



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
FEBRUARY 9, 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: Counsel for the Commission Robert Jagger, HR Analyst Shelly Carrillo, and Interim Civil Service Administrator Lynne Huskins.

Other Interested Parties: None.

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, January 12, 2016 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 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.

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- 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.
- 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.

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- 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.

COMMUNICATIONS

- 1. Ratify the Commission's letter to Ryan LiVecchi regarding the removal of his name from the Police Patrol Officer eligibility list.
- 2. 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.
- 3. Ratify the Commission's letter to Robert Walton regarding the removal of his name from the Police Patrol Officer eligibility list.
- 4. 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.
- 5. 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: 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 Compliance/Audit Agent.

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

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 Transportation Program Manager.

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

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

3. The Interim Civil Service Administrator submitted the eligible list for Stormwater Utility Maintenance Supervisor.

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

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

4. The Interim Civil Service Administrator submitted the eligible list for Transportation Planning Technician.

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

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 March 8, 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 January 2016.
2. The Commission received their handouts.

ADJOURN – 5:34 p.m.


Chairman