



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, December 13, 2016
1:00 PM

Individuals Requiring Special Accommodations Should Notify the Civil Service Commission Office (719) 553-2635 by Noon on the day preceding the Meeting.

RETREAT AGENDA

1. Discussion regarding Civil Service mission, goals and objectives
2. Civil Service Administrator report on office priorities and challenges
3. Guidance from the Civil Service Commission and attorney
4. Civil Service Administrator report on Civil Service Office goals
5. General discussion regarding any other items not listed above

ADJOURN



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, December 13, 2016
5:30 PM

Individuals Requiring Special Accommodations Should Notify the Civil Service Commission Office (719) 553-2635 by Noon on the day preceding the Meeting.

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, November 15, 2016.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, November 15, 2016 as distributed.

CONSENT AGENDA

The following items are considered 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 Worker (Recruitment due to employee promotion) – The external recruitment began on November 23, 2016 and ends on December 14, 2016. As of the date this agenda was prepared we had received 26 applications. The written exam is scheduled for January 4, 2017.
 - b) Emergency Medical Officer (Recruitment due to several vacancies) – The internal recruitment began on November 6, 2016 and ended on November 27, 2016. We had 9 applications, and all were deemed qualified. The written exam is scheduled for January 11, 2017.
 - c) Radio Technician II (Recruitment due to employee resignation) – The internal recruitment began on November 6, 2016 and ended on November 20, 2016. We had no qualified applicants. The external recruitment began on December 9, 2016 and ends on December 30, 2016.
 - d) Senior Clerk Typist (Recruitment initiated to fill anticipated vacancies) – The internal recruitment began on November 20, 2016 and ended on December 4, 2016. We had 4 applications, and all were deemed qualified. The written exam is scheduled for December 22, 2016.

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CONSENT AGENDA (CONTINUED)

- e) Senior WWTP Maintenance Mechanic (Recruitment due to employee transfer) – The external recruitment began on November 18, 2016 and ended on December 9, 2016. As of the date this agenda was prepared, we had 2 applications.
 - f) Utility Worker (Recruitment initiated to fill anticipated vacancies) – The external recruitment began on November 18, 2016 and ended on December 9, 2016. As of the date this agenda was prepared, we had 52 applications. The written exam is scheduled for December 20, 2016.
 - g) Wastewater Electrical Specialist (Recruitment due to an employee retirement) – The external recruitment began on October 30, 2016 and ended on November 20, 2016. We received one qualified applicant. The Commission gave permission to conduct a Training and Experience evaluation. The eligibility list will be signed during this meeting.
 - h) Wastewater Utility Worker (Recruitment due to upcoming employee vacancies) – The external recruitment began on October 30, 2016 and ended on November 20, 2016. A written exam was administered on December 2, 2016. The eligibility list will be signed during this meeting.
 - i) Wastewater Utility Worker IV (Recruitment due to employee promotion) – The internal recruitment began on November 20, 2016 and ended on December 4, 2016. We had one qualified application. The Commission gave permission to conduct a Training and Experience evaluation. The eligibility list will be signed during this meeting.
2. Ratify the Commission's letter to Caitlin Adams regarding the removal of her name from the Emergency Service Dispatcher eligibility list.
 3. Ratify the Commission's letter to Lori Alexander regarding the removal of her name from the Emergency Service Dispatcher eligibility list.
 4. Ratify the Commission's letter to Stephen Baker regarding the removal of his name from the Police Patrol Officer eligibility list.
 5. Ratify the Commission's letter to Brandon Bickle regarding the removal of his name from the Police Patrol Officer eligibility list.
 6. Ratify the Commission's letter to Mathew Carter regarding the removal of his name from the Police Patrol Officer eligibility list.
 7. Ratify the Commission's letter to Steven Danielle regarding the removal of his name from the Police Patrol Officer eligibility list.
 8. Ratify the Commission's letter to Justin Decker regarding the removal of his name from the Police Patrol Officer eligibility list.
 9. Ratify the Commission's letter to Levy Domer regarding the removal of his name from the Police Patrol Officer eligibility list.

CONSENT AGENDA (CONTINUED)

10. Ratify the Commission's letter to Steven Eslinger regarding the removal of his name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Jeremy Fahrenbrink regarding the removal of his name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to Andrew Hall regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to William Hammill regarding the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Jennifer Hicks regarding the removal of her name from the Emergency Service Dispatcher eligibility list.
15. Ratify the Commission's letter to Kashka Hines regarding the removal of his name from the Police Patrol Officer eligibility list.
16. Ratify the Commission's letter to Jeffrey Kumm regarding the removal of his name from the Police Patrol Officer eligibility list.
17. Ratify the Commission's letter to Miguel Lopez regarding the removal of his name from the Police Patrol Officer eligibility list.
18. Ratify the Commission's letter to Mary Lucero regarding the removal of her name from the Accounting Technician IV eligibility list.
19. Ratify the Commission's letter to Jeffrey McBride regarding the removal of his name from the Police Patrol Officer eligibility list.
20. Ratify the Commission's letter to Richard McElheney regarding the removal of his name from the Police Patrol Officer eligibility list.
21. Ratify the Commission's letter to Jason Monett regarding the removal of his name from the Police Patrol Officer eligibility list.
22. Ratify the Commission's letter to Tracy Normandin regarding the removal of his name from the Senior WWTP Maintenance Mechanic eligibility list.
23. Ratify the Commission's letter to Tony Phang regarding the removal of his name from the Police Patrol Officer eligibility list.
24. Ratify the Commission's letter to Tayler Potter regarding the removal of her name from the Emergency Service Dispatcher eligibility list.
25. Ratify the Commission's letter to Jeremy Pyka regarding the removal of his name from the Police Patrol Officer eligibility list.

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CONSENT AGENDA (CONTINUED)

26. Ratify the Commission's letter to Ryan Quintana regarding the removal of his name from the Police Patrol Officer eligibility list.
27. Ratify the Commission's letter to Zachary Reyes regarding the removal of his name from the Police Patrol Officer eligibility list.
28. Ratify the Commission's letter to Sergio Sanchez regarding the removal of his name from the Police Patrol Officer eligibility list.
29. Ratify the Commission's letter to Stacy Sanders regarding the removal of her name from the Clerk Typist eligibility list.
30. Ratify the Commission's letter to Stacy Sanders regarding the removal of her name from the Emergency Service Dispatcher eligibility list.
31. Ratify the Commission's letter to Kayla Sandoval regarding the removal of her name from the Police Patrol Officer eligibility list.
32. Ratify the Commission's letter to Robert Serrato regarding the removal of his name from the Utility Worker eligibility list.
33. Ratify the Commission's letter to Carolyn Stowe regarding the removal of her name from the Accounting Technician IV eligibility list.
34. Ratify the Commission's letter to Sandra Thomas regarding the removal of her name from the Police Patrol Officer eligibility list.
35. Ratify the Commission's letter to Brently Hockaday regarding the placement of his name on the re-employment list for the position of Police Patrol Officer.
36. Ratify the Commission's letter to Victor DaRocha regarding the rejection of his objection of the rejection of admission to Radio Technician II examination.
37. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Wastewater Electrical Specialist position.
38. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Wastewater Utility Worker IV position.

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

REGULAR AGENDA

1. Submission of the eligible list for Wastewater Electrical Specialist.
Commission Action: Approve and certify the eligible list for the class title of Wastewater Electrical Specialist.
2. Submission of the eligible list for Wastewater Utility Worker.
Commission Action: Approve and certify the eligible list for the class title of Wastewater Utility Worker.
3. Submission of the eligible list for Wastewater Utility Worker IV.
Commission Action: Approve and certify the eligible list for the class title of Wastewater Utility Worker IV.

ADMINISTRATIVE ITEMS

1. Set the date for the January 2017 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

1. Employee Status Report for November 2016
2. Handouts

HEARING

1. Hearing on the appeal of Samuel La Duke.
Commission Action: Sustain or reject the appeal.

EXECUTIVE SESSION

1. Convene into executive session for a conference with the City Attorney for the purpose of receiving legal advice.

ADJOURN