



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
TUESDAY, MARCH 8, 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, February 9, 2016.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, February 9, 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. Seventeen candidates were scheduled, and 15 appeared to take the exam. We are currently in the review/appeal period.
  - b. Associate Engineer II - Wastewater - (Recruitment due to employee separation) – We received two qualified applications. The Commission gave permission, and a T&E exam was conducted. The eligible list for this position will be signed at this meeting.
  - c. Emergency Services Dispatcher - (Recruitment due to several vacancies) – Eighty one candidates appeared to take the exam, and 77 passed. The eligible list for this position will be signed at this meeting.
  - d. Equipment Operator II - (Recruitment due to employee promotions) – We received three applications and all were qualified. The written exam is scheduled for March 10, 2016.

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- e. Fire Engineer - (Recruitment due to employee promotion) – We received 11 applications and all were qualified. The written exam is scheduled for March 17, 2016.
- f. Lab Analyst II - (Recruitment due to new position created by City Council) – We received two applications and both 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. Laboratory Pretreatment Specialist - (Recruitment due to new position created by City Council) – We received 25 applications and 20 were qualified. The written exam is scheduled for March 11, 2016.
- h. Park Caretaker, Senior - (Recruitment due to employee promotion and new position created by City Council) – We received eight applications and seven were qualified. The written exam is scheduled for March 22, 2016.
- i. 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 224 applications.
- j. Tax Auditor - (Recruitment due to new positions created by City Council) – We received nine 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.
- k. Traffic Control Supervisor - (Recruitment due to employee separation) – We received one application. The Commission gave permission, and a T&E exam was conducted. The eligible list for this position will be signed at this meeting.
- l. Utility & Maintenance Worker I - (Recruitment due to employee promotion) – We received two applications and both 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.
- m. Accountant I - (Recruitment due to employee voluntary demotion) – The external recruitment began on February 21, 2016 and ends on March 13, 2016. At the time of this agenda, we had received nine applications.
- n. Deputy Fire Chief - (Recruitment due to employee retirement) – The internal recruitment begins on March 6, 2016 and ends on March 27, 2016. The written exam is scheduled for April 12, 2016.
- o. Radio Technician II - (Recruitment due to two vacancies) – The internal recruitment begins on March 6, 2016 and ends on March 20, 2016.

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- p. Surveyor - (Recruitment due to employee promotion) – The internal recruitment begins on March 6, 2016 and ends on March 20, 2016.
2. Ratify the Commission's letter to Alan Lamberg regarding the removal of his name from the Transportation Planning Technician eligibility list.

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

**REGULAR AGENDA**

1. Submission of Professional Vitae and Letter of Introduction from Kellene Wells who will be taking over Forensic Truth Verification Group, Inc. upon the retirement of Brent Sprague this summer.

**Commission Action:** Approve or deny the services of Ms. Wells.

2. Submission of the eligible list for Associate Engineer II - Wastewater.

**Commission Action:** Approve and certify the eligible list for the class title of Associate Engineer II - Wastewater.

3. Submission of the eligible list for Emergency Services Dispatcher.

**Commission Action:** Approve and certify the eligible list for the class title of Emergency Services Dispatcher.

4. Submission of the eligible list for Lab Analyst II.

**Commission Action:** Approve and certify the eligible list for the class title of Lab Analyst II.

5. Submission of the eligible list for Tax Auditor.

**Commission Action:** Approve and certify the eligible list for the class title of Tax Auditor.

6. Submission of the eligible list for Traffic Control Supervisor.

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

7. Submission of the eligible list for Utility & Maintenance Worker I.

**Commission Action:** Approve and certify the eligible list for the class title of Utility & Maintenance Worker I.

## **ADMINISTRATIVE ITEMS**

### **A. Administrative Items.**

1. Update from Human Resources regarding City staffing.
2. Set the date for the April 2016 Civil Service Commission Meeting.

## **INFORMATIONAL ITEMS**

### **B. Informational Items.**

1. Handouts.

## **EXECUTIVE SESSION**

Convene into executive session for a conference with the City Attorney for the purpose of receiving legal advice on legal questions under C.R.S. Section 24 6 402(4)(b) and specifically legal issues relating to types and manner of examinations.

**ADJOURN**