Fire Captain written exam.

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COMMUNICATIONS

2. Ratify the Commission's letter to Andrew Anderson regarding the removal of his name from the Police Patrol Officer eligibility list.
3. Ratify the Commission's letter to Cameron McDonald regarding the removal of his name from the Police Patrol Officer eligibility list.
4. Ratify the Commission's letter to Travis Jenkins regarding the placement of his name on the reemployment list for Firefighter.
5. Ratify the Commission's letter to Duane Mondragon regarding the removal of his name from the Equipment Operator II eligibility list.
6. Ratify the Commission's letter Frank Rodosevich regarding the removal of his name from the Equipment Operator II eligibility list.
7. Ratify the Commission's letter to Kaitlyn Service regarding the removal of her name from the Planner eligibility list.
8. Ratify the Commission's letter to Lisa Aden regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Denise Lopez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Natalie Martinez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Ben Neilson regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Luke Northam regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Casey Wold regarding the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to April Bailey regarding the removal of her name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Philip Burnard regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
16. Ratify the Commission's letter to Sam Chambers regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
17. Ratify the Commission's letter to Brandon Geis regarding the removal of his name from the Police Patrol Officer eligibility list.

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COMMUNICATIONS

18. Ratify the Commission's letter to Desmond Halstead regarding the removal of his name from the Police Patrol Officer eligibility list.
19. Ratify the Commission's letter to Kurt Hudgens regarding the removal of his name from the Police Patrol Officer eligibility list.
20. Ratify the Commission's letter to Michael Lopez regarding the removal of her name from the Police Patrol Officer eligibility list.
21. Ratify the Commission's letter to Janelle Marquez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
22. Ratify the Commission's letter to Douglas Pachelli regarding the removal of his name from the Police Patrol Officer eligibility list.
23. Ratify the Commission's letter to Jude Sanchez regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
24. Ratify the Commission's letter to Julia Taylor regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
25. Ratify the Commission's letter to Jacqueline Valdez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
26. Ratify the Commission's letter to Stephan Dear regarding the rejection of his objection to allow him to take the Civil Engineer/Drainage examination.
27. Ratify the Commission's letter to Mathew Carlino regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
28. Ratify the Commission's letter to Phil Chapin regarding the placement of his name on the reemployment list for Firefighter.
29. Ratify the Commission's letter to Patricia Policy regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
30. Ratify the Commission's letter to Adam Pruce regarding the rejection of his appeal of questions #1 and #28 on the Assistant Fire Chief written exam.
31. Ratify the Commission's letter to Duane Mondragon regarding the rejection of his objection of the removal of his name from the Equipment Operator II eligibility list.
32. Ratify the Commission's letter to Randy Miller regarding the removal of his name from the Utility Worker eligibility list.
33. Ratify the Commission's letter to Edin Bektasevic regarding the removal of his name from the Police Patrol Officer eligibility list.

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COMMUNICATIONS

34. Ratify the Commission's letter to Antoinette Benavidez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
35. Ratify the Commission's letter to Rebecca Bernal regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
36. Ratify the Commission's letter to Matthew Craddock regarding the removal of his name from the Utility Worker eligibility list.
37. Ratify the Commission's letter to Shirley Forbes regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
38. Ratify the Commission's letter to Beritt Odom regarding the placement of her name on the reemployment lists for Planner and Sr. Planner.
39. Ratify the Commission's letter to Barbara Roy regarding the removal of her name from the Police Patrol Officer eligibility list.
40. Ratify the Commission's letter to Reina Vega regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
41. Ratify the Commission's letter to Ian Gallagher regarding the removal of his name from the Police Patrol Officer eligibility list.
42. Ratify the Commission's letter to Rudy Ibarra regarding the removal of his name from the Police Patrol Officer eligibility list.
43. Ratify the Commission's letter to Mary Mraz regarding the removal of her name from the Police Patrol Officer eligibility list.
44. Ratify the Commission's letter to Eduardo Navarro regarding the removal of his name from the Police Patrol Officer eligibility list.
45. Ratify the Commission's letter to Richard Ruiz regarding the removal of his name from the Police Patrol Officer eligibility list.
46. Ratify the Commission's letter to Michael Williams 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.

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REGULAR AGENDA

1. The Interim Civil Service Administrator submitted the eligible list for Assistant Fire Chief.

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

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

2. The Interim Civil Service Administrator submitted the eligible list for Street Inspector.

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

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

3. The Interim Civil Service Administrator submitted the eligible list for Area Crew Leader.

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

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

4. The Interim Civil Service Administrator submitted the eligible list for Civil Engineer/Drainage.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Civil Engineer/Drainage.

5. The Interim Civil Service Administrator submitted the eligible list for Fire Engineer.

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

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

6. The Interim Civil Service Administrator submitted the eligible list for Accountant II.

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

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

7. The Interim Civil Service Administrator submitted the eligible list for Benefits Coordinator.

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

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

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ADMINISTRATIVE ITEMS

There were no Administrative Items.

INFORMATIONAL ITEMS

1. The Commission received their handouts.

ADJOURN – 5:37 p.m.



Chairman