

**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
JULY 14, 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, Assistant City Attorney Carla Sikes, Human Resources Director Marisa Pacheco, HR Analyst Manuel Alcala, HR Analyst Shelly Carrillo, and Interim Civil Service Administrator Lynne Huskins.

Other Interested Parties: Attorney for AFSME Cheryl Hutchison, AFSME President Betty Aragon, Clerk Typist Linda Contreras, Clerk Typist Melinda Vigil, Clerk Typist Margaret Mangram, Police Patrol Officer Candidate Mary Mraz, and Attorney for Ms. Mraz Rudy Reveles.

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, June 16, 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. 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.

**CIVIL SERVICE COMMISSION MEETING
JULY 14, 2015
PAGE TWO**

CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- 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.
- 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.

COMMUNICATIONS

1. Ratify the Commission's letter to Jeremy Amendola regarding the removal of his name from the Police Patrol Officer eligibility list.
2. Ratify the Commission's letter to Stephany Landis regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
3. Ratify the Commission's letter to Kristin Navarro regarding the removal of her name from the Police Patrol Officer eligibility list.
4. Ratify the Commission's letter to Vicente Suarez regarding the removal of his name from the Police Patrol Officer eligibility list.

**CIVIL SERVICE COMMISSION MEETING
JULY 14, 2015
PAGE THREE**

CONSENT AGENDA

COMMUNICATIONS

5. Ratify the Commission's letter to Brenda Armijo regarding the removal of her name from the Benefits Coordinator eligibility list.
6. Ratify the Commission's letter to David Gemmell regarding the removal of his name from the Accountant II eligibility list.
7. Ratify the Commission's letter to Catherine Wojcik regarding the removal of her name from the Accountant II eligibility list.
8. Ratify the Commission's letter to Daniel Cordova regarding the removal of his name from the Utility Worker eligibility list.
9. Ratify the Commission's letter to Manuel Marquez regarding the removal of his name from the Utility Worker eligibility list.
10. Ratify the Commission's letter to Jason Burns regarding the removal of his name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Richard Pennington regarding the removal of his name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to Kimberly Simpson regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
13. Ratify the Commission's letter to Celeste Solis regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
14. Ratify the Commission's letter to Erin Frye regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
15. Ratify the Commission's letter to Alyssa Martinez regarding the removal of her name from the Emergency Services Dispatcher 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. Review of Mary Mraz's appeal of her removal from the eligibility list for Police Patrol Officer. Ms. Mraz was present with her counsel, Rudy Reveles. Carla Sikes was present representing the Police Department. Ms. Sikes presented the Commission with a stipulation that had been reached

**CIVIL SERVICE COMMISSION MEETING
JULY 14, 2015
PAGE FOUR**

REGULAR AGENDA

between the City and Ms. Mraz regarding conditions allowing her to be returned to the current eligible list for Police Patrol Officer and her rights of integration to the new eligible list once it is established.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve the stipulation between the City and Ms. Mraz.

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

2. Mr. Jagger asked to have an Agenda item taken out of order. He requested all interested parties in the hearing regarding the appeal of Melinda Vigil and Linda Contreras step forward. Ms. Vigil and Ms. Contreras were present along with AFSME Attorney Cheryl Hutchison and AFSME President Betty Aragon. Carla Sikes was present representing the Police Department. Ms. Hutchison asked the Commission for a continuance based on the fact that one of their witnesses, Chief Velez, was currently out of town. As the City had no objection to the request for continuance, the hearing was continued to August 27, 2015. The hearing will be held in the City Council Chambers, third floor of City Hall. The hearing will commence at 1:00 p.m. Both Ms. Sikes and Ms. Aragon stated they would notify their subpoenaed witnesses of the date and time of the continued hearing.

3. The Interim Civil Service Administrator submitted the eligible list for Parks Supervisor.

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

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

4. The Interim Civil Service Administrator submitted the eligible list for Utility Worker.

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

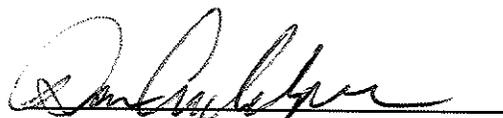
ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled August 4, 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 – 5:50 p.m.


Chairman