



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
NOVEMBER 10, 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, Public Works Director Earl Wilkinson, HR Analyst Bella Trujillo, HR Analyst Manuel Alcala, HR Analyst Shelly Carrillo, and Interim Civil Service Administrator Lynne Huskins.

Other Interested Parties: Attorney for AFSME Cheryl Hutchison, AFSME Representative Mike Baca, Ambrose Solis, Jr., and Administrative Technician Belinda Kimball.

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 Thursday, October 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. Accounting Technician IV - (Recruitment due to City Manager request for new list) – The written exam was held on October 15, 2015. Twenty candidates were scheduled, and 18 appeared to take the exam. One candidate failed and 17 passed the exam. The eligible list for this position will be signed at this meeting.
- b. Communications Supervisor - (Recruitment due to employee separation) – We received 2 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.

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- c. Dispatch Training Coordinator - (Recruitment due to new position created by City Council) – The internal recruitment began on September 30, 2015 and ended on October 14, 2015. We received four applications, 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.

COMMUNICATIONS

1. Ratify the Commission's letter to Gerald Pino regarding the removal of his name from the Building Custodian eligibility list.
2. Ratify the Commission's letter to Kenny Walker regarding the removal of his name from the Building Custodian eligibility list.
3. Ratify the Commission's letter to Svetlana Sena regarding the denial of her request for an alternate testing date for the Accounting Technician IV examination.
4. Ratify the Commission's letter to Kraig Kumlin regarding the removal of his name from the Business Systems Analyst eligibility list.
5. Ratify the Commission's letter to LouAnn Lucero regarding the removal of her name from the Business Systems Analyst eligibility list.
6. Ratify the Commission's letter to Christopher Johnson regarding the removal of his name from the Planner eligibility list.
7. Ratify the Commission's letter to Juliana Trujillo regarding the removal of her name from the Wastewater Utility Worker eligibility list.
8. Ratify the Commission's letter to Daniel Skubal regarding the removal of his name from the Accountant I eligibility list.
9. Ratify the Commission's letter to Joseph Petrov regarding the removal of his name from the Accountant I 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 Communications Supervisor.

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

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

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REGULAR AGENDA

2. 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.

3. The Interim Civil Service Administrator submitted the eligible list for Dispatch Training Coordinator.

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

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 December 8, 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 September and October 2015.
2. The Commission received their handouts.

CONTINUED HEARING

1. Continued hearing on the appeal of Ambrose Solis, Jr. Testimony was heard. Due to the fact that hearing was not concluded at this time, hearing will be continued to November 11, 2015 at 9:00 a.m.

ADJOURN – 9:40 p.m.


Chairman