



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
TUESDAY, FEBRUARY 9, 2016  
5:30 PM

*Individuals Requiring Special Accommodations Should Notify the Civil Service Commission Office (719) 553-2635 by Noon on the Monday Preceding the Meeting.*

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, January 12, 2016.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, January 12, 2016 as distributed.

## **CONSENT AGENDA**

The following items are considered to be routine by the Civil Service Commission and will be passed and approved by one motion. There will be no separate discussion of these items unless a Commissioner so requests; in which event, the item shall be removed and considered as a regular item.

1. Receive and file the following status reports on current recruitments:
  - a. Emergency Medical Officer - (Recruitment due to vacancies) – The written exam was held on January 21, 2016. Two candidates were scheduled and appeared to take the exam. We are currently in the review/appeal period.
  - b. Administrative Technician - (Recruitment due to anticipated vacancy) – The internal recruitment began on January 3, 2016 and ended on January 17, 2016. We received 17 applications, and all were qualified. The written exam is scheduled for February 18, 2016.
  - c. Associate Engineer II - Wastewater - (Recruitment due to employee separation) – The external recruitment began on January 24, 2016 and ends on February 14, 2016. At the time of this agenda, we had received two applications.
  - d. Compliance/Audit Agent - (Recruitment due to employee separation) – We received 13 applications, and one was qualified. The Commission gave permission, and a T&E exam was conducted. The eligible list for this position will be signed at this meeting.

CIVIL SERVICE COMMISSION MEETING  
FEBRUARY 9, 2016  
PAGE TWO

**CONSENT AGENDA**

- e. Emergency Services Dispatcher - (Recruitment due to several vacancies) – We received 134 applications and 105 were qualified and scheduled for exam. Eighty one candidates appeared to take the exam. The exams are currently being scored by the testing company.
- f. Stormwater Utility Maintenance Supervisor - (Recruitment due to employee separation) – We received 11 applications, and two 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. Transportation Planning Technician - (Recruitment due to new position created by City Council) – We received 14 applications, and two were qualified. Commission gave permission, and a T&E exam was conducted. The eligible list for this position will be signed at this meeting.
- h. Transportation Program Manager - (Recruitment due to new position created by City Council) – We received 10 applications, and four 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. Equipment Operator II - (Recruitment due to employee promotions) – The internal recruitment begins on February 7, 2016 and ends on February 21, 2016. The written exam is scheduled for March 10, 2016.
- j. Fire Engineer - (Recruitment due to employee promotion) – The internal recruitment begins on February 7, 2016 and ends on February 28, 2016. The written exam is scheduled for March 17, 2016.
- k. Lab Analyst II - (Recruitment due to new position created by City Council) – The internal recruitment began on January 31, 2016 and ends on February 14, 2016. At the time of this agenda, we had received no applications.
- l. Laboratory Pretreatment Specialist - (Recruitment due to new position created by City Council) – The external recruitment began on January 31, 2016 and ends on February 21, 2016. At the time of this agenda, we had received 10 applications.
- m. Park Caretaker, Senior - (Recruitment due to employee promotion and new position created by City Council) – The internal recruitment began on January 31, 2016 and ends on February 14, 2016. At the time of this agenda, we had received three applications.
- n. Police Patrol Officer - (Recruitment due to several vacancies) – The external recruitment began on January 31, 2016 and ends on March 13, 2016. At the time of this agenda, we had received 88 applications.

CIVIL SERVICE COMMISSION MEETING  
FEBRUARY 9, 2016  
PAGE THREE

**CONSENT AGENDA**

- o. Tax Auditor - (Recruitment due to new positions created by City Council) – The external recruitment began on January 10, 2016 and ended on January 31, 2016. We received nine applications. We are currently in the process of screening those applications.
  - p. Traffic Control Supervisor - (Recruitment due to employee separation) – The internal recruitment began on January 28, 2016 and ends on February 11, 2016. At the time of this agenda, we had received one application.
  - q. Utility & Maintenance Worker I - (Recruitment due to employee promotion) – The internal recruitment began on January 31, 2016 and ends on February 14, 2016. At the time of this agenda, we had received one application.
2. Ratify the Commission’s letter to Ryan LiVecchi regarding the removal of his name from the Police Patrol Officer eligibility list.
  3. Ratify the Commission’s letter to Sonia Mondragon regarding the placement of her name on the re-employment lists for Associate Engineer II – Wastewater and Construction Inspector.
  4. Ratify the Commission’s letter to Robert Walton regarding the removal of his name from the Police Patrol Officer eligibility list.
  5. Ratify the Commission’s letter to Karl Streyle II regarding the rejection of his objection of the removal of his name from the Police Patrol Officer eligibility list.
  6. Ratify the Commission’s letter to Gerry Prutch regarding the rejection of his objection of the removal of his name from the Police Patrol Officer eligibility list.

**Commission Action:** Approve/disapprove all items on the Consent Agenda.

**REGULAR AGENDA**

1. Submission of the eligible list for Compliance/Audit Agent.

**Commission Action:** Approve and certify the eligible list for the class title of Compliance/Audit Agent.

2. Submission of the eligible list for Transportation Program Manager.

**Commission Action:** Approve and certify the eligible list for the class title of Transportation Program Manager.

3. Submission of the eligible list for Stormwater Utility Maintenance Supervisor.

**Commission Action:** Approve and certify the eligible list for the class title of Stormwater Utility Maintenance Supervisor.

CIVIL SERVICE COMMISSION MEETING  
FEBRUARY 9, 2016  
PAGE FOUR

**REGULAR AGENDA**

4. Submission of the eligible list for Transportation Planning Technician.

**Commission Action:** Approve and certify the eligible list for the class title of Transportation Planning Technician.

**ADMINISTRATIVE ITEMS**

**A. Administrative Items.**

1. Set the date for the March 2016 Civil Service Commission Meeting.

**INFORMATIONAL ITEMS**

**B. Informational Items.**

1. Employee Status Report for January 2016.
2. Handouts.

**ADJOURN**