



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
TUESDAY, AUGUST 4, 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, July 14, 2015.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, July 14, 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. Parking Enforcer - (Recruitment due to employee separation) – The written exam was held on July 21, 2015. Fourteen persons were scheduled and 12 appeared to take the exam. All 12 candidates passed the exam. The eligible list for this position will be signed at this meeting.
 - b. Business Systems Analyst - (Recruitment due to new position created by City Council) – We received 19 applications for this position. We are currently in the appeal period for rejections.
 - c. Building Custodian - (Recruitment due to employee retirement) – The external recruitment began on June 28, 2015 and ended on July 19, 2015. We received 33 applications for this position and 11 were qualified. The written exam is scheduled for August 25, 2015.
 - d. Senior Planner - (Recruitment due to employee resignation) – The external recruitment began on July 12, 2015 and ends on August 2, 2015. At the time of this agenda, we had received 4 applications for this position.

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CONSENT AGENDA

- e. Emergency Services Dispatcher - (Recruitment due to several vacant positions) – The external recruitment began on July 12, 2015 and ends on August 2, 2015. At the time of this agenda, we had received 56 applications for this position. The written exam is scheduled for September 1, 2015.
 - f. Water Reclamation Worker - (Recruitment due to employee separation) – We received 31 applications for this position and 12 were qualified. The written exam is scheduled for August 20, 2015.
 - g. Police Patrol Officer (Recruitment due to exhaustion of eligible list) – The external recruitment began on July 26, 2015 and ends on August 16, 2015. At the time of this agenda, we had received 42 applications. The written exam is scheduled for September 10, 2015.
 - h. Purchasing Specialist (Recruitment due to employee resignation) – The external recruitment begins on August 2, 2015 and ends on August 23, 2015.
2. Ratify the Commission's letter to Juan Gallegos regarding the removal of his name from the Police Patrol Officer eligibility list.
 3. Ratify the Commission's letter to Arlando Gilbert regarding the removal of his name from the Civil Engineer/Drainage eligibility list.
 4. Ratify the Commission's letter to Jordan Peters regarding the removal of his name from the Police Patrol Officer eligibility list.
 5. Ratify the Commission's letter to Adam Quintana regarding the removal of his name from the Police Patrol Officer eligibility list.
 6. Ratify the Commission's letter to Maria Zavala regarding the removal of her name from the Police Patrol Officer eligibility list.
 7. Ratify the Commission's letter to Patricia Kroll regarding the removal of her name from the Accountant I eligibility list.
 8. Ratify the Commission's letter to Mary Mraz regarding the acceptance of the stipulation regarding the return of her name to the Police Patrol Officer eligibility list.
 9. Ratify the Commission's letter to Jeremy Mathews regarding the rejection of his appeal of questions #13, #14, #36, #38, #48, #49, #53 and #99 on the Police Sergeant written exam.
 10. Ratify the Commission's letter to Jason Burns regarding the rejection of his objection with respect to the removal of his name from the Police Patrol Officer eligibility list.

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

REGULAR AGENDA

1. Submission of the eligible list for Parking Enforcer.

Commission Action: Approve and certify the eligible list for the class title of Parking Enforcer.

ADMINISTRATIVE ITEMS

A. Administrative Items.

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

INFORMATIONAL ITEMS

B. Informational Items.

1. Employee Status Reports for March through June 2015.
2. Handouts.

ADJOURN