



**CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS  
AUGUST 4, 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, HR Analyst Manuel Alcala, 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, July 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. 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.

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**CONSENT AGENDA**

**STATUS REPORT OF CURRENT RECRUITMENTS**

- 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.
- 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.

**COMMUNICATIONS**

1. Ratify the Commission's letter to Juan Gallegos regarding the removal of his name from the Police Patrol Officer eligibility list.
2. Ratify the Commission's letter to Arlando Gilbert regarding the removal of his name from the Civil Engineer/Drainage eligibility list.
3. Ratify the Commission's letter to Jordan Peters regarding the removal of his name from the Police Patrol Officer eligibility list.
4. Ratify the Commission's letter to Adam Quintana regarding the removal of his name from the Police Patrol Officer eligibility list.
5. Ratify the Commission's letter to Maria Zavala regarding the removal of her name from the Police Patrol Officer eligibility list.
6. Ratify the Commission's letter to Patricia Kroll regarding the removal of her name from the Accountant I eligibility list.
7. 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.

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**CONSENT AGENDA**

**COMMUNICATIONS**

8. 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.
9. 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: 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. The Interim Civil Service Administrator submitted the eligible list for Parking Enforcer.

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

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

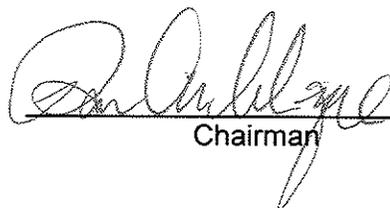
**ADMINISTRATIVE ITEMS**

1. The next regular meeting of the Civil Service Commission was scheduled for September 1, 2015, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

**INFORMATIONAL ITEMS**

1. Employee Status Reports for March through June 2015.
2. The Commission received their handouts.

**ADJOURN – 5:34 p.m.**

  
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Chairman