



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
DECEMBER 8, 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 Analyst Manuel Alcala, HR Analyst Shelly Carrillo, and Interim Civil Service Administrator Lynne Huskins.

Other Interested Parties: PAGE Representative Mike Baca.

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, November 10, 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. Emergency Medical Officer - (Recruitment due to vacancies) – The internal recruitment began on November 22, 2015 and ends on December 20, 2015. At the time of this agenda, we had received one application. The written exam is scheduled for January 21, 2016.
- b. Planner - (Recruitment due to employee reclassification) – The internal recruitment began on November 22, 2015 and ends on December 13, 2015. At the time of this agenda, we had received 18 applications.

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CONSENT AGENDA

COMMUNICATIONS

1. Ratify the Commission's letter to Cathy Beyer regarding the removal of her name from the Accountant I eligibility list.
2. Ratify the Commission's letter to Kelsey Fedde regarding the removal of her name from the Fire Engineer eligibility list.
3. Ratify the Commission's letter to Patricia Garcia regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission's letter to Terry Hamilton regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
5. Ratify the Commission's letter to Monica Lemmon regarding the removal of her name from the Police Patrol Officer eligibility list.
6. Ratify the Commission's letter to Julia Taylor regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Matthew Whitley regarding the removal of his name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Rachel Estrada regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Heather Imes regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Cecilia Trujillo regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Jacqueline Valdez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Rose Anne Johnson regarding the removal of her name from the Accountant I eligibility list.
13. Ratify the Commission's letter to Monica Lemmon regarding the acceptance of her objection of the removal of her name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Tahnee McKenzie regarding the removal of her name from the Accountant I eligibility list.
15. Ratify the Commission's letter to James Bruland regarding the removal of his name from the Accounting Technician IV eligibility list.
16. Ratify the Commission's letter to Mariana Dodge regarding the removal of her name from the Accountant I eligibility list.

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COMMUNICATIONS

17. Ratify the Commission's letter to Lidia Moreno regarding the removal of her name from the Accountant I eligibility list.
18. Ratify the Commission's letter to Karen Muniz regarding the removal of her name from the Accountant I eligibility list.
19. Ratify the Commission's letter to James Murawski regarding the removal of his name from the Accounting Technician IV eligibility list.
20. Ratify the Commission's letter to John Padilla regarding the removal of his name from the Police Patrol Officer eligibility list.
21. Ratify the Commission's letter to Sara Quinby regarding the removal of her name from the Accounting Technician IV eligibility list.
22. Ratify the Commission's letter to Violet Sultana regarding the removal of her name from the Accountant I eligibility list.
23. Ratify the Commission's letter to Monica Duran regarding the removal of her name from the Accountant I eligibility list.
24. Ratify the Commission's letter to Michael Griswold regarding the removal of his name from the Planner eligibility list.
25. Ratify the Commission's letter to Joel Hanif regarding the removal of his name from the Planner eligibility list.
26. Ratify the Commission's letter to Cyndi Marshall regarding the removal of her name from the Accountant I eligibility list.
27. Ratify the Commission's letter to Shanna Smith regarding the removal of her name from the Accountant I eligibility list.
28. Ratify the Commission's letter to Spencer Stringham regarding the removal of his name from the Police Patrol Officer eligibility list.
29. Ratify the Commission's letter to Jonah Sharon regarding the removal of his name from the Accountant I eligibility list.
30. Ratify the Commission's letter to Desiree Carrillo regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
31. Ratify the Commission's letter to Amanda Puckett regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
32. Ratify the Commission's letter to Erica Vargas regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
33. Ratify the Commission's letter to Dannette Pike regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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COMMUNICATIONS

34. Ratify the Commission's letter to Jennifer Snyder regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
35. Ratify the Commission's letter to Jennifer Gerig regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
36. Ratify the Commission's letter to Erin Frye regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
37. Ratify the Commission's letter to Rose Cooper regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
38. Ratify the Commission's letter to Kristen Carr regarding the removal of her name from the Police Patrol Officer eligibility list.
39. Ratify the Commission's letter to Steven Eslinger regarding the removal of his name from the Police Patrol Officer eligibility list.
40. Ratify the Commission's letter to Santiago Martinez regarding the removal of his name from the Police Patrol Officer eligibility list.
41. Ratify the Commission's letter to Jeremiah Naillon regarding the removal of his name from the Police Patrol Officer eligibility list.
42. Ratify the Commission's letter to Richard Ruiz regarding the removal of his name from the Police Patrol Officer eligibility list.
43. Ratify the Commission's letter to James Vincent, Jr. regarding the removal of his name from the Police Patrol Officer eligibility list.
44. Ratify the Commission's letter to Jose Cornejo regarding the placement of his name on the Utility Worker re-employment list.
45. Ratify the Commission's letter to Jerry Pacheco regarding the placement of his name on the Senior Planner re-employment 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 Rosie Quintana held. Hearing was set for January 12, 2016 at 5:30 p.m.

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ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for January 12, 2016, 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 November 2015.
2. The Commission received their handouts.

ADJOURN – 5:35 p.m.


Chairman