



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
SEPTEMBER 1, 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, HR Director Marisa Pacheco, HR Analyst Manuel Alcalá, HR Analyst Bella Trujillo, and Interim Civil Service Administrator Lynne Huskins.

Other Interested Parties: Attorney for AFSME Cheryl Hutchison, AFSME President Betty Aragon, Clerk Typist Melinda Vigil, AFSME Representative Mike Baca, Ambrose Solis, Jr., Clerk Typist Margaret Mangram,

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, August 4, 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. Business Systems Analyst - (Recruitment due to new position created by City Council) – We received 19 applications and six were qualified. The written exam will be held on September 15, 2015.
- b. Building Custodian - (Recruitment due to employee retirement) – The written exam was held on August 25, 2015. Eleven candidates were scheduled, and seven appeared to take the exam. Six candidates passed the exam and one failed. The eligible list for this position will be signed at this meeting.

**CIVIL SERVICE COMMISSION MEETING
SEPTEMBER 1, 2015
PAGE TWO**

CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- c. Senior Planner - (Recruitment due to employee resignation) –We received four applications for this position, and two were qualified. The Commission gave permission, and a T&E exam was conducted on the qualified candidates. The eligible list for this position will be signed at this meeting.
- d. Emergency Services Dispatcher - (Recruitment due to several vacant positions) – We received 61 applications and 29 were qualified. The written exam is scheduled for September 1, 2015.
- e. Water Reclamation Worker - (Recruitment due to employee separation) – The written exam was held on August 20, 2015. Twelve candidates were scheduled, and 11 appeared to take the exam. All candidates passed the exam. The eligible list for this position will be signed at this meeting.
- f. Police Patrol Officer (Recruitment due to exhaustion of eligible list) – We received 114 applications for this position. We are currently in the appeal period for rejections. The written exam is scheduled for September 10, 2015.
- g. Purchasing Specialist (Recruitment due to employee resignation) – We received 23 applications for this position. We are currently in the appeal period for rejections.
- h. Accounting Technician IV - (Recruitment due to employee separation) – The internal recruitment began on August 9, 2015 and ended on August 23, 2015. We received two applications, and both were qualified. The Commission gave permission, and a T&E exam was conducted. The eligible list for this position will be signed at this meeting.
- i. Crime Analyst - (Recruitment due to employee separation) – The external recruitment began on August 23, 2015 and ends on September 13, 2015. At the time of this agenda, we had received 18 applications for this position.
- j. Senior Network Administrator - (Recruitment due to employee separation) – The external recruitment began on August 18, 2015 and ends on September 8, 2015. At the time of this agenda, we had received two applications for this position.

COMMUNICATIONS

1. Ratify the Commission's letter to Adam Quintana regarding the rejection of his objection of the removal of his name from the Police Patrol Officer eligibility list.
2. Ratify the Commission's letter to Caleb Adle regarding the removal of his name from the Firefighter eligibility list.
3. Ratify the Commission's letter to Andrew Borja regarding the removal of his name from the Firefighter eligibility list.
4. Ratify the Commission's letter to Codi Courtney regarding the removal of his name from the Firefighter eligibility list.

**CIVIL SERVICE COMMISSION MEETING
SEPTEMBER 1, 2015
PAGE THREE**

CONSENT AGENDA

COMMUNICATIONS

5. Ratify the Commission's letter to Jack Hanna regarding the removal of his name from the Firefighter eligibility list.
6. Ratify the Commission's letter to Michael Madrid regarding the removal of his name from the Firefighter eligibility list.
7. Ratify the Commission's letter to Steve Milburn regarding the removal of his name from the Firefighter eligibility list.
8. Ratify the Commission's letter to Kriyah Smith regarding the removal of his name from the Firefighter eligibility list.
9. Ratify the Commission's letter to Ethan Talbot regarding the removal of his name from the Firefighter eligibility list.
10. Ratify the Commission's letter to Christopher Ames regarding the removal of his name from the Firefighter eligibility list.
11. Ratify the Commission's letter to Taylre Beckmann regarding the removal of her name from the Firefighter eligibility list.
12. Ratify the Commission's letter to Levi Condif regarding the removal of his name from the Firefighter eligibility list.
13. Ratify the Commission's letter to Christian Herrera regarding the removal of his name from the Firefighter eligibility list.
14. Ratify the Commission's letter to George Jamar regarding the removal of his name from the Parks Supervisor eligibility list.
15. Ratify the Commission's letter to Richard Keat regarding the removal of his name from the Firefighter eligibility list.
16. Ratify the Commission's letter to Nick Kershaw regarding the removal of his name from the Firefighter eligibility list.
17. Ratify the Commission's letter to Adam Killip regarding the removal of his name from the Firefighter eligibility list.
18. Ratify the Commission's letter to Michelle Martin regarding the removal of her name from the Firefighter eligibility list.
19. Ratify the Commission's letter to Aaron McNally regarding the removal of his name from the Firefighter eligibility list.

**CIVIL SERVICE COMMISSION MEETING
SEPTEMBER 1, 2015
PAGE FOUR**

CONSENT AGENDA

COMMUNICATIONS

20. Ratify the Commission's letter to Miguel Ramos regarding the removal of his name from the Firefighter eligibility list.
21. Ratify the Commission's letter to Joshua Shelton regarding the removal of his name from the Firefighter eligibility list.
22. Ratify the Commission's letter to Ernest Abeyta regarding the removal of his name from the Firefighter eligibility list.
23. Ratify the Commission's letter to Andrew Caro regarding the removal of his name from the Firefighter eligibility list.
24. Ratify the Commission's letter to Nicole Lucas regarding the removal of her name from the Firefighter eligibility list.
25. Ratify the Commission's letter to Matthew Mark regarding the removal of his name from the Firefighter eligibility list.
26. Ratify the Commission's letter to Michael Seeger regarding the removal of his name from the Firefighter eligibility list.
27. Ratify the Commission's letter to Kevin Stolk regarding the removal of his name from the Firefighter eligibility list.
28. Ratify the Commission's letter to Jacob Walker regarding the removal of his name from the Firefighter eligibility list.
29. Ratify the Commission's letter to Ryan Walker regarding the removal of his name from the Firefighter eligibility list.
30. Ratify the Commission's letter to Kevin Baker regarding the removal of his name from the Firefighter eligibility list.
31. Ratify the Commission's letter to Chris Clear regarding the removal of his name from the Firefighter eligibility list.
32. Ratify the Commission's letter to Austin Day regarding the removal of his name from the Firefighter eligibility list.
33. Ratify the Commission's letter to Wellington Duplessis regarding the removal of his name from the Firefighter eligibility list.
34. Ratify the Commission's letter to Joe Duran regarding the removal of his name from the Firefighter eligibility list.
35. Ratify the Commission's letter to Juanito Garcia regarding the removal of his name from the Firefighter eligibility list.

**CIVIL SERVICE COMMISSION MEETING
SEPTEMBER 1, 2015
PAGE FIVE**

CONSENT AGENDA

COMMUNICATIONS

36. Ratify the Commission's letter to Jesse Gianino regarding the removal of his name from the Firefighter eligibility list.
37. Ratify the Commission's letter to Eric Hendren regarding the removal of his name from the Firefighter eligibility list.
38. Ratify the Commission's letter to Craig Johnson regarding the removal of his name from the Firefighter eligibility list.
39. Ratify the Commission's letter to Brandon Lauer regarding the removal of his name from the Firefighter eligibility list.
40. Ratify the Commission's letter to Brody Lockett regarding the removal of his name from the Firefighter eligibility list.
41. Ratify the Commission's letter to Justin McKinney regarding the removal of his name from the Firefighter eligibility list.
42. Ratify the Commission's letter to Brandon Meyer regarding the removal of his name from the Firefighter eligibility list.
43. Ratify the Commission's letter to Dillon Misenhimer regarding the removal of his name from the Firefighter eligibility list.
44. Ratify the Commission's letter to Curtis O'Leary regarding the removal of his name from the Firefighter eligibility list.
45. Ratify the Commission's letter to Jason Parker regarding the removal of his name from the Firefighter eligibility list.
46. Ratify the Commission's letter to Allen Patterson regarding the removal of his name from the Firefighter eligibility list.
47. Ratify the Commission's letter to Peter Reschenberg regarding the removal of his name from the Firefighter eligibility list.
48. Ratify the Commission's letter to Rilee Rhees regarding the removal of her name from the Firefighter eligibility list.
49. Ratify the Commission's letter to Jude Sanchez regarding the removal of his name from the Firefighter eligibility list.
50. Ratify the Commission's letter to Steven Tafoya regarding the removal of his name from the Firefighter eligibility list.
51. Ratify the Commission's letter to James Telford regarding the removal of his name from the Firefighter eligibility list.

**CIVIL SERVICE COMMISSION MEETING
SEPTEMBER 1, 2015
PAGE SIX**

CONSENT AGENDA

COMMUNICATIONS

52. Ratify the Commission's letter to Kyle Vitetta regarding the removal of his name from the Firefighter 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. Setting of the Hearing on the appeal of Ambrose Solis, Jr. Thursday, October 22, 2015 and, if not concluded on that date, Friday, October 23, 2015. The hearing will commence at 5:30 p.m. both dates, if necessary.

2. The Interim Civil Service Administrator submitted the eligible list for Building Custodian.

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

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

3. The Interim Civil Service Administrator submitted the eligible list for Senior Planner.

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

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

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

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

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

5. The Interim Civil Service Administrator submitted the eligible list for Accounting Technician IV.

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

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

**CIVIL SERVICE COMMISSION MEETING
SEPTEMBER 1, 2015
PAGE SEVEN**

ADMINISTRATIVE ITEMS

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

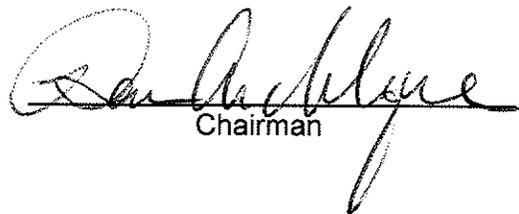
INFORMATIONAL ITEMS

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

CONTINUED HEARING

1. Continued hearing on the appeal of Melinda Vigil and Linda Contreras. Ms. Hutchison and Ms. Sikes advised the Commission that an agreement had been made with respect to the appeal. The appeal was withdrawn at this time. As per the agreement, the position held by Ms. Vigil will be reclassified and Ms. Vigil will be allowed to continue in that capacity. The position held by Ms. Contreras will not be reclassified at this time, but may be audited again in six months to see if a reclassification is warranted at that time.

ADJOURN – 5:52 p.m.


Chairman