

# PUEBLO

CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – INTERIM CITY HALL  
301 W. “B” STREET  
TUESDAY, JUNE 14, 2011  
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 Thursday, May 12, 2011

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Thursday, May 12, 2011 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. Fire Captain (Recruitment required every year per Civil Service Rule 29) The written exam was held on May 24, 2011. Twenty seven persons were scheduled and 22 appeared to take the exam. Twelve candidates passed the exam. The review/appeal deadline is June 10, 2011.
  - b. Traffic Control Utility Worker II (New position in 2011 budget) – The written exam was held on June 1, 2011. Twelve persons were scheduled, and 10 appeared to take the exam. All candidates passed the exam. The eligibility list will be signed at this meeting.
  - c. Parking Enforcer (Recruitment due to replacement of staff) – The written examination was held on May 17, 2011. Twenty three persons were scheduled and 21 appeared to take the exam. Twenty candidates passed the exam and one person failed. The eligibility list will be signed at this meeting.

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- d. Park Caretaker, Senior (New position in 2011 budget) – T&E examinations were conducted on the three qualified applications for this position. The eligibility list will be signed at this meeting.
  - e. Parks Senior Mechanic/Welder (New position in 2011 budget] – A T&E examination was conducted on the one qualified application for this position. The eligibility list will be signed at this meeting.
  - f. Auto Mechanic (Recruitment due to employee voluntary demotion) - External recruitment began on June 5, 2011 and ends on June 19, 2011. As of the date of this agenda, we had received eight applications for this position.
  - g. Business Systems Analyst (Recruitment due to employee retirement) – External recruitment began on June 5, 2011 and ends on June 26, 2011. As of the date of this agenda, we had received ten application for this position.
  - h. Police Patrol Officer (Recruitment due to several current vacancies) - External recruitment began on May 29, 2011 and ends on June 19, 2011. As of the date of this agenda, we had received 113 applications for this position.
2. Ratify the Commission's letter to Scot Burbidge regarding the removal of his name from the Civil Engineer/Drainage eligibility list.
  3. Ratify the Commission's letter to Gina Trujillo regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
  4. Ratify the Commission's letter to Cynthia Whalen regarding the removal of her name from the Clerk Typist eligibility list.
  5. Ratify the Commission's letter to Jonathan Martinez regarding the acceptance of his objection to take the Traffic Control Utility Worker II examination.
  6. Ratify the Commission's letter to Marie Watson regarding the rejection of her objection of her removal from the Clerk Typist eligibility list.
  7. Ratify the Commission's letter to Dan Fresquez regarding the rejection of his objection to allow him to take the Park Caretaker, Senior examination.
  8. Ratify the Commission's letter to Dolores Autobee regarding the removal of her name from the Clerk Typist eligibility list.
  9. Ratify the Commission's letter to Mary Cordova regarding the removal of her name from the Clerk Typist eligibility list.

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10. Ratify the Commission's letter to Pamela Johnson regarding the removal of her name from the Clerk Typist eligibility list.
11. Ratify the Commission's letter to Lacie Keene regarding the removal of her name from the Clerk Typist eligibility list.
12. Ratify the Commission's letter to Lisa Pacheco regarding the removal of her name from the Clerk Typist eligibility list.
13. Ratify the Commission's letter to Kimberly Pearce regarding the removal of her name from the Clerk Typist eligibility list.
14. Ratify the Commission's letter to Corey Shilling regarding the removal of his name from the Clerk Typist eligibility list.

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

## REGULAR AGENDA

1. Submission of the eligible list for Park Caretaker, Senior.

**Commission Action:** Approve and certify the eligible list for the class title of Park Caretaker, Senior.

2. Submission of the eligible list for Parking Enforcer.

**Commission Action:** Approve and certify the eligible list for the class title of Parking Enforcer.

3. Submission of the eligible list for Parks Senior Mechanic/Welder.

**Commission Action:** Approve and certify the eligible list for the class title of Parks Senior Mechanic/Welder.

4. Submission of the eligible list for Traffic Control Utility Worker II.

**Commission Action:** Approve and certify the eligible list for the class title of Traffic Control Utility Worker II.

## **ADMINISTRATIVE ITEMS**

**A. Administrative Items.**

1. Update on status of rule changes.
2. Set the date for the July, 2011 Civil Service Commission Meeting.

## **INFORMATIONAL ITEMS**

**B. Informational Items.**

1. Status report for May 2011.
2. Handouts

**ADJOURN**