



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS**

JULY 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, HR Director Marisa Pacheco, Fire Chief Shawn Shelton, Police Captain Charles Taylor, Police Sergeant Dustin Taylor, 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, June 14, 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. 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.

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STATUS REPORT OF CURRENT RECRUITMENTS

- 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. We are currently in the review/appeal period.
- d. Regulatory Compliance Specialist - (Recruitment due to employee promotion) – We received 19 applications, and 7 were qualified. The written exam is scheduled for July 14, 2016.
- e. Tax Auditor - (Recruitment due to two new positions created by City Council) – The written exam was held on June 24, 2016. Nine candidates were scheduled and seven appeared to take the exam. Six passed and one failed. The eligible list for this position will be signed at this meeting
- f. Stormwater Coordinator - (Recruitment due to employee retirement) – We received three applications, and two were qualified. We are currently in the appeal period for rejection.
- g. Payroll Coordinator - (Recruitment due to employee retirement) – We received 30 applications. We are currently screening the applications.
- h. Planner- (Recruitment due to employee promotion) – We received 22 applications. We are currently screening the applications.
- i. 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 five applications.
- j. Civil Service Administrator - (Recruitment due to employee resignation) – The internal recruitment began on June 23, 2016 and ended on July 7, 2016. At the time of this agenda, we had received five applications.
- k. 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 38 applications.
- l. 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 35 applications.
- m. 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 14 applications.

COMMUNICATIONS

1. Ratify the Commission's letter to Alysia Martinez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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COMMUNICATIONS

2. Ratify the Commission's letter to Emily Catlin regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
3. Ratify the Commission's letter to Kara McGrath regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission's letter to Jacqueline Valdez regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
5. Ratify the Commission's letter to Brienne Carter regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
6. Ratify the Commission's letter to Salvatore Fischetti regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Amanda Moreno regarding the removal of her name from the Clerk Typist eligibility list.
8. Ratify the Commission's letter to Jessica Trujillo regarding the removal of her name from the Clerk Typist eligibility list.
9. Ratify the Commission's letter to Mario Wendorf regarding the removal of his name from the Water Reclamation Worker eligibility list.
10. Ratify the Commission's letter to Eric Trujillo regarding the removal of his name from the Utility Worker eligibility list.
11. Ratify the Commission's letter to Shawwna Santistevan regarding the rejection of her objection of the removal of her name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to Jacob Matsen regarding the removal of his name from the Grants Analyst eligibility list.
13. Ratify the Commission's letter to Tammie Medina regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
14. Ratify the Commission's letter to Paul Cook regarding the removal of his name from the Surveyor eligibility list.
15. Ratify the Commission's letter to Kenneth Bowman regarding the removal of his name from the Clerk Typist eligibility list.
16. Ratify the Commission's letter to Jacob Cibulka regarding the removal of his name from the Police Patrol Officer eligibility list.
17. Ratify the Commission's letter to Brittany Martin regarding the removal of her name from the Police Patrol Officer eligibility list.

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COMMUNICATIONS

18. Ratify the Commission's letter to Robert Gemeinhardt regarding the removal of his name from the Police Patrol Officer eligibility list.
19. Ratify the Commission's letter to Justin Pruitt regarding the removal of his name from the Police Patrol Officer eligibility list.
20. Ratify the Commission's letter to Matthew Carlino regarding the removal of his name from the Police Patrol Officer eligibility list.
21. Ratify the Commission's letter to Rachel Pruitt regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
22. Ratify the Commission's letter to Denise Martinez regarding the removal of her name from the Clerk Typist eligibility list.
23. Ratify the Commission's letter to Jonathan Contreras regarding the removal of his name from the Police Patrol Officer eligibility list.
24. Ratify the Commission's letter to Tera Sandoval regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
25. Ratify the Commission's letter to Renee McCune regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
26. Ratify the Commission's letter to Gary Kummer regarding the removal of his name from the Utility Worker eligibility list.
27. Ratify the Commission's letter to David Esser regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
28. Ratify the Commission's letter to Kelli Myers regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
29. Ratify the Commission's letter to Rebecca Rigirozza regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
30. Ratify the Commission's letter to Bradley Blair regarding the removal of his name from the Police Patrol Officer eligibility list.
31. Ratify the Commission's letter to James Frank regarding the removal of his name from the Police Patrol Officer eligibility list.
32. Ratify the Commission's letter to Adam Herrera regarding the removal of his name from the Police Patrol Officer eligibility list.
33. Ratify the Commission's letter to Jay Hewlett regarding the removal of his name from the Police Patrol Officer eligibility list.

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34. Ratify the Commission's letter to Christina Lovato regarding the removal of her name from the Senior Clerk Typist eligibility list.
35. Ratify the Commission's letter to Shokhrukh Narimanov regarding the removal of his name from the Police Patrol Officer eligibility list.
36. Ratify the Commission's letter to Shelly Rodriguez regarding the removal of her name from the Senior Clerk Typist eligibility list.
37. Ratify the Commission's letter to Spencer Stringham regarding the removal of his name from the Police Patrol Officer eligibility list.
38. Ratify the Commission's letter to Gary Velasquez regarding the removal of his name from the Police Patrol Officer eligibility list.
39. Ratify the Commission's letter to Alex Young regarding the removal of his name from the Police Patrol Officer 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 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.

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for August 9, 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 June 2016.
2. The Commission received their handouts.

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HEARING

1. Administrative Hearing on the proposal to amend Civil Service Rule 32 of Chapter 13 of Title VI of the Pueblo Municipal Code. After testimony, the Commission voted on the proposed rule change.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to support the rule change.

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

Mr. Jagger advised he would compose a report to City Council in support of the rule change that could be signed at the next Commission meeting.

ADJOURN – 5:42 p.m.



Chairman