



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, January 10, 2017
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 Tuesday, December 13, 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 ended on December 14, 2016. We received 43 applications and 17 were deemed qualified. The written exam was administered on January 4, 2017. The eligibility list will be signed during this meeting.
2. 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. The appeal period for rejected applicants ends on January 16, 2017. The written exam is scheduled for January 24, 2017.
3. 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.
4. 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 ended on December 30, 2016. We had six applicants, and one applicant was deemed qualified. The appeal period ends on January 12, 2017.
5. Recreation Supervisor (Recruitment due to employee resignation) – The external recruitment began on December 15, 2016 and ends on January 15, 2017. We received 41 applications as of the date the agenda was prepared. The written exam is scheduled for January 31, 2017.
6. 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 was administered on December 22, 2016. The eligibility list will be signed during this meeting.
7. 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. The appeal period for rejected applicants ends on January 16, 2017.
8. 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 appeal period for rejected applicants ends on January 16, 2017.
9. Utility Worker (Recruitment initiated to fill anticipated vacancies) – The external recruitment began on November 18, 2016 and ended on December 9, 2016. We had 65 applications, and 46 were deemed qualified. The written exam was administered on December 20, 2016. The eligibility list will be signed during this meeting.

CONSENT AGENDA (CONTINUED)

COMMUNICATIONS

1. Ratify the Commission's letter to Curt Frischkorn regarding the removal of his name from the Regulatory Compliance Specialist eligibility list.
2. Ratify the Commission's letter to Malinn Lee regarding the removal of her name from the Tax Auditor eligibility list.
3. Ratify the Commission's letter to Michael Jiles regarding the removal of his name from the Tax Auditor eligibility list.
4. Ratify the Commission's letter to Jane Hallock regarding the removal of her name from the Tax Auditor eligibility list.
5. Ratify the Commission's letter to Lisa Sonnenfeld regarding the removal of her name from the Clerk Typist eligibility list.
6. Ratify the Commission's letter to Alexandra Unwin regarding the removal of her name from the Clerk Typist eligibility list.
7. Ratify the Commission's letter to Carolina Martinez regarding the removal of her name from the Clerk Typist eligibility list.
8. Ratify the Commission's letter to Erica Landrini regarding the removal of her name from the Clerk Typist eligibility list.
9. Ratify the Commission's letter to Christopher Rivera regarding the removal of his name from the Utility Worker eligibility list.
10. Ratify the Commission's letter to Yvette Martinez regarding the removal of her name from the Emergency Service Dispatcher eligibility list.
11. Ratify the Commission's letter to Ronald Martinez regarding the removal of his name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to Victor Quintana regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Antonio Dionisio regarding the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Angela Cunningham regarding the removal of her name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Mathew Rohar regarding the removal of his name from the Police Patrol Officer eligibility list.

CONSENT AGENDA (CONTINUED)

16. Ratify the Commission's letter to Richard Prince regarding the removal of his name from the Police Patrol Officer eligibility list.
17. Ratify the Commission's letter to Teresa Barber regarding the removal of her name from the Police Patrol Officer eligibility list.
18. Ratify the Commission's letter to Daniel Whigham regarding the removal of his name from the Police Patrol Officer eligibility list.
19. Ratify the Commission's letter to Kelvin Johnson regarding the removal of his name from the Police Patrol Officer eligibility list.
20. Ratify the Commission's letter to Sonia Sedillo Green regarding the removal of her name from the Police Patrol Officer eligibility list.
21. Ratify the Commission's letter to Jordan Peters regarding the removal of his name from the Police Patrol Officer eligibility list.
22. Ratify the Commission's letter to Robert Gentry regarding the removal of his name from the Police Patrol Officer eligibility list.
23. Ratify the Commission's letter to Valentino Neil regarding the removal of his name from the Police Patrol Officer eligibility list.
24. Ratify the Commission's letter to Gary Haar regarding the removal of his name from the Utility Worker eligibility list.
25. Ratify the Commission's letter to Anthony Rodriguez regarding the removal of his name from the Utility Worker eligibility list.
26. Ratify the Commission's letter to Michael Lerch regarding the removal of his name from the Police Patrol Officer eligibility list.
27. Ratify the Commission's letter to Edgar Fierro regarding the removal of his name from the Police Patrol Officer eligibility list.
28. Ratify the Commission's letter to Daniel Hampton regarding the removal of his name from the Police Patrol Officer eligibility list.
29. Ratify the Commission's letter to Steven Eslinger regarding the rejection of his objection of the removal of his name from the Police Patrol Officer eligibility list.
30. Ratify the Commission's letter to Ronald Martinez regarding the rejection of his objection of the removal of his name from the Police Patrol Officer eligibility list.
31. Ratify the Commission's letter to Sonia Sedillo Green regarding the rejection of her objection of the removal of her name from the Police Patrol Officer eligibility list.

CONSENT AGENDA (CONTINUED)

32. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Radio Technician II position.
33. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Senior WWTP Maintenance Mechanic position.
34. Ratify the Commission's decision to expand the advertisement of open positions to appropriate web sites and email distribution lists per Civil Service Rule 15.

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

REGULAR AGENDA

1. The Civil Service Administrator submitted the eligible list for Airport Operations/Maintenance Worker.

Commission Action: Approve and certify the eligible list for the class title of Airport Operations/Maintenance Worker.
2. The Civil Service Administrator submitted the eligible list for Senior Clerk Typist.

Commission Action: Approve and certify the eligible list for the class title of Senior Clerk Typist.
3. The Civil Service Administrator submitted the eligible list for Utility Worker.

Commission Action: Approve and certify the eligible list for the class title of Utility Worker.
4. The Civil Service Administrator submitted a staff report, and Police Department personnel gave a presentation in relation to CritiCall testing and procedures for the entry level Emergency Services Dispatcher position. Present from the Police Department were Police Captain Brett Wilson, Dispatch Manager Laura Wittrup, and Dispatch Training Coordinator Candy Wyberg. Through a question and answer session after the presentation, it was determined that more work is needed to be done in relation to establishing a passing point for the examination. The Commission and Mr. Jagger asked that the department continue to work with the Civil Service Administrator to establish a clear and valid passing point, and return in front of the Commission with their findings.

ADMINISTRATIVE ITEMS

The next regular meeting of the Civil Service Commission was scheduled for February 14, 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 December 2016

ADJOURN: 6:05 pm



Chairman