

PUEBLO

CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – INTERIM CITY HALL
301 W. “B” STREET
TUESDAY, AUGUST 9, 2011
5:30 PM

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

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, July 12, 2011

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, July 12, 2011 as distributed.

CONSENT AGENDA

The following items are considered to be 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. Auto Mechanic (Recruitment due to employee voluntary demotion) - We received 13 applications and two were approved. T&E examinations were conducted on the two qualified applications. The eligibility list will be signed at this meeting.
 - b. Business Systems Analyst (Recruitment due to employee retirement) – Written examination was held August 2, 2011. Seven persons were scheduled and six appeared to take the exam. Five candidates passed the exam and one person failed. The eligibility list will be signed at this meeting.
 - c. Police Patrol Officer (Recruitment due to several current vacancies) - The written examination was held on July 19, 2011. There were 152 persons scheduled for the exam, and 112 appeared. Ninety three persons passed the exam and 19 failed. The eligibility list will be signed at this meeting.

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- d. Associate Engineer II – Wastewater (Recruitment due to additional staff position approved by City Council) –T&E exams were conducted on the two qualified applications we received for this position. The eligibility list will be signed at this meeting.
 - e. Lab Analyst III - (Recruitment due to employee promotion) - A T&E exam was conducted on the qualified application we received for this position. The eligibility list will be signed at this meeting.
 - f. Police Deputy Chief - (Recruitment due to employee retirement) - Internal recruitment began on July 17, 2011 and ends on July 31, 2011. We received three applications for this recruitment and all were qualified. T&E examinations were conducted on these applications. The eligibility list will be signed at this meeting.
 - g. Motorsports Operations Supervisor - (Recruitment due to new position in 2011 budget) – External recruitment began on July 31, 2011 and ends on August 14, 2011. As of the date of this agenda, we had received five applications for this position.
 - h. Zoning Enforcement Officer - (Recruitment due to new position in 2011 budget) – External recruitment began on July 31, 2011 and ends on August 14, 2011. As of the date of this agenda, we had received one application for this position.
 - i. Zoning Enforcement Supervisor - (Recruitment due to new position in 2011 budget) – External recruitment began on July 31, 2011 and ends on August 14, 2011. As of the date of this agenda, we had received five applications for this position.
2. Ratify the Commission’s letter to Patrick Elleman regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.
 3. Ratify the Commission’s letter to R. Dian Fillmore regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 4. Ratify the Commission’s letter to Sabrina Gonzales regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 5. Ratify the Commission’s letter to Candy Ulibarri regarding the placement of her name on the Emergency Services Dispatcher reemployment list.
 6. Ratify the Commission’s letter to Clyde Vigil regarding the rejection of his objection to allow him to take the Auto Mechanic examination.
 7. Ratify the Commission’s letter to Pete Leonardi regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.

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8. Ratify the Commission's letter to Rueben Pagan regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.
9. Ratify the Commission's letter to Carrie Poelman regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Cindy Bowles regarding the removal of her name from the Clerk Typist eligibility list.
11. Ratify the Commission's letter to Della Shonk regarding the removal of her name from the Clerk Typist eligibility list.
12. Ratify the Commission's letter to Maria Hughes regarding the placement of her name on the Clerk Typist reemployment list.
13. Ratify the Commission's letter to Jimmy Hartman regarding the removal of his name from the Parking Enforcer eligibility list.
14. Ratify the Commission's letter to Cherie McKinney regarding the removal of her name from the Clerk Typist eligibility list.

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

REGULAR AGENDA

1. Report to City Council with respect to proposed rule changes.

Commission Action: Approve or amend the report.

2. Submission of the eligible list for Auto Mechanic.

Commission Action: Approve and certify the eligible list for the class title of Auto Mechanic.

3. Submission of the eligible list for Business Systems Analyst.

Commission Action: Approve and certify the eligible list for the class title of Business Systems Analyst.

4. Submission of the eligible list for Police Patrol Officer.

Commission Action: Approve and certify the eligible list for the class title of Police Patrol Officer.

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5. Submission of the eligible list for Associate Engineer II – Wastewater.

Commission Action: Approve and certify the eligible list for the class title of Associate Engineer II – Wastewater.

6. Submission of the eligible list for Lab Analyst III.

Commission Action: Approve and certify the eligible list for the class title of Lab Analyst III.

7. Submission of the eligible list for Police Deputy Chief.

Commission Action: Approve and certify the eligible list for the class title of Police Deputy Chief.

ADMINISTRATIVE ITEMS

A. Administrative Items.

1. Set the date for the September, 2011 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

B. Informational Items.

1. Status reports for June and July 2011.
2. Handouts

ADJOURN