

**CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS  
JUNE 14, 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, HR Analyst Manuel Alcalá, HR Analyst Shelly Carrillo, and Interim Civil Service Administrator Lynne Huskins.

**Other Interested Parties:** Emergency Services Dispatcher Applicant Shawna Santistevan, 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, May 10, 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) – We received three applications and all were qualified. The Commission gave permission, and T&E exams were conducted. The eligible list for this position will be signed at this meeting.
- 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 eligible list for this position will be signed at this meeting.

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**CONSENT AGENDA**

**STATUS REPORT OF CURRENT RECRUITMENTS**

- c. 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.
- d. Fire Inspector - (Recruitment due to employee retirement) – 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.
- e. Grants Analyst - (Recruitment due to new position created by City Council) – The written exam was held on May 19, 2016. Twelve candidates were scheduled, and six appeared to take the exam. Five persons passed and one failed. The eligible list for this position will be signed at this meeting.
- f. 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 38 applications. The written exam is scheduled for August 22, 2016.
- g. Pretreatment Specialist - (Recruitment due to employee retirement) – The internal recruitment began on May 15, 2016 and ended on May 29, 2016. We received eight applications. The written exam is scheduled for June 23, 2016.
- h. Regulatory Compliance Specialist - (Recruitment due to employee promotion) – The external recruitment began on May 8, 2016 and ended on June 5, 2016. We received 20 applications. The applications are currently being screened.
- i. Tax Auditor - (Recruitment due to two new positions created by City Council) – The external recruitment began on May 15, 2016 and ended on June 5, 2016. We received 14 applications. The written exam is scheduled for June 24, 2016.
- j. Stormwater Coordinator - (Recruitment due to employee retirement) – The external recruitment began on May 29, 2016 and ends on June 19, 2016. At the time of this agenda, we had received two applications.
- k. Payroll Coordinator - (Recruitment due to employee retirement) – The external recruitment began on June 5, 2016 and ends on June 26, 2016. At the time of this agenda, we had received 11 applications.
- l. Planner- (Recruitment due to employee promotion) – The external recruitment began on June 5, 2016 and ends on June 26, 2016. At the time of this agenda, we had received eight applications.

**COMMUNICATIONS**

1. Ratify the Commission's letter to Joshua Aguilar regarding the removal of his name from the Water Reclamation Worker eligibility list.
2. Ratify the Commission's letter to Sarah Alcorn regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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**CONSENT AGENDA**

**COMMUNICATIONS**

3. Ratify the Commission's letter to Valerie Carricato regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission's letter to Jesus Garcia regarding the removal of his name from the Utility Worker eligibility list.
5. Ratify the Commission's letter to Justin Haberman regarding the removal of his name from the Fire Engineer eligibility list.
6. Ratify the Commission's letter to David Hintz regarding the removal of his name from the Utility Worker eligibility list.
7. Ratify the Commission's letter to Tamara Ivey regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
8. Ratify the Commission's letter to Lawrence Kindt regarding the removal of his name from the Utility Worker eligibility list.
9. Ratify the Commission's letter to Jessa Perkins regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Troy Rahner regarding the removal of his name from the Water Reclamation Worker eligibility list.
11. Ratify the Commission's letter to Alex Roldan regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
12. Ratify the Commission's letter to David Shepard regarding the removal of his name from the Utility Worker eligibility list.
13. Ratify the Commission's letter to Briana Strube regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
14. Ratify the Commission's letter to Alvin Thompson regarding the removal of his name from the Water Reclamation Worker eligibility list.
15. Ratify the Commission's letter to Frances Torres regarding the removal of her name from the Clerk Typist eligibility list.
16. Ratify the Commission's letter to Juliana Trujillo regarding the removal of her name from the Clerk Typist eligibility list.
17. Ratify the Commission's letter to Roseanna Vialpando regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
18. Ratify the Commission's letter to Catherine Woods regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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**CONSENT AGENDA**

**COMMUNICATIONS**

19. Ratify the Commission's letter to George Harner regarding the rejection of his appeal of Question #49 of the Deputy Fire Chief written examination.
20. Ratify the Commission's letter to Barb Huber regarding acceptance of her appeal of Question #6 and the rejection of her appeal of Questions #7, #27, #49, #68 and #98 of the Deputy Fire Chief written examination.
21. Ratify the Commission's letter to Erika Ortega regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
22. Ratify the Commission's letter to Steve Griffeth regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
23. Ratify the Commission's letter to Adam Keeney regarding the removal of his name from the Utility Worker eligibility list.
24. Ratify the Commission's letter to Allen Ganes regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
25. Ratify the Commission's letter to Rebecca Hughes regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
26. Ratify the Commission's letter to John Gubernard regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
27. Ratify the Commission's letter to Robert Clawson regarding the removal of his name from the Police Patrol Officer eligibility list.
28. Ratify the Commission's letter to Jason Hamblen regarding the removal of his name from the Police Patrol Officer eligibility list.
29. Ratify the Commission's letter to Antony Whyte regarding the removal of his name from the Police Patrol Officer eligibility list.
30. Ratify the Commission's letter to Lauren Whitcomb regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
31. Ratify the Commission's letter to Kayla Sears regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
32. Ratify the Commission's letter to Colleen Otero regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
33. Ratify the Commission's letter to Brian Casaus regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
34. Ratify the Commission's letter to Carol Graham regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

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**CONSENT AGENDA**

**COMMUNICATIONS**

35. Ratify the Commission's letter to Paige Robbe regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
36. Ratify the Commission's letter to Elizabeth Nelson regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
37. Ratify the Commission's letter to Ashley Steffani regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
38. Ratify the Commission's letter to Joni Najera regarding the placement of her name on the reemployment list for Emergency Services Dispatcher.
39. Ratify the Commission's letter to Matthew Herrera regarding the placement of his name on the reemployment list for Police Patrol Officer.
40. Ratify the Commission's letter to Scott Vahlbusch regarding the placement of his name on the reemployment list for Police Patrol Officer.
41. Ratify the Commission's letter to Kate Ingo regarding the removal of her name from the Senior Clerk Typist eligibility list.
42. Ratify the Commission's letter to Narciso Lansdown regarding the removal of his name from the Planner eligibility list.
43. Ratify the Commission's letter to Jason Gonzales regarding the removal of his name from the Utility Worker eligibility list.
44. Ratify the Commission's letter to Daniel Martinez regarding the removal of his name from the Utility Worker eligibility list.
45. Ratify the Commission's letter to Daric Bassett regarding the removal of his name from the Program Coordinator-Forestry eligibility list.
46. Ratify the Commission's letter to Jeremiah Storrer regarding the removal of his name from the Program Coordinator-Forestry eligibility list.
47. Ratify the Commission's letter to Gary Kummer regarding the removal of his name from the Water Reclamation Worker eligibility list.
48. Ratify the Commission's letter to Joey Gonzales regarding the removal of his name from the Water Reclamation Worker eligibility list.
49. Ratify the Commission's letter to Mark Mogavero regarding the removal of his name from the Utility Worker eligibility list.
50. Ratify the Commission's letter to Emanuel Vargas regarding the removal of his name from the Radio Technician II eligibility list.

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**CONSENT AGENDA**

**COMMUNICATIONS**

51. Ratify the Commission's letter to Brian Carter regarding the removal of his name from the Police Patrol Officer eligibility list.
52. Ratify the Commission's letter to Janae Gonzales regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
53. Ratify the Commission's letter to Eric Harworth regarding the removal of his name from the Police Patrol Officer eligibility list.
54. Ratify the Commission's letter to Daniel Huston regarding the removal of his name from the Police Patrol Officer eligibility list.
55. Ratify the Commission's letter to Nicolas Markowski regarding the removal of his name from the Police Patrol Officer eligibility list.
56. Ratify the Commission's letter to George Martinez regarding the removal of his name from the Police Patrol Officer eligibility list.
57. Ratify the Commission's letter to Stacy McCoy regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
58. Ratify the Commission's letter to Clinton Newton regarding the removal of his name from the Police Patrol Officer eligibility list.
59. Ratify the Commission's letter to Matthew Reckard regarding the removal of his name from the Police Patrol Officer eligibility list.
60. Ratify the Commission's letter to Shawwna Santistevan regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
61. Ratify the Commission's letter to Libran Selfe regarding the removal of his name from the Police Patrol Officer eligibility list.
62. Ratify the Commission's letter to Neal Tew regarding the removal of his name from the Radio Technician II eligibility list.
63. Ratify the Commission's letter to Lewis Wingrove 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.

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### REGULAR AGENDA

1. The Commission reviewed Shawwna Santistevan's appeal of her removal from the eligibility list for Emergency Services Dispatcher. Ms. Santistevan addressed the Commission and asked that she be returned to the eligible list. After discussion, the Commission voted to uphold the removal.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to deny Ms. Santistevan's appeal.

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

2. The Interim Civil Service Administrator submitted the eligible list for Code Enforcement Officer.

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

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

3. The Interim Civil Service Administrator submitted the eligible list for Deputy Fire Chief.

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

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

4. The Interim Civil Service Administrator submitted the eligible list for Fire Inspector.

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

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

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

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

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

### ADMINISTRATIVE ITEMS

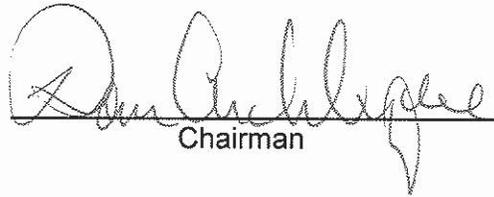
1. The next regular meeting of the Civil Service Commission was scheduled for July 12, 2016, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

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INFORMATIONAL ITEMS

1. The Commission received the Employee Status Report for May 2016.
2. The Commission received their handouts.

ADJOURN – 5:47 p.m.

  
Chairman