



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
TUESDAY, SEPTEMBER 13, 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 Alcala, Civil Service Administrator.

Other Interested Parties: Lisa Macchietto, Assistant City Attorney; Jeffrey Capito, Police Officer; and Patrick Avalos, Attorney for Officer Capito.

### **AMENDMENTS TO THE AGENDA**

There were no amendments to the agenda.

### **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, August 9, 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) 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.
- 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.

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**CONSENT AGENDA (CONTINUED)**

**COMMUNICATIONS**

1. Ratify the Commission's letter to Raymond Pacheco regarding the removal of his name from the Utility Worker eligibility list.
2. Ratify the Commission's letter to Darlyne Saez regarding the removal of her name from the Police Patrol Officer eligibility list.
3. Ratify the Commission's letter to Audrese Prince regarding the removal of his name from the Police Patrol Officer eligibility list.
4. Ratify the Commission's letter to Brian Wontor regarding the removal of his name from the Police Patrol Officer eligibility list.
5. Ratify the Commission's letter to Andrew Acosta regarding the removal of his name from the Police Patrol Officer eligibility list.
6. Ratify the Commission's letter to David Henigsman regarding retaining his services as a certified polygraph examiner.
7. Ratify the Commission's letter to Robert Mauro regarding the placement of his name on the re-employment list for Utility Worker.

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

**REGULAR AGENDA**

1. The continued hearing on the appeal of Jeffrey Capito was held. Robert Jagger, Counsel for the Commission, read the Commission's findings and the decision to reject Officer Capito's appeal.

**Commission Action:** Ms. Bonner seconded by Mr. Archibeque, Moved to approve the Commission's written decision to reject Officer Capito's appeal.

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

2. The Civil Service Administrator submitted the eligible list for Clerk Typist.

**Commission Action:** Mr. Kennedy seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Clerk Typist.

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

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**REGULAR AGENDA (CONTINUED)**

3. The Civil Service Administrator submitted the eligible list for Emergency Services Dispatcher.

**Commission Action:** Mr. Kennedy seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Emergency Services Dispatcher.

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

4. The Civil Service Administrator submitted the eligible list for HR Analyst.

**Commission Action:** Mr. Kennedy seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of HR Analyst.

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

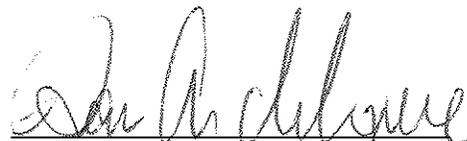
**ADMINISTRATIVE ITEMS**

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

**INFORMATIONAL ITEMS**

The Civil Service Administrator presented the August 2016 Employee Status Report

**ADJOURN – 5:46 pm**

  
Chairman