



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
TUESDAY, JULY 19, 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, July 12, 2016.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, July 12, 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. Fire Captain - (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on May 8, 2016 and ended on May 29, 2016. We received 39 applications. The written exam is scheduled for August 22, 2016.
 - b. Firefighter- (Recruitment due to several vacancies) – We received 598 applications, and 491 were approved to take the written exam which were held the week of June 7, 2016.
 - c. Pretreatment Specialist - (Recruitment due to employee retirement) – The written exam was held on June 23, 2016. Eight candidates were scheduled and all appeared to take the exam. All candidates passed the exam. The eligible list for this position will be signed at this meeting.
 - d. Regulatory Compliance Specialist - (Recruitment due to employee promotion) – The written exam was held on July 14, 2016. Seven candidates were scheduled, and one appeared to take the exam. The eligible list for this position will be signed at this meeting.

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- e. Stormwater Coordinator - (Recruitment due to employee retirement) – A T&E exam was conducted on the two qualified candidates. The eligible list for this position will be signed at this meeting.
 - f. Payroll Coordinator - (Recruitment due to employee retirement) – We received 30 applications. We are currently in the appeal period for rejections. The written exam is scheduled for July 26, 2016.
 - g. Planner- (Recruitment due to employee promotion) – We received 22 applications. We are currently in the appeal period for rejections. The written exam is scheduled for July 27, 2016.
 - h. Airport Operations/Maintenance Supervisor- (Recruitment due to employee retirement) – The external recruitment began on June 26, 2016 and ends on July 17, 2016. At the time of this agenda, we had received 11 applications.
 - i. Civil Service Administrator - (Recruitment due to employee resignation) – We received 11 applications. We are currently in the appeal period for rejections.
 - j. Clerk Typist - (Recruitment due to several vacancies and exhaustion of the current eligible list) – The external recruitment began on June 26, 2016 and ends on July 17, 2016. At the time of this agenda, we had received 62 applications.
 - k. Emergency Services Dispatcher - (Recruitment due to several vacancies and exhaustion of the current eligible list) – The external recruitment began on June 26, 2016 and ends on July 17, 2016. At the time of this agenda, we had received 51 applications.
 - l. Water Reclamation Worker - (Recruitment due to anticipated employee promotion) – The external recruitment began on June 26, 2016 and ends on July 17, 2016. At the time of this agenda, we had received 24 applications.
 - m. Lead Court Technician - (Recruitment due to employee transfer) – The internal recruitment began on July 10, 2016 and ends on July 24, 2016. At the time of this agenda, we had received one application.
2. Ratify the Commission's letter to Steven Blea regarding the removal of his name from the Utility Worker eligibility list.
 3. Ratify the Commission's letter to Levi Espinoza regarding the removal of his name from the Police Patrol Officer eligibility list.
 4. Ratify the Commission's letter to Kristina Harris regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 5. Ratify the Commission's letter to Matthew Leeuwen regarding the placement of his name on the reemployment list for Police Patrol Officer.

CONSENT AGENDA

6. Ratify the Commission's letter to Jonathan Martinez regarding the removal of his name from the Utility Worker eligibility list.
7. Ratify the Commission's letter to Reyna Quintana regarding the placement of her name on the reemployment list for Planner.
8. Ratify the Commission's letter to Shilo Robinson regarding the removal of her name from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letter to Donovan Shepard regarding the removal of his name from the Utility Worker eligibility list.
10. Ratify the Commission's letter to Eric Trujillo regarding the rejections of his objection of the removal of his name from the Utility Worker eligibility list.
11. Ratify the Commission's letter to Angela Vigil regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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

REGULAR AGENDA

1. Submission of the eligible list for Pretreatment Specialist.

Commission Action: Approve and certify the eligible list for the class title of Pretreatment Specialist.

2. Submission of the eligible list for Regulatory Compliance Specialist.

Commission Action: Approve and certify the eligible list for the class title of Regulatory Compliance Specialist.

3. Submission of the eligible list for Stormwater Coordinator.

Commission Action: Approve and certify the eligible list for the class title of Stormwater Coordinator.

ADMINISTRATIVE ITEMS

A. Administrative Items.

There are no Administrative Items.

INFORMATIONAL ITEMS

B. Informational Items.

There are no Informational Items.

CONTINUED HEARINGS

1. Continued Administrative Hearing on the proposal to amend Civil Service Rule 32 of Chapter 13 of Title VI of the Pueblo Municipal Code.

Commission Action: Approve report on the proposal and hearing.

2. Continued Hearing on the appeal of Jeffrey Capito.

ADJOURN