



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
OCTOBER 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, HR Director Marisa Pacheco, 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, September 1, 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) – The written exam was held on September 15, 2015. Six candidates were scheduled, and five appeared to take the exam. All candidates passed the exam. The eligible list for this position will be signed at this meeting.
- b. Emergency Services Dispatcher - (Recruitment due to several vacant positions) – The written exam was held on September 1, 2015. Twenty nine candidates were scheduled, and 19 appeared to take the exam. Seventeen candidates passed the exam and two failed. The eligible list for this position will be signed at this meeting.

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- c. Police Patrol Officer (Recruitment due to exhaustion of eligible list) – The written exam was held on September 10, 2015. Forty nine candidates were scheduled, and 39 appeared to take the exam. Twenty eight candidates passed the exam and 11 failed. The eligible list for this position will be signed at this meeting.
- d. Purchasing Specialist - (Recruitment due to employee resignation) – We received three qualified applications. The Commission gave permission, and a T&E exam was conducted. The eligible list for this position will be signed at this meeting.
- e. Accounting Technician IV - (Recruitment due to City Manager request for new list) – The external recruitment began on September 6, 2015 and ended on September 27, 2015. We received 14 applications. We are currently in the appeal period for rejections. The written exam is scheduled for October 15, 2015.
- f. Senior Network Administrator - (Recruitment due to employee separation) – We received five applications for this position, and three 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.
- g. Communications Supervisor - (Recruitment due to employee separation) – The internal recruitment began on September 11, 2015 and ended on September 25, 2015. We received 2 applications.

COMMUNICATIONS

- 1. Ratify the Commission's letter to Rick Pendleton regarding the removal of his name from the Firefighter eligibility list.
- 2. Ratify the Commission's letter to Cory Williamson regarding the removal of his name from the Firefighter eligibility list.
- 3. Ratify the Commission's letter to Robert Crocker regarding the removal of his name from the Utility Worker eligibility list.
- 4. Ratify the Commission's letter to Jeremy DeHerrera regarding the removal of his name from the Firefighter eligibility list.
- 5. Ratify the Commission's letter to Amarante Lucero regarding the removal of his name from the Utility Worker eligibility list.
- 6. Ratify the Commission's letter to Jeffrey O'Brien regarding the removal of his name from the Firefighter eligibility list.
- 7. Ratify the Commission's letter to Mark Patterson regarding the removal of his name from the Utility Worker eligibility list.
- 8. Ratify the Commission's letter to Michael Siegel regarding the removal of his name from the Utility Worker eligibility list.

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CONSENT AGENDA

COMMUNICATIONS

9. Ratify the Commission's letter to James White regarding the removal of his name from the Senior Planner eligibility list.
10. Ratify the Commission's letter to Bernard Broyles regarding the removal of his name from the Utility Worker eligibility list.
11. Ratify the Commission's letter to Colin Fay regarding the removal of his name from the Firefighter eligibility list.
12. Ratify the Commission's letter to Zac Guadagno regarding the removal of his name from the Firefighter eligibility list.
13. Ratify the Commission's letter to Derek Kilik regarding the removal of his name from the Firefighter eligibility list.
14. Ratify the Commission's letter to Eliot Pyles regarding the removal of his name from the Firefighter eligibility list.
15. Ratify the Commission's letter to Matthew Whitley 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. The Interim Civil Service Administrator submitted the eligible list for Business Systems Analyst.

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

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

2. The Interim Civil Service Administrator submitted the eligible list for Emergency Services Dispatcher.

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

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

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REGULAR AGENDA

3. The Interim Civil Service Administrator submitted the eligible list for Police Patrol Officer.

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

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

4. The Interim Civil Service Administrator submitted the eligible list for Purchasing Specialist.

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

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

5. The Interim Civil Service Administrator submitted the eligible list for Senior Network Administrator.

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

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 November 10, 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 Report for August 2015.
2. The Commission received their handouts.

ADJOURN – 5:37 p.m.


Chairman