



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Thursday, October 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; Shelly Carrillo, HR Analyst; and Manuel Alcala, Civil Service Administrator.

Other Interested Parties: Lisa Macchietto, Assistant City Attorney; Laura Wittrup, Dispatch Manager; and Joni Najera, former City employee.

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, September 13, 2016 as distributed.

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

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

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

1. Airport Operations/Maintenance Supervisor (Recruitment due to an employee retirement) – We received 16 applications, 8 were approved to take the exam, 5 tested and all examinees passed. The eligible list for this position will be signed at this meeting.
2. Equipment Operator IV (Recruitment due to several vacancies) – A written exam was administered on September 30, 2016. We received 8 applications and 7 were deemed qualified. All seven passed the performance and written exams. The appeal period for the exam ends on October 14, 2016.
3. 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 we had 21 passing scores. The appeal period for the exam ends on October 14, 2016.
4. Police Sergeant (Recruitment due to employee promotion) - We received 34 applications and all were approved to take the exam. The written exam was held on June 16, 2015. 32 candidates appeared to take the exam. There were 4 passing scores. The eligible list for this position will be signed at this meeting.
5. Regulatory Compliance Specialist (Recruitment due to an employee promotion) - The written exam was administered on September 26, 2016. We had 13 applications, 8 were approved for the exam, and there were 7 passing scores. The eligible list for this position will be signed at this meeting.
6. Senior WWTP Maintenance Mechanic (Recruitment due to an employee transfer) – The external recruitment began on September 8, 2016 and ended on October 9, 2016. We had 2 applications as of the date this agenda was prepared.
7. Wastewater Electrical Specialist (Recruitment due to an employee retirement) – The internal recruitment started on October 9, 2016 and ends on October 23, 2016. As of the date this agenda was prepared, we had no applications.
8. Water Reclamation Worker (Recruitment due to an employee promotion) – A written exam was administered on September 28, 2016. We received 33 applications, 6 were approved to take the exam, and there were 5 passing scores. The eligible list for this position will be signed at this meeting.

COMMUNICATIONS

1. Ratify the Commission's letter to April Beye regarding the removal of her name from the Clerk Typist eligibility list.
2. Ratify the Commission's letter to James Caldwell regarding the removal of his name from the Firefighter eligibility list

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CONSENT AGENDA (CONTINUED)

3. Ratify the Commission's letter to Patrick Carey regarding the removal of his name from the Firefighter eligibility list.
4. Ratify the Commission's letter to Jerad Davis regarding the removal of his name from the Firefighter eligibility list.
5. Ratify the Commission's letter to Carlie Dickson regarding the removal of her name from the Firefighter eligibility list.
6. Ratify the Commission's letter to Justin Driver regarding the removal of his name from the Firefighter eligibility list.
7. Ratify the Commission's letter to Kristopher Gard regarding the removal of his name from the Firefighter eligibility list.
8. Ratify the Commission's letter to Hannah Gradisar regarding the removal of her name from the Firefighter eligibility list.
9. Ratify the Commission's letter to Kyler Hewes regarding the removal of his name from the Firefighter eligibility list.
10. Ratify the Commission's letter to Joshua Kourajian regarding the removal of his name from the Firefighter eligibility list.
11. Ratify the Commission's letter to Laura Lasater regarding the removal of her name from the Clerk Typist eligibility list.
12. Ratify the Commission's letter to Nicholas Lewandowski regarding the removal of his name from the Firefighter eligibility list.
13. Ratify the Commission's letter to Alex Lorentzen regarding the removal of his name from the Firefighter eligibility list.
14. Ratify the Commission's letter to Michael McDaniels regarding the removal of his name from the Firefighter eligibility list.
15. Ratify the Commission's letter to Christopher Mikulas regarding the removal of his name from the Firefighter eligibility list.
16. Ratify the Commission's letter to Robert Montoya regarding the removal of his name from the Firefighter eligibility list.
17. Ratify the Commission's letter to William Pankey regarding the removal of his name from the Firefighter eligibility list.
18. Ratify the Commission's letter to Sheryl Papish regarding the removal of her name from the Clerk Typist eligibility list.

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CONSENT AGENDA (CONTINUED)

19. Ratify the Commission's letter to Elliott Parker regarding the removal of his name from the Firefighter eligibility list.
20. Ratify the Commission's letter to Michael Pena regarding the removal of his name from the Firefighter eligibility list.
21. Ratify the Commission's letter to David Prutsman regarding the removal of his name from the Firefighter eligibility list.
22. Ratify the Commission's letter to Trace Reeves regarding the removal of his name from the Firefighter eligibility list.
23. Ratify the Commission's letter to Mark Riesterer regarding the removal of his name from the Firefighter eligibility list.
24. Ratify the Commission's letter to Russel Shafer regarding the removal of his name from the Firefighter eligibility list.
25. Ratify the Commission's letter to Lisa Sonnenfeld regarding the removal of her name from the Clerk Typist eligibility list.
26. Ratify the Commission's letter to Mark Stephens regarding the removal of his name from the Firefighter eligibility list.
27. Ratify the Commission's letter to Kenneth Styduhar regarding the removal of his name from the Firefighter eligibility list.
28. Ratify the Commission's letter to Frank Trujillo regarding the removal of his name from the Firefighter eligibility list.
29. Ratify the Commission's letter to Enzo Vennettilli regarding the removal of his name from the Firefighter eligibility list.
30. Ratify the Commission's letter to Alan Wilson regarding the removal of his name from the Firefighter eligibility list.
31. Ratify the Commission's letter to Matthew Wood regarding the removal of his name from the Firefighter eligibility list.
32. Ratify the Commission's letter to Lisa Sonnenfeld regarding the approval of her appeal of the removal of her name from the Clerk Typist eligibility list.
33. Ratify the Commission's letter to Joe Provenza regarding the placement of his name on the re-employment list for Utility Worker and Equipment Operator 1.

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

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REGULAR AGENDA

1. The Commission reviewed Joni Najera's appeal of her dismissal from employment as a probationary Emergency Services Dispatcher. Mr. Jagger explained the scope of the appeal and provided an overview of Article 4 of the PAGE CBA and Section 6-10-1 of the Code of Ordinances, relating to the dismissal of probationary employees. Mr. Jagger explained that the rules allow for removal of probationary employees without stated cause, and that her burden is to show that the removal was due to constitutionally impermissible reasons or otherwise violates policies. Ms. Macchietto stated that the City's position is that Ms. Najera was removed without stated cause, and recommended that the Commission reject the appeal since Ms. Najera failed to meet her burden. Ms. Najera withdrew her appeal, stating that her appeal was not to get the job back, but rather to understand the reasons for the dismissal.

Joni Najera withdrew her appeal.

2. The Civil Service Administrator submitted the eligible list for Airport Operations/Maintenance Supervisor.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Airport Operations/Maintenance Supervisor.

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

3. The Civil Service Administrator submitted the eligible list for Police Sergeant.

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

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

4. The 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 the class title of Regulatory Compliance Specialist.

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

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REGULAR AGENDA (CONTINUED)

5. The Civil Service Administrator submitted the eligible list for Water Reclamation Worker.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Water Reclamation Worker.

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

ADMINISTRATIVE ITEMS

The next regular meeting of the Civil Service Commission was scheduled for November 15, 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 Employee Status Report for September 2016

ADJOURN: 5:45 pm


Chairman