

**CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS  
JANUARY 12, 2016  
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:** City Clerk Gina Dutcher, Counsel for the Commission Robert Jagger, Assistant City Attorney Carla Sikes, HR Director Marisa Pacheco, HR Analyst Manuel Alcala, and Interim Civil Service Administrator Lynne Huskins.

**Other Interested Parties:** PAGE President Betty Aragon.

**SPECIAL RECOGNITION**

City Clerk Gina Dutcher gave a reaffirmation of oath of office and presented Ms. Bonner with a Certificate of Election for her recent reelection to office.

**ELECTION OF OFFICERS**

Guy Kennedy moved and Sharon Bonner seconded the motion to elect Dan Archibeque as Chair.

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

Guy Kennedy moved and Dan Archibeque seconded the motion to elect Sharon Bonner as Vice Chair.

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

**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, December 8, 2015 as distributed.

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

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**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) – We received two applications. The written exam is scheduled for January 21, 2016.
- b. Planner - (Recruitment due to employee reclassification) – We received 33 applications, and six were qualified. The written exam was held on January 7, 2016. One candidate appeared to take the exam and passed. The eligibility list for this position will be signed at this meeting.
- c. Administrative Technician - (Recruitment due to anticipated vacancy) – The internal recruitment began on January 3, 2016 and ends on January 17, 2016. At the time of this agenda, we had received no applications. The written exam is scheduled for February 18, 2016.
- d. Associate Engineer II - Wastewater - (Recruitment due to employee separation) – The internal recruitment began on January 5, 2016 and ends on January 19, 2016. At the time of this agenda, we had received no applications.
- e. Compliance/Audit Agent - (Recruitment due to employee separation) – The external recruitment began on December 22, 2015 and ends on January 12, 2016. At the time of this agenda, we had received five applications.
- f. Emergency Services Dispatcher - (Recruitment due to several vacancies) – The external recruitment began on December 13, 2015 and ended on January 3, 2016. We received 134 applications. We are in the process of screening the applications.
- g. Stormwater Utility Maintenance Supervisor - (Recruitment due to employee separation) – The external recruitment began on December 13, 2015 and ends on January 17, 2016. At the time of this agenda, we had received nine applications.
- h. Transportation Planning Technician - (Recruitment due to new position created by City Council) – The external recruitment began on January 3, 2016 and ends on January 24, 2016. At the time of this agenda, we had received seven applications.
- i. Transportation Program Manager - (Recruitment due to new position created by City Council) – The external recruitment began on December 13, 2015 and ended on January 3, 2016. We received 10 applications. We are currently in the appeal period for rejections.

**COMMUNICATIONS**

1. Ratify the Commission's letter to Kristen McCray regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
2. Ratify the Commission's letter to Lindsay McNamara regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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**COMMUNICATIONS**

3. Ratify the Commission's letter to Jordan Peters regarding the removal of his name from the Police Patrol Officer eligibility list.
4. Ratify the Commission's letter to Jeff Schooley regarding the removal of his name from the Utility Worker eligibility list.
5. Ratify the Commission's letter to Santiago Martinez 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 Amanda Puckett regarding the rejection of her objection of the removal of her name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Richard Ruiz regarding the rejection of his objection of the removal of his name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Spencer Stringham regarding the rejection of his objection of the removal of his name from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letter to Robert Carland regarding the removal of his name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Tammy Cisneros regarding the removal of her name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Richard Gonzales regarding the removal of his name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to Jamie Penrod regarding the removal of her name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Gerry Prutch regarding the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Marzell Parchment regarding the removal of his name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Karl Streyle II regarding the removal of his name from the Police Patrol Officer 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.

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**REGULAR AGENDA**

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

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

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 February 9, 2016, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

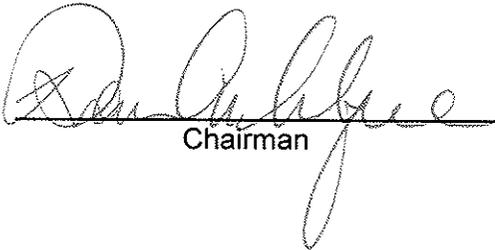
**INFORMATIONAL ITEMS**

1. Employee Status Reports for December 2015.
2. The Commission received their handouts.

**HEARING**

1. The hearing on the appeal of Rosie Quintana was called to order. Ms. Aragon stated that because of ongoing medical reasons, Ms. Quintana was withdrawing her appeal.

**ADJOURN – 5:36 p.m.**

  
Chairman