

**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
MAY 10, 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 Lisa Macchietto, HR Director Marisa Pacheco, Employee Benefits/Loss Control Manager Dave Anderson, HR Analyst Manuel Alcala, HR Analyst Shelly Carrillo, and Interim Civil Service Administrator Lynne Huskins.

Other Interested Parties: Code Enforcement Manager Karen Wilson, Clerk Typist Eloise Vigil, 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, April 12, 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. Code Enforcement Officer - (Recruitment due to employee resignation) – The internal recruitment began on April 24, 2016 and ends on May 8, 2016. At the time of this agenda, we had received no applications.
- b. Deputy Fire Chief - (Recruitment due to employee retirement) – The written exam was held on April 12, 2016. Six candidates were scheduled, and five appeared to take the exam. One candidate passed and five failed. The testing company is currently reviewing appeals received regarding the exam.

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- c. 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 386 applications. The written exam is scheduled for the week of June 8, 2016.
- d. Fire Inspector - (Recruitment due to employee retirement) – The internal recruitment began on April 17, 2016 and ends on May 8, 2016. At the time of this agenda, we had received one application.
- e. Grants Analyst - (Recruitment due to new position created by City Council) – We received 20 applications and 12 were qualified. The written exam is scheduled for May 19, 2016.
- f. Police Patrol Officer - (Recruitment due to several vacancies) – The written exams were held on April 13, 14, and 15. There were 197 candidates scheduled and 133 appeared to take the exam. There were 128 passing scores and six candidates failed. The eligible list for this position will be signed at this meeting.
- g. Program Coordinator-Forestry - (Recruitment due to employee voluntary demotion) – We received three qualified applications. The Commission gave permission, and T&E exams were conducted. The eligible list for this position will be signed at this meeting.
- h. Radio Technician II - (Recruitment due to two vacancies) – We received eight applications and three were qualified. The Commission gave permission, and T&E exams were conducted. The eligible list for this position will be signed at this meeting.
- i. Regulatory Compliance Specialist - (Recruitment due to employee promotion) – There were no applications for the internal recruitment. The external recruitment began on May 8, 2016 and ends on June 5, 2016.
- j. Surveyor - (Recruitment due to employee promotion) – We received 11 applications and five were qualified. The Commission gave permission, and T&E exams were conducted. The eligible list for this position will be signed at this meeting.
- k. Traffic Control Utility Worker II - (Recruitment due to employee promotion) – The internal recruitment began on April 17, 2016 and ended on May 1, 2016. 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. Fire Captain - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on May 8, 2016 and ends on May 29, 2016.

COMMUNICATIONS

1. Ratify the Commission's letter to Rajendra Awasthi regarding the removal of his name from the Clerk Typist eligibility list.
2. Ratify the Commission's letter to Jane Benavidez regarding the removal of her name from the Code Enforcement Officer eligibility list.

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CONSENT AGENDA

COMMUNICATIONS

3. Ratify the Commission's letter to Debbie Duran regarding the removal of her name from the Clerk Typist eligibility list.
4. Ratify the Commission's letter to Sandra Duran regarding the removal of her name from the Clerk Typist eligibility list.
5. Ratify the Commission's letter to Neil Gaunt regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
6. Ratify the Commission's letter to Jeanette Gonzales regarding the removal of her name from the Clerk Typist eligibility list.
7. Ratify the Commission's letter to Megan Gonzales regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
8. Ratify the Commission's letter to Jenna Ingo regarding the removal of her name from the Code Enforcement Officer eligibility list.
9. Ratify the Commission's letter to Leanna Lowe regarding the removal of her name from the Clerk Typist eligibility list.
10. Ratify the Commission's letter to Kaylee Marquez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Deandria Martinez regarding the removal of her name from the Code Enforcement Officer eligibility list.
12. Ratify the Commission's letter to Justin Orozco regarding the removal of his name from the Code Enforcement Officer eligibility list.
13. Ratify the Commission's letter to Martica Rodriguez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
14. Ratify the Commission's letter to Lisa Sonnenfeld regarding the removal of her name from the Clerk Typist eligibility list.
15. Ratify the Commission's letter to Jennifer Soto regarding the removal of her name from the Clerk Typist eligibility list.
16. Ratify the Commission's letter to Amanda Taylor regarding the removal of her name from the Clerk Typist eligibility list.
17. Ratify the Commission's letter to Deandra Vallejos regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
18. Ratify the Commission's letter to Eloise Vigil regarding the removal of her name from the Code Enforcement Officer eligibility list.

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CONSENT AGENDA

COMMUNICATIONS

19. Ratify the Commission's letter to Anita Zanon regarding the removal of her name from the Clerk Typist eligibility list.
20. Ratify the Commission's letter to Leanna Lowe regarding the rejection of her objection of the removal of her name from the Clerk Typist 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 Commission reviewed Eloise Vigil's appeal of her removal from the eligibility list for Code Enforcement Officer. Mr. Jagger advised that the eligible list for this position would be expiring in a few days, and that even if the Commission returned Ms. Vigil to the list, her eligibility would expire with the list. Ms. Vigil addressed the Commission and withdrew her appeal.

2. The Interim Civil Service Administrator submitted the eligible list for Police Patrol Officer.

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

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

3. The Interim Civil Service Administrator submitted the eligible list for Program Coordinator-Forestry.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Program Coordinator-Forestry.

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

4. The Interim Civil Service Administrator submitted the eligible list for Radio Technician II.

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

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

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

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

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

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REGULAR AGENDA

6. The Interim Civil Service Administrator submitted the eligible list for Traffic Control Utility Worker II.

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

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

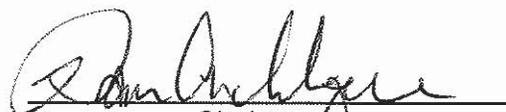
ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for June 14, 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 Report for April 2016.
2. The Commission received their handouts.

ADJOURN – 5:45 p.m.


Chairman