

CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, December 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 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, November 15, 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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

CONSENT AGENDA (CONTINUED)

COMMUNICATIONS

1. Ratify the Commission's letter to Caitlin Adams regarding the removal of her name from the Emergency Service Dispatcher eligibility list.
2. Ratify the Commission's letter to Lori Alexander regarding the removal of her name from the Emergency Service Dispatcher eligibility list.
3. Ratify the Commission's letter to Stephen Baker regarding the removal of his name from the Police Patrol Officer eligibility list.
4. Ratify the Commission's letter to Brandon Bickle regarding the removal of his name from the Police Patrol Officer eligibility list.
5. Ratify the Commission's letter to Mathew Carter regarding the removal of his name from the Police Patrol Officer eligibility list.
6. Ratify the Commission's letter to Steven Damielle regarding the removal of his name from the Police Patrol Officer eligibility list.
7. Ratify the Commission's letter to Justin Decker regarding the removal of his name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Levy Domer regarding the removal of his name from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letter to Steven Eslinger regarding the removal of his name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Jeremy Fahrenbrink regarding the removal of his name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Andrew Hall regarding the removal of his name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to William Hammill regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Jennifer Hicks regarding the removal of her name from the Emergency Service Dispatcher eligibility list.
14. Ratify the Commission's letter to Kashka Hines regarding the removal of his name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Jeffrey Kumm regarding the removal of his name from the Police Patrol Officer eligibility list.

CONSENT AGENDA (CONTINUED)

16. Ratify the Commission's letter to Miguel Lopez regarding the removal of his name from the Police Patrol Officer eligibility list.
17. Ratify the Commission's letter to Mary Lucero regarding the removal of her name from the Accounting Technician IV eligibility list.
18. Ratify the Commission's letter to Jeffrey McBride regarding the removal of his name from the Police Patrol Officer eligibility list.
19. Ratify the Commission's letter to Richard McElheney regarding the removal of his name from the Police Patrol Officer eligibility list.
20. Ratify the Commission's letter to Jason Monett regarding the removal of his name from the Police Patrol Officer eligibility list.
21. Ratify the Commission's letter to Tracy Normandin regarding the removal of his name from the Senior WWTP Maintenance Mechanic eligibility list.
22. Ratify the Commission's letter to Tony Phang regarding the removal of his name from the Police Patrol Officer eligibility list.
23. Ratify the Commission's letter to Tayler Potter regarding the removal of her name from the Emergency Service Dispatcher eligibility list.
24. Ratify the Commission's letter to Jeremy Pyka regarding the removal of his name from the Police Patrol Officer eligibility list.
25. Ratify the Commission's letter to Ryan Quintana regarding the removal of his name from the Police Patrol Officer eligibility list.
26. Ratify the Commission's letter to Zachary Reyes regarding the removal of his name from the Police Patrol Officer eligibility list.
27. Ratify the Commission's letter to Sergio Sanchez regarding the removal of his name from the Police Patrol Officer eligibility list.
28. Ratify the Commission's letter to Stacy Sanders regarding the removal of her name from the Clerk Typist eligibility list.
29. Ratify the Commission's letter to Stacy Sanders regarding the removal of her name from the Emergency Service Dispatcher eligibility list.
30. Ratify the Commission's letter to Kayla Sandoval regarding the removal of her name from the Police Patrol Officer eligibility list.
31. Ratify the Commission's letter to Robert Serrato regarding the removal of his name from the Utility Worker eligibility list.

CONSENT AGENDA (CONTINUED)

32. Ratify the Commission's letter to Carolyn Stowe regarding the removal of her name from the Accounting Technician IV eligibility list.
33. Ratify the Commission's letter to Sandra Thomas regarding the removal of her name from the Police Patrol Officer eligibility list.
34. 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.
35. Ratify the Commission's letter to Victor DaRocha regarding the rejection of his objection of the rejection of admission to Radio Technician II examination.
36. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Wastewater Electrical Specialist position.
37. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Wastewater Utility Worker IV position.

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

REGULAR AGENDA

1. The Civil Service Administrator submitted the eligible list for Wastewater Electrical Specialist.

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

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

2. The Civil Service Administrator submitted the eligible list for Wastewater Utility Worker.

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

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

3. The Civil Service Administrator submitted the eligible list for Wastewater Utility Worker IV.

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

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 January 10, 2017, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

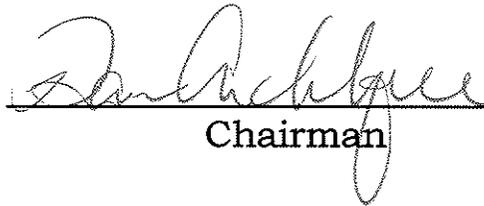
INFORMATIONAL ITEMS

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

HEARING

The hearing on the appeal of Samuel La Duke was called to order. Present for the hearing were Samuel La Duke, the appellant; Lisa Macchietto, legal representative for the City; and Mike Baca and Betty Aragon, union representatives for Mr. La Duke. On behalf of Mr. La Duke, Mr. Baca withdrew the appeal due to Mr. La Duke's present health conditions.

ADJOURN: 5:45 pm


Chairman