

CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
TUESDAY, AUGUST 9, 2016  
5:30 PM

## **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: Robert Jagger, Counsel for the Commission; Marisa Pacheco, Human Resources Director; and Manuel Alcalá, Interim Civil Service Administrator.

### **AMENDMENTS TO THE AGENDA**

Mr. Archibeque asked if there were any amendments to the agenda. The Interim Civil Service Administrator presented two amendments as follows:

- Add the submission of the eligible list for Lead Court Technician as item #5 to the regular agenda, as the appeal period had not ended at the time when the agenda was prepared.
- Add the July 2016 Employee Status Report to the informational items presented during the meeting.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to amend the agenda as set for by the interim Civil Service Administrator.

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

### **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 19, 2016 as distributed.

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

CIVIL SERVICE COMMISSION MEETING  
AUGUST 9, 2016

**CONSENT AGENDA**

**STATUS REPORT OF CURRENT RECRUITMENTS**

The Commission received and filed the following status report on current recruitments:

- a) Airport Operations/Maintenance Supervisor- (Recruitment due to employee retirement) – The external recruitment began on June 26, 2016 and ended on July 17, 2016. We received 16 applications and 8 are approved to take the exam.
- b) Civil Service Administrator - (Recruitment due to employee resignation) – We received 11 applications and 4 were accepted into the process. The Commission gave permission to conduct a Training and Experience evaluation. The eligible list for this position will be signed at this meeting.
- c) Clerk Typist - (Recruitment due to several vacancies and exhaustion of the current eligible list) – The external recruitment began on June 26, 2016 and ended on July 17, 2016. We received 77 applications and 21 were approved to take the exam. The written exam is scheduled for August 26, 2016.
- d) 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.
- e) Emergency Services Dispatcher - (Recruitment due to several vacancies and exhaustion of the current eligible list) – The external recruitment began on June 26, 2016 and ended on July 17, 2016. We received 55 applications and 44 were approved to take the exam.
- f) Firefighter- (Recruitment due to several vacancies) – The written exam was held during the course of five days during the week of June 7, 2016. We received 598 applications, 491 were invited to test, 368 took the exam, and 311 passed. The eligible list for this position will be signed at this meeting.
- g) HR Analyst – (Recruitment due to anticipated employee promotion) – The internal recruitment began on August 7, 2016 and will end on August 21, 2016.
- h) Lead Court Technician - (Recruitment due to employee transfer) – The internal recruitment began on July 10, 2016 and ended on July 24, 2016. The Commission gave permission to administer a Training and Experience evaluation. The appeal period ended on August 5, 2016.
- i) Payroll Coordinator - (Recruitment due to employee retirement) – The written exam was administered on July 26, 2016. We received 30 applications, 6 were invited to test, 4 took the written exam, and all 4 passed. The eligible list for this position will be signed at this meeting.
- j) Planner- (Recruitment due to employee promotion) – The written exam was administered on July 27, 2016. We received 22 applications, 6 were invited to test, 3 took the exam, and all 3 passed. The eligible list for this position will be signed at this meeting.
- k) 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. The appeal period ended on August 8, 2016.

CIVIL SERVICE COMMISSION MEETING  
AUGUST 9, 2016

**CONSENT AGENDA**

**COMMUNICATIONS**

1. Ratify the Commission's letter to Kriyah Smith regarding the removal of his name from the Utility Worker eligibility list.
2. Ratify the Commission's letter to Robert Carlson regarding the removal of his name from the Utility Worker eligibility list.
3. Ratify the Commission's letter to Tiffany Blank regarding the removal of her name from the Police Patrol Officer eligibility list.
4. Ratify the Commission's letter to Latisha Lucero regarding the removal of her name from the Police Patrol Officer eligibility list.
5. Ratify the Commission's letter to Mary Mraz regarding the removal of her name from the Police Patrol Officer eligibility list.
6. Ratify the Commission's letter to Michael Hartman regarding the removal of his name from the Police Patrol Officer eligibility list.
7. Ratify the Commission's letter to Max Hefner regarding the removal of his name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Jason Maher regarding the removal of his name from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letter to John Williams regarding the removal of his name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Joshua Kelemen regarding the removal of his name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Joshua Davis regarding the removal of his name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to Christopher Bowman regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Daniel Patterson regarding the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Russell Brown regarding the removal of his name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Dylan Sutton regarding the removal of his name from the Police Patrol Officer eligibility list.
16. Ratify the Commission's letter to Tanya Sewell regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
17. Ratify the Commission's letter to Robert Carlson regarding the rejection of his objection on the removal of his name from the Utility Worker eligibility list.
18. Ratify the Commission's letter to Kristina Harris regarding the rejection of her objection on the removal of her name from the Emergency Services Dispatcher eligibility list.

CIVIL SERVICE COMMISSION MEETING  
AUGUST 9, 2016

**CONSENT AGENDA**

**COMMUNICATIONS (CONTINUED)**

19. Ratify the Commission's letter to James Bruland regarding the rejection of his objection on the removal of his name from the Grants Analyst eligibility list.
20. Ratify the Commission's letter to Alexis Martindale regarding the rejection of her appeal of the rejection of her Clerk Typist application.
21. Ratify the Commission's letter to Mellisa Vigil regarding the rejection of her appeal of the rejection of her Clerk Typist application.

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

**REGULAR AGENDA**

1. The Interim Civil Service Administrator submitted the eligible list for Civil Service Administrator.  
**Commission Action:** Mr. Kennedy seconded by Ms. Bonner, moved to approve and certify the eligible list for Civil Service Administrator.

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

2. The Interim Civil Service Administrator submitted the eligible list for Firefighter.  
**Commission Action:** Mr. Kennedy seconded by Ms. Bonner, moved to approve and certify the eligible list for Firefighter.

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

3. The Interim Civil Service Administrator submitted the eligible list for Payroll Coordinator.  
**Commission Action:** Mr. Kennedy seconded by Ms. Bonner, moved to approve and certify the eligible list for Payroll Coordinator.

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

4. The Interim Civil Service Administrator submitted the eligible list for Planner.  
**Commission Action:** Mr. Kennedy seconded by Ms. Bonner, moved to approve and certify the eligible list for Planner.

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

5. The Interim Civil Service Administrator submitted the eligible list for Lead Court Technician.  
**Commission Action:** Mr. Kennedy seconded by Ms. Bonner, moved to approve and certify the eligible list for Lead Court Technician.

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

CIVIL SERVICE COMMISSION MEETING  
AUGUST 9, 2016

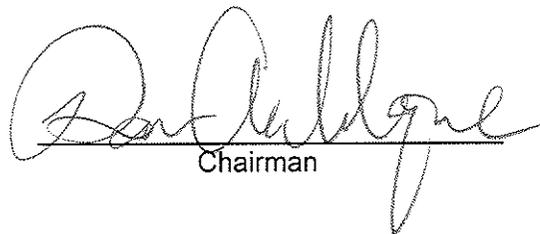
**ADMINISTRATIVE ITEMS**

The next regular meeting of the Civil Service Commission was scheduled for September 13, 2016, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

**INFORMATIONAL ITEMS**

The Interim Civil Service Administrator presented the July 2016 Employee Status Report.

**ADJOURN – 5:41 pm**



Chairman