



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
MARCH 8, 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 Director Marisa Pacheco, HR Analyst Manuel Alcalá, 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, February 9, 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. 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.

**CIVIL SERVICE COMMISSION MEETING
MARCH 8, 2016
PAGE TWO**

CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- 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.
- 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.
- p. Surveyor - (Recruitment due to employee promotion) – The internal recruitment begins on March 6, 2016 and ends on March 20, 2016.

**CIVIL SERVICE COMMISSION MEETING
MARCH 8, 2016
PAGE THREE**

CONSENT AGENDA

COMMUNICATIONS

1. Ratify the Commission's letter to Alan Lamberg regarding the removal of his name from the Transportation Planning Technician 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 Professional Vitae and Letter of Introduction from polygrapher Kellene Wells.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve the services of polygrapher Kellene Wells.

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

2. The Interim Civil Service Administrator submitted the eligible list for Associate Engineer II - Wastewater.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Associate Engineer II - Wastewater.

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

3. The Interim Civil Service Administrator submitted the eligible list for Emergency Services Dispatcher.

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

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

4. The Interim Civil Service Administrator submitted the eligible list for Lab Analyst II.

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

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

5. The Interim Civil Service Administrator submitted the eligible list for Tax Auditor.

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

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

**CIVIL SERVICE COMMISSION MEETING
MARCH 8, 2016
PAGE FOUR**

REGULAR AGENDA

6. The Interim Civil Service Administrator submitted the eligible list for Traffic Control Supervisor.

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

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

7. The Interim Civil Service Administrator submitted the eligible list for Utility & Maintenance Worker I.

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

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

ADMINISTRATIVE ITEMS

1. The Commission received an update from HR Analyst Shelly Carrillo regarding the recent increase in recruitments and hiring.
2. The next regular meeting of the Civil Service Commission was scheduled for April 12, 2016, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

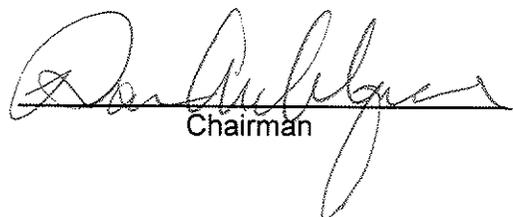
INFORMATIONAL ITEMS

1. The Commission received their handouts.

EXECUTIVE SESSION

The Commission convened 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 – 6:06 p.m.


Chairman