



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
APRIL 12, 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, Assistant City Attorney Carla Sikes, HR Director Marisa Pacheco, Employee Benefits/Loss Control Manager Dave Anderson, HR Analyst Manuel Alcala, HR Analyst Bella Trujillo, HR Analyst Shelly Carrillo, and Interim Civil Service Administrator Lynne Huskins.

Other Interested Parties: Police Officer Jeff Capito, Attorney for Mr. Capito Patrick Avalos, Police Captain Jeff Bodmer, Clerk Typist Tammy Martinez, PAGE Attorney Cheryl Hutchison, PAGE President Betty Aragon, Clerk Typist Margaret Mangram.

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, March 8, 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. 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.

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STATUS REPORT OF CURRENT RECRUITMENTS

- 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.
- 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.

COMMUNICATIONS

1. Ratify the Commission's letter to Alan Lamberg regarding the removal of his name from the Transportation Planning Technician eligibility list.

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CONSENT AGENDA

COMMUNICATIONS

2. Ratify the Commission's letter to Joseph Adams regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
3. Ratify the Commission's letter to Nancy Avalos regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission's letter to David Baros regarding the removal of his name from the Utility & Maintenance Worker I eligibility list.
5. Ratify the Commission's letter to Brianna DeLeon regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
6. Ratify the Commission's letter to Teddye Gaide regarding the removal of her name from the Senior Clerk Typist eligibility list.
7. Ratify the Commission's letter to Ricky Gatlin regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
8. Ratify the Commission's letter to Carlos Gonzales regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Terry Hamilton regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Joshua Hernandez regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Laura Hughes regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Kate Ingo regarding the removal of her name from the Senior Clerk Typist eligibility list.
13. Ratify the Commission's letter to Tammy Martinez regarding the removal of her name from the Senior Clerk Typist eligibility list.
14. Ratify the Commission's letter to David Ortega regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
15. Ratify the Commission's letter to Shawna Roberts regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
16. Ratify the Commission's letter to Shelly Rodriguez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
17. Ratify the Commission's letter to Kortney Rogers regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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COMMUNICATIONS

18. Ratify the Commission's letter to Karla Scull regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
19. Ratify the Commission's letter to Diego Sigala regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
20. Ratify the Commission's letter to Pam Winston regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
21. Ratify the Commission's letter to Steve Valencia regarding the rejection of his objection of his rejection to take the Park Caretaker, Senior examination.
22. Ratify the Commission's letter to Julie Quintana regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
23. Ratify the Commission's letter to Joseph Conway regarding the removal of his name from the Tax Auditor eligibility list.
24. Ratify the Commission's letter to Patricia Rooney regarding the removal of her name from the Tax Auditor eligibility list.
25. 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.
26. 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.
27. 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.
28. 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.
29. Ratify the Commission's letter to Margo Beaumont regarding the rejection of her objection to allow her to take the Police Patrol Officer examination.
30. Ratify the Commission's letter to Kenny Garbiso regarding the rejection of his objection to allow him to take the Police Patrol Officer examination.
31. Ratify the Commission's letter to Joshua Katz regarding the rejection of his objection to allow him to take the Police Patrol Officer examination.
32. Ratify the Commission's letter to Malinn Lee regarding the rejection of her objection to allow her to take the Accountant I examination.
33. Ratify the Commission's letter to Jeremiah Naillon regarding the rejection of his objection to allow him to take the Police Patrol Officer examination.

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COMMUNICATIONS

34. Ratify the Commission's letter to Brandon Quintero regarding the rejection of his objection to allow him to take the Police Patrol Officer examination.
35. Ratify the Commission's letter to Maria Zavala regarding the rejection of her objection to allow her to take the Police Patrol Officer examination.
36. 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.
37. 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.
38. Ratify the Commission's letter to Neal Newman regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.
39. Ratify the Commission's letter to Justin Orozco regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.
40. 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.
41. Ratify the Commission's letter to Vincent Trevino regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.
42. 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.
43. Ratify the Commission's letter to April Mendez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
44. Ratify the Commission's letter to Jazmyn Morgan regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
45. Ratify the Commission's letter to Susanne O'Campo regarding the removal of her name from the Water Reclamation Worker eligibility list.
46. Ratify the Commission's letter to Robert Pisciotta regarding the removal of his name from the Stormwater Utility Maintenance Supervisor eligibility list.
47. Ratify the Waiver and Release dated March 29, 2016, updating the procedures for testing for Fire Department promotional examinations.

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.

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REGULAR AGENDA

1. Setting of the Continued Hearing on the appeal of Jeffrey Capito was held. Continued Hearing was set for June 2, 2016 at 4:00 p.m. and June 3, 2016 at 1:30 p.m.
2. The Commission reviewed Tammy Martinez's appeal of her removal from the eligibility list for Senior Clerk Typist. Captain Jeff Bodmer and Assistant City Attorney Carla Sikes gave an overview of the reasons for the removal. Ms. Martinez addressed the Commission and explained the circumstances surrounding the removal. The matter will be held over for hearing on May 10, 2016 at 5:30 p.m.
3. The Interim Civil Service Administrator submitted the eligible list for Administrative Technician.

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

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

4. The Interim Civil Service Administrator submitted the eligible list for Equipment Operator II.

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

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

5. The Interim Civil Service Administrator submitted the eligible list for Fire Engineer.

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

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

6. The Interim Civil Service Administrator submitted the eligible list for Laboratory Pretreatment Specialist.

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

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

7. The Interim Civil Service Administrator submitted the eligible list for Park Caretaker, Senior

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

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

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REGULAR AGENDA

8. The Interim Civil Service Administrator submitted the eligible list for Accountant I

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

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 May 10, 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 the Employee Status Reports for February and March 2016.
2. The Commission received their handouts.

ADJOURN – 6:04 p.m.


Chairman