



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
TUESDAY, APRIL 12, 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, March 8, 2016.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, March 8, 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. Administrative Technician - (Recruitment to establish eligible list) – The written exam was held on February 18, 2016. The eligible list for this position will be signed at this meeting.
 - b. Equipment Operator II - (Recruitment due to employee promotions) – We received three applications and all were qualified. The written exam was held on March 10, 2016. All three candidates took and passed the exam. The eligible list for this position will be signed at this meeting.
 - c. Fire Engineer - (Recruitment due to employee promotion) – We received 11 applications and all were qualified. The written exam was held on March 17, 2016. Of the 11 candidates scheduled, 8 appeared to take the exam. The eligible list for this position will be signed at this meeting.
 - d. Laboratory Pretreatment Specialist - (Recruitment due to new position created by City Council) – We received 25 applications and 20 were qualified. The written exam was held on March 11, 2016. Of the 20 candidates scheduled, 14 appeared to take the exam and all passed. The eligible list for this position will be signed at this meeting.

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- e. Park Caretaker, Senior - (Recruitment due to employee promotion and new position created by City Council) – The written exam was held on March 22, 2016. The seven candidates who were scheduled appeared to take the exam, and all passed. The eligible list for this position will be signed at this meeting.
 - f. Police Patrol Officer - (Recruitment due to several vacancies) – We received 319 applications, and 197 are scheduled to take the written exam which will be held on April 13, 14, and 15.
 - g. Accountant I - (Recruitment due to employee voluntary demotion) – We received 15 applications, and two were qualified. The Commission gave permission, and T&E evaluations were conducted. The eligible list for this position will be signed at this meeting.
 - h. Deputy Fire Chief - (Recruitment due to employee retirement) – We received seven applications and six were qualified. The written exam is scheduled for April 12, 2016.
 - i. Radio Technician II - (Recruitment due to two vacancies) – The external recruitment began on March 27, 2016 and ends on April 17, 2016. At the time of this agenda, we had received three applications.
 - j. Surveyor - (Recruitment due to employee promotion) – The external recruitment began on March 27, 2016 and ends on April 17, 2016. At the time of this agenda, we had received five applications.
 - k. Program Coordinator-Forestry - (Recruitment due to employee voluntary demotion) – We received five applications. We are currently in the appeal period for rejections.
 - l. Firefighter- (Recruitment due to several vacancies) – The external recruitment began on April 3, 2016 and ends on May 15, 2016. At the time of this agenda, we had received 160 applications. The written exam is scheduled for the week of June 8, 2016.
 - m. Grants Analyst - (Recruitment due to new position created by City Council) – The external recruitment begins on April 10, 2016 and ends on May 1, 2016.
2. Ratify the Commission's letter to Kellene Wells regarding retaining her services as a certified polygraph examiner.
 3. Ratify the Commission's letter to Joseph Adams regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
 4. Ratify the Commission's letter to Nancy Avalos regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 5. Ratify the Commission's letter to David Baros regarding the removal of his name from the Utility & Maintenance Worker I eligibility list.

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CONSENT AGENDA

6. Ratify the Commission's letter to Brianna DeLeon regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Teddye Gaide regarding the removal of her name from the Senior Clerk Typist eligibility list.
8. Ratify the Commission's letter to Ricky Gatlin regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Carlos Gonzales regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Terry Hamilton regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Joshua Hernandez regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Laura Hughes regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
13. Ratify the Commission's letter to Kate Ingo regarding the removal of her name from the Senior Clerk Typist eligibility list.
14. Ratify the Commission's letter to Tammy Martinez regarding the removal of her name from the Senior Clerk Typist eligibility list.
15. Ratify the Commission's letter to David Ortega regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
16. Ratify the Commission's letter to Shawna Roberts regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
17. Ratify the Commission's letter to Shelly Rodriguez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
18. Ratify the Commission's letter to Kortney Rogers regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
19. Ratify the Commission's letter to Karla Scull regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
20. Ratify the Commission's letter to Diego Sigala regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
21. Ratify the Commission's letter to Pam Winston regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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22. Ratify the Commission's letter to Steve Valencia regarding the rejection of his objection of his rejection to take the Park Caretaker, Senior examination.
23. Ratify the Commission's letter to Julie Quintana regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
24. Ratify the Commission's letter to Joseph Conway regarding the removal of his name from the Tax Auditor eligibility list.
25. Ratify the Commission's letter to Patricia Rooney regarding the removal of her name from the Tax Auditor eligibility list.
26. Ratify the Commission's letter to Michael Barela regarding the rejection of his appeal of questions #8, #52, #58, #60, #62, #63, #75 and #92 on the Administrative Technician written exam.
27. Ratify the Commission's letter to Tacy Barry regarding the rejection of her appeal of questions #52, #57, #58, #62, #63, #68 and #78 on the Administrative Technician written exam.
28. Ratify the Commission's letter to Jenna Ingo regarding the rejection of her appeal of questions #56, #58 and #61 on the Administrative Technician written exam.
29. Ratify the Commission's letter to Tracy Naumann regarding the rejection of her appeal of questions #56, #58, #62 and #69 on the Administrative Technician written exam.
30. Ratify the Commission's letter to Margo Beaumont regarding the rejection of her objection to allow her to take the Police Patrol Officer examination.
31. Ratify the Commission's letter to Kenny Garbiso regarding the rejection of his objection to allow him to take the Police Patrol Officer examination.
32. Ratify the Commission's letter to Joshua Katz regarding the rejection of his objection to allow him to take the Police Patrol Officer examination.
33. Ratify the Commission's letter to Malinn Lee regarding the rejection of her objection to allow her to take the Accountant I examination.
34. Ratify the Commission's letter to Jeremiah Naillon regarding the rejection of his objection to allow him to take the Police Patrol Officer examination.
35. Ratify the Commission's letter to Brandon Quintero regarding the rejection of his objection to allow him to take the Police Patrol Officer examination.
36. Ratify the Commission's letter to Maria Zavala regarding the rejection of her objection to allow her to take the Police Patrol Officer examination.
37. Ratify the Commission's letter to David Baros regarding the acceptance of his objection of the removal of his name from the Utility & Maintenance Worker I eligibility list.

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38. Ratify the Commission's letter to Kate Ingo regarding the acceptance of her objection of the removal of her name from the Senior Clerk Typist eligibility list.
39. Ratify the Commission's letter to Neal Newman regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.
40. Ratify the Commission's letter to Justin Orozco regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.
41. Ratify the Commission's letter to Jennifer Rodman regarding the placement of her name on the re-employment lists for Clerk Typist and Police Services Technician.
42. Ratify the Commission's letter to Vincent Trevino regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.
43. Ratify the Commission's letter to Joseph Conway regarding his correspondence in response to the removal of his name from the Tax Auditor eligibility list.
44. Ratify the Commission's letter to April Mendez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
45. Ratify the Commission's letter to Jazmyn Morgan regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
46. Ratify the Commission's letter to Susanne O'Campo regarding the removal of her name from the Water Reclamation Worker eligibility list.
47. Ratify the Commission's letter to Robert Pisciotta regarding the removal of his name from the Stormwater Utility Maintenance Supervisor eligibility list.
48. Ratify the Waiver and Release dated March 29, 2016, updating the procedures for testing for Fire Department promotional examinations.

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

REGULAR AGENDA

1. Setting of the Continued Hearing on the appeal of Jeffrey Capito.

Commission Action: Set the hearing date.

2. Review of Tammy Martinez's appeal of her removal from the eligibility list for Senior Clerk Typist.

Commission Action: Approve/disapprove or set the matter for formal hearing.

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3. Submission of the eligible list for Administrative Technician.

Commission Action: Approve and certify the eligible list for the class title of Administrative Technician.

4. Submission of the eligible list for Equipment Operator II.

Commission Action: Approve and certify the eligible list for the class title of Equipment Operator II.

5. Submission of the eligible list for Fire Engineer.

Commission Action: Approve and certify the eligible list for the class title of Fire Engineer.

6. Submission of the eligible list for Laboratory Pretreatment Specialist.

Commission Action: Approve and certify the eligible list for the class title of Laboratory Pretreatment Specialist.

7. 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.

8. Submission of the eligible list for Accountant I.

Commission Action: Approve and certify the eligible list for the class title of Accountant I.

ADMINISTRATIVE ITEMS

A. **Administrative Items.**

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

INFORMATIONAL ITEMS

B. **Informational Items.**

1. Employee Status Reports for February and March 2016.
2. Handouts.

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