

# PUEBLO

CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – INTERIM CITY HALL  
301 W. “B” STREET  
TUESDAY, JULY 12, 2011  
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, June 14, 2011

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, June 14, 2011 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. Fire Captain (Recruitment required every year per Civil Service Rule 29) - The written exam was held on May 24, 2011. We received 10 appeals on nine questions. The testing company upheld all of the exam questions. The eligibility list will be signed at this meeting.
  - b. Auto Mechanic (Recruitment due to employee voluntary demotion) - We received 13 applications and two were approved. The deadline for appeals on rejections is July 11, 2011.
  - c. Business Systems Analyst (Recruitment due to employee retirement) – We received 25 applications and seven were approved. The deadline for appeals on rejections is July 11, 2011.
  - d. Police Patrol Officer (Recruitment due to several current vacancies) - We received 240 applications and 152 were approved. The written exam will be held on July 19, 2011.

## CONSENT AGENDA

- e. Associate Engineer II – Wastewater (Recruitment due to additional staff position approved by City Council) - Internal recruitment began on July 6, 2011 and ends on July 20, 2011. As of the date of this agenda, we had received two applications for this position.
  - f. Lab Analyst III - (Recruitment due to employee promotion) - Internal recruitment began on July 6, 2011 and ends on July 20, 2011. As of the date of this agenda, we had received one application for this position.
2. Ratify the Commission's letter to Karen Harrington regarding the rejection of her request to have her name placed on the Emergency Services Dispatcher reemployment list.
  3. Ratify the Commission's letter to Catherine Wojcik regarding the removal of her name from the Compliance/Audit Agent eligibility list.
  4. Ratify the Commission's letter to Travis Filer regarding the rejection of his appeal of questions #25, #35, #45, #47, #51, #59, #60 and #61 on the Fire Captain written examination.
  5. Ratify the Commission's letter to Darren Percival regarding the rejection of his appeal of questions #46 and #61 on the Fire Captain written examination.
  6. Ratify the Commission's letter to Catherine Wojcik regarding the acceptance of her objection of her removal from the Compliance/Audit Agent eligibility list.
  7. Ratify the Commission's letter to Randal Alire regarding the rejection of his objection to allow him to take the Police Patrol Officer examination.

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

## REGULAR AGENDA

1. Submission of the eligible list for Fire Captain.

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

2. Hearing on proposed Civil Service Rule Changes.

**Commission Action:** Approve or deny proposed rule changes.

## **ADMINISTRATIVE ITEMS**

**A. Administrative Items.**

1. Set the date for the August, 2011 Civil Service Commission Meeting.

## **INFORMATIONAL ITEMS**

**B. Informational Items.**

1. Status reports.
2. Handouts

**ADJOURN**