



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, November 15, 2016
5:30 PM

MINUTES

CALL TO ORDER

Acting Chair Bonner called the Civil Service Commission Meeting to order.

ROLL CALL

Commission Members Present: Sharon Bonner and Guy Kennedy.

Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Marisa Pacheco, HR Director; and Manuel Alcala, Civil Service Administrator.

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 Thursday, October 13, 2016 as distributed.

Roll Call -- Ayes: 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:

1. Equipment Operator IV (Recruitment due to several vacancies) – A written exam was administered on September 30, 2016. We received 8 applications and 6 were deemed qualified. All 6 passed the performance and written exams. The eligibility list will be signed during this meeting.
2. 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 eligibility list will be signed during this meeting.
3. Radio Technician II (Recruitment due to employee resignation) – The internal recruitment began on November 6, 2016 and will end on November 20, 2016. We had no applications as of the date this agenda was prepared.
4. Senior Planner (Recruitment due to employee resignation) – The internal recruitment began on October 23, 2016 and ended on November 6, 2016. We received one qualified application, and the Commission gave permission to conduct a T&E evaluation. The eligibility list will be signed during this meeting.
5. Senior WWTP Maintenance Mechanic (Recruitment due to an employee transfer) – The external recruitment began on September 18, 2016 and ended on October 9, 2016. We received two applications, and the Commission gave permission to conduct a T&E evaluation on the one qualified applicant. The eligibility list will be signed during this meeting.
6. Wastewater Electrical Specialist (Recruitment due to an employee retirement) – We received no applicants during the internal recruitment, which ended on October 23, 2016. The external recruitment began on October 30, 2016 and ends on November 20, 2016. As of the date this agenda was prepared, we had three applications.
7. Wastewater Utility Worker (Recruitment due to upcoming employee vacancies) – The external recruitment began on October 30, 2016 and ends on November 20, 2016. As of the date this agenda was prepared, we had twelve applications.

CONSENT AGENDA (CONTINUED)

COMMUNICATIONS

1. Ratify the Commission's letter to Francisco Aguayo regarding the removal of his name from the Police Patrol Officer eligibility list.
2. Ratify the Commission's letter to Daniel Arellano regarding the removal of his name from the Firefighter eligibility list.
3. Ratify the Commission's letter to Leah Bennett regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission's letter to Liann Cagle regarding the removal of her name from the Police Patrol Officer eligibility list.
5. Ratify the Commission's letter to Salvador Delatorreahumada regarding the removal of his name from the Police Patrol Officer eligibility list.
6. Ratify the Commission's letter to Linda Dominguez regarding the removal of her name from the Accounting Technician IV eligibility list.
7. Ratify the Commission's letter to Kristy Estrada regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
8. Ratify the Commission's letter to Amy Gallo regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Fernando Garcia regarding the removal of his name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Catherine Gilley regarding the removal of her name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Terri Hawley regarding the removal of his name from the Accounting Technician IV eligibility list.
12. Ratify the Commission's letter to Jacquelin Hernandez regarding the removal of her name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Adam Herrera regarding the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Caitlyn Hollifield regarding the removal of her name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Crystal Jones regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
16. Ratify the Commission's letter to Corey Keaton regarding the removal of his name from the Police Patrol Officer eligibility list.

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CONSENT AGENDA (CONTINUED)

17. Ratify the Commission's letter to Misty Kirchner regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
18. Ratify the Commission's letter to Keith Kuenstler regarding the removal of his name from the Police Patrol Officer eligibility list.
19. Ratify the Commission's letter to Alan Lamberg regarding the removal of his name from the Accounting Technician IV eligibility list.
20. Ratify the Commission's letter to Pamela Lucero regarding the removal of her name from the Accounting Technician IV eligibility list.
21. Ratify the Commission's letter to Adam Martinez regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
22. Ratify the Commission's letter to Blue Oliva regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
23. Ratify the Commission's letter to George Poling regarding the removal of his name from the Police Patrol Officer eligibility list.
24. Ratify the Commission's letter to Shelly Rodriguez regarding the removal of her name from the Accounting Technician IV eligibility list.
25. Ratify the Commission's letter to Alexis Romero regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
26. Ratify the Commission's letter to Karri Roskam regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
27. Ratify the Commission's letter to Conrad Schanze regarding the removal of his name from the Police Patrol Officer eligibility list.
28. Ratify the Commission's letter to Krystal Scott regarding the removal of her name from the Police Patrol Officer eligibility list.
29. Ratify the Commission's letter to Alexander Trevino regarding the removal of his name from the Police Patrol Officer eligibility list.
30. Ratify the Commission's letter to Jason Upton regarding the removal of his name from the Police Patrol Officer eligibility list.
31. Ratify the Commission's letter to Matthew Valderrama regarding the removal of his name from the Police Patrol Officer eligibility list.
32. Ratify the Commission's letter to Nathan Waters regarding the removal of his name from the Firefighter eligibility list.

CONSENT AGENDA (CONTINUED)

33. Ratify the Commission's letter to Marcos Whyte regarding the removal of his name from the Police Patrol Officer eligibility list.
34. Ratify the Commission's letter to Robert Wood regarding the removal of his name from the Police Patrol Officer eligibility list.
35. Ratify the Commission's letter to Alec Young regarding the removal of his name from the Police Patrol Officer eligibility list.
36. Ratify the Commission's response to Equipment Operator IV exam appellants relating to the Commission's decision on exam item #20.
37. Ratify the Commission's letter to Kenneth Bowman regarding the rejection of his appeal of questions #70 and #81 on the Equipment Operator IV written exam.
38. Ratify the Commission's letter to Chris Cruz regarding the rejection of his appeal of questions #30, #68 and #91 on the Equipment Operator IV written exam.
39. Ratify the Commission's letter to Adrian Martinez regarding the rejection of his appeal of questions #29, #59, #71 and #81 on the Equipment Operator IV written exam.
40. Ratify the Commission's response to Fire Captain exam appellants relating to the Commission's decision on exam item #7 and #21.
41. Ratify the Commission's letter to Justin Haberman regarding the rejection of his appeal of question #25 on the Fire Captain written exam.
42. Ratify the Commission's letter to Michael Moore regarding the rejection of his appeal of questions #33 and #41 on the Fire Captain written exam.
43. Ratify the Commission's letter to Ryan Moran regarding the rejection of his appeal of question #18 on the Fire Captain written exam.
44. Ratify the Commission's letter to Keith Novak regarding the rejection of his appeal of question #17 on the Fire Captain written exam.
45. Ratify the Commission's letter to Zane Owens regarding the rejection of his appeal of questions #17 and #60 on the Fire Captain written exam.
46. Ratify the Commission's letter to James Riddell regarding the rejection of his appeal of questions #10 and #33 on the Fire Captain written exam.
47. Ratify the Commission's letter to Kyle Schleder regarding the rejection of his appeal of question #33 on the Fire Captain written exam.
48. Ratify the Commission's letter to Daniel Arellano regarding the rejection of his objection of the removal of his name from the Firefighter eligibility list.
49. Ratify the Commission's letter to Nathan Water regarding the rejection of his objection of the removal of his name from the Firefighter eligibility list.

CONSENT AGENDA (CONTINUED)

50. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Senior Planner position.
51. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Senior WWTP Maintenance Mechanic position.

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

REGULAR AGENDA

1. The Civil Service Administrator submitted the eligible list for Equipment Operator IV.
Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Equipment Operator IV.
Roll Call -- Ayes: Ms. Bonner and Mr. Kennedy. Motion carried unanimously.
2. The Civil Service Administrator submitted the eligible list for Fire Captain.
Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Fire Captain.
Roll Call -- Ayes: Ms. Bonner and Mr. Kennedy. Motion carried unanimously.
3. The Civil Service Administrator submitted the eligible list for Senior Planner.
Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Senior Planner.
Roll Call -- Ayes: Ms. Bonner and Mr. Kennedy. Motion carried unanimously.
4. The Civil Service Administrator submitted the eligible list for Senior WWTP Maintenance Mechanic.
Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Senior WWTP Maintenance Mechanic.
Roll Call -- Ayes: Ms. Bonner and Mr. Kennedy. Motion carried unanimously.

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for December 13, 2016, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.
2. The Civil Service retreat was scheduled for December 13, 2016, at 1:00 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

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INFORMATIONAL ITEMS

The Civil Service Administrator presented handouts and the Employee Status Report for October 2016

ADJOURN: 5:37 pm


Chairman