

**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS**

JULY 19, 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, Police Chief Luis Velez, HR Analyst Shelly Carrillo, and Interim Civil Service Administrator Lynne Huskins.

Other Interested Parties: Assistant City Attorney Lisa Macchietto, Special Counsel for the City Shelby Felton, Police Officer Jeffrey Capito, Attorney for Officer Capito Patrick Avalos, Police Union President Kenneth Rhodes, Police Officer Chris Timme.

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, July 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. 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.

**CIVIL SERVICE COMMISSION MEETING
JULY 19, 2016
PAGE TWO**

CONSENT AGENDA

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. 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.
- 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.

**CIVIL SERVICE COMMISSION MEETING
JULY 19, 2016
PAGE THREE**

CONSENT AGENDA

COMMUNICATIONS

1. Ratify the Commission's letter to Steven Blea regarding the removal of his name from the Utility Worker eligibility list.
2. Ratify the Commission's letter to Levi Espinoza regarding the removal of his name from the Police Patrol Officer eligibility list.
3. Ratify the Commission's letter to Kristina Harris regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission's letter to Matthew Leeuwen regarding the placement of his name on the reemployment list for Police Patrol Officer.
5. Ratify the Commission's letter to Jonathan Martinez regarding the removal of his name from the Utility Worker eligibility list.
6. Ratify the Commission's letter to Reyna Quintana regarding the placement of her name on the reemployment list for Planner.
7. Ratify the Commission's letter to Shilo Robinson regarding the removal of her name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Donovan Shepard regarding the removal of his name from the Utility Worker eligibility list.
9. 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.
10. Ratify the Commission's letter to Angela Vigil regarding the removal of her name from the Emergency Services Dispatcher 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 Pretreatment Specialist.

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

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

**CIVIL SERVICE COMMISSION MEETING
JULY 19, 2016
PAGE FOUR**

REGULAR AGENDA

2. The Interim Civil Service Administrator submitted the eligible list for Regulatory Compliance Specialist.

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

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

3. The Interim Civil Service Administrator submitted the eligible list for Stormwater Coordinator.

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

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

ADMINISTRATIVE ITEMS

There were no Administrative Items.

INFORMATIONAL ITEMS

There were no Informational Items.

CONTINUED HEARINGS

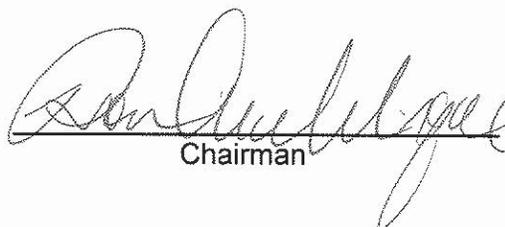
1. Continued Administrative Hearing on the proposal to amend Civil Service Rule 32 of Chapter 13 of Title VI of the Pueblo Municipal Code.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve the report on the proposal.

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

2. Continued Hearing on the appeal of Jeffrey Capito. At the conclusion of the hearing, respective counsel were advised that they would have 30 days to submit their closing briefs to the Commission. The deadline for submission will be Friday, August 19, 2016 at 5:00 p.m.

ADJOURN – 6:52 p.m.


Chairman