



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
TUESDAY, SEPTEMBER 13, 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, August 9, 2016.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, August 09, 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) Airport Operations/Maintenance Supervisor - (Recruitment due to an employee retirement) – The written exam was administered on September 12, 2016. We received 16 applications and 8 were approved to take the exam.
 - b) Clerk Typist - (Recruitment due to several vacancies and exhaustion of the current eligible list) – The written exam was administered on August 26, 2016. We received 77 applications, 22 were approved to take the exam, 18 took the exam, and 10 passed. The eligible list for this position will be signed at this meeting.
 - c) Emergency Services Dispatcher - (Recruitment due to several vacancies and exhaustion of the current eligible list) – The written exam was administered on August 31, 2016. We received 55 applications, 44 were approved to take the exam, 26 took the exam, and 24 passed. The eligible list for this position will be signed at this meeting.
 - d) Equipment Operator IV – (Recruitment due to several vacancies) - The Internal recruitment began on August 21, 2016 and ended on September 04, 2016. We received 8 applications and 6 were deemed qualified. The appeal period ends on September 16, 2016. The performance exam is scheduled for September 22, 2016.

CIVIL SERVICE COMMISSION MEETING
September 13, 2016

CONSENT AGENDA

- e) Fire Captain - (Recruitment required every year per Civil Service Rule 29) – The written exam was administered on August 22, 2016. We received 39 applications, 37 were approved to take the exam, 32 took the exam, and 19 passed. The appeal period ended today.
 - f) HR Analyst – (Recruitment due to an employee promotion) – The internal recruitment began on August 7, 2016 and ended on August 21, 2016. We had one qualified applicant. The Commission gave permission to conduct an evaluation based on Training and Experience (T&E). The eligible list for this position will be signed at this meeting.
 - g) Radio Technician II – (Recruitment due to two vacancies) – The external recruitment began on August 21, 2016 and ended on September 11, 2016. We had 3 applications as of the date this agenda was prepared.
 - h) Regulatory Compliance Specialist – (Recruitment due to an employee promotion) - The external recruitment began on August 21, 2016 and ended on September 11, 2016. We had 9 applications as of the date this agenda was prepared.
 - i) Senior WWTP Maintenance Mechanic – (Recruitment due to an employee transfer) – The Internal recruitment began on August 28, 2016 and ended on September 11, 2016. We had 0 applications as of the date this agenda was prepared.
 - j) Water Reclamation Worker - (Recruitment due to anticipated employee promotion) – The external recruitment began on June 26, 2016 and ended on July 17, 2016. We received 33 applications and 6 were approved to take the exam. The written exam is scheduled for September 28, 2016.
2. Ratify the Commission’s letter to Raymond Pacheco regarding the removal of his name from the Utility Worker eligibility list.
 3. Ratify the Commission’s letter to Darlyne Saez regarding the removal of her name from the Police Patrol Officer eligibility list.
 4. Ratify the Commission’s letter to Audrese Prince regarding the removal of his name from the Police Patrol Officer eligibility list.
 5. Ratify the Commission’s letter to Brian Wontor regarding the removal of his name from the Police Patrol Officer eligibility list.
 6. Ratify the Commission’s letter to Andrew Acosta regarding the removal of his name from the Police Patrol Officer eligibility list.
 7. Ratify the Commission’s letter to David Henigsman regarding retaining his services as a certified polygraph examiner.

CIVIL SERVICE COMMISSION MEETING
September 13, 2016

CONSENT AGENDA

8. Ratify the Commission's letter to Robert Mauro regarding the placement of his name on the re-employment list for Utility Worker.

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

REGULAR AGENDA

1. Hearing on the appeal of Jeffrey Capito.

Commission Action: Sustain or reject the appeal.

2. Submission of the eligible list for Clerk Typist.

Commission Action: Approve and certify the eligible list for the class title of Clerk Typist.

3. Submission of the eligible list for Emergency Services Dispatcher.

Commission Action: Approve and certify the eligible list for the class title of Emergency Services Dispatcher.

4. Submission of the eligible list for HR Analyst.

Commission Action: Approve and certify the eligible list for the class title of HR Analyst.

ADMINISTRATIVE ITEMS

Set the date for the October 2016 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

Employee Status Report for August 2016

ADJOURN