



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, February 14, 2017
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, January 10, 2017.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, January 10, 2017 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) Clerk Typist (Recruitment due to anticipated vacancies) – The external recruitment began on December 15, 2016 and ended on January 5, 2017. We received 100 applications and 57 were approved for the exam. The written exam was administered on January 24, 2017. The eligibility list will be signed during this meeting.
 - 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 was administered on January 11, 2017. The eligibility list will be signed during this meeting.
 - c) Emergency Services Dispatcher (Recruitment due to anticipated vacancies) – The external recruitment began on January 29, 2017 and ends on February 19, 2017. We had 78 applications as of the date this agenda was prepared. The written exam is scheduled for March 3, 2017.

CONSENT AGENDA (CONTINUED)

- d) Radio Technician II (Recruitment due to employee resignation) – The external recruitment began on December 9, 2016 and ended on December 30, 2016. We had six applicants, and one applicant was deemed qualified. A Training and Experience (T&E) evaluation was conducted on January 12, 2017. The eligibility list will be signed during this meeting.
 - e) Recreation Supervisor (Recruitment due to employee resignation) – The external recruitment began on December 15, 2016 and ended on January 15, 2017. We received 66 applications and 16 were approved for the exam. The written exam was administered on January 31, 2017. The eligibility list will be signed during this meeting.
 - f) Senior Planner (Recruitment due to anticipated vacancies) – The external recruitment began on December 15, 2016 and ended on January 5, 2017. We received 10 applications, and 4 were approved for the exam. The written exam was administered on February 8, 2017. The eligibility list will be signed during this meeting.
 - g) Senior Systems Administrator (New position created in 2017) – The internal recruitment began on 1/26/2017 and ended on 2/9/2017. The Commission gave permission to conduct a Training and Experience evaluation. The eligibility list will be signed during this meeting.
 - h) Senior WWTP Maintenance Mechanic (Recruitment due to employee transfer) – The external recruitment began on November 18, 2016 and ended on December 9, 2016. We had 4 applications, and 2 were deemed qualified. The Commission gave permission to conduct a Training and Experience evaluation. The eligibility list will be signed during this meeting.
 - i) Social Media Specialist (New position created in 2017) – The external recruitment began 1/22/2017 and ended on 02/12/2017. We had 35 applications as of the date this agenda was prepared.
 - j) Wastewater Engineering Manager (New position created in 2017) – The external recruitment began 1/22/2017 and ended on 02/12/2017. We had 3 applications as of the date this agenda was prepared.
2. Ratify the Commission's letter to Jenna Cordova regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 3. Ratify the Commission's letter to Christian Gonzalez regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
 4. Ratify the Commission's letter to Apiricio Lynch regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
 5. Ratify the Commission's letter to Mark Mogavero regarding the removal of his name from the Utility Worker eligibility list.

CONSENT AGENDA (CONTINUED)

6. Ratify the Commission's letter to Brittany Rupert regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Angela Zubal regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
8. Ratify the Commission's letter to Fred Trujillo regarding the rejection of his objection of the rejection of his name from the Recreation Supervisor application process.
9. Ratify the Commission's letter to Jenna Cordova regarding the rejection of her objection of the removal of her name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Senior Systems Administrator position.

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

REGULAR AGENDA

1. Submission of the eligible list for Clerk Typist.

Commission Action: Approve and certify the eligible list for the class title of Clerk Typist.

2. Submission of the eligible list for Emergency Medical Officer.

Commission Action: Approve and certify the eligible list for the class title of Emergency Medical Officer.

3. Submission of the eligible list for Radio Technician II.

Commission Action: Approve and certify the eligible list for the class title of Radio Technician II.

4. Submission of the eligible list for Recreation Supervisor.

Commission Action: Approve and certify the eligible list for the class title of Recreation Supervisor.

5. Submission of the eligible list for Senior Planner.

Commission Action: Approve and certify the eligible list for the class title of Senior Planner.

REGULAR AGENDA (CONTINUED)

6. Submission of the eligible list for Senior Systems Administrator.

Commission Action: Approve and certify the eligible list for the class title of Senior Systems Administrator.

7. Submission of the eligible list for Senior WWTP Maintenance Mechanic.

Commission Action: Approve and certify the eligible list for the class title of Senior WWTP Maintenance Mechanic.

8. Submission of a request to pursue negotiations of a contract between the City of Pueblo and Fire and Police Selection, Inc. with respect to the development and validation of an entry-level Police Patrol Officer candidate physical ability test.

Commission Action: Approve or disapprove.

9. Report of CritiCall testing and procedures for entry-level Emergency Services Dispatcher.

Commission Action: Approve or disapprove the use of CritiCall testing and procedures for entry-level Emergency Services Dispatcher, and if approved, set the passing point for the examination.

ADMINISTRATIVE ITEMS

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

INFORMATIONAL ITEMS

1. Employee Status Report for January 2017
2. Handouts

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