



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
JULY 12, 2011
5:30 P.M.**

MINUTES

CALL TO ORDER

Chairman Dan Archibeque called the Civil Service Commission Meeting to order.

ROLL CALL

Commission Members Present: Dan Archibeque, Guy Kennedy, Sharon Bonner

Administrative and Civil Service Staff Members Present: Counsel for the Commission Robert Jagger, HR Director Marisa Walker, HR Analyst Manuel Alcala, Civil Service Administrator Toni Selman and Secretary Lynne Huskins.

Other Interested Parties: Fire Union Representative James Riddell.

AMENDMENTS TO AGENDA

Mr. Archibeque asked if there were any amendments to the agenda. Mr. Jagger noted that Item #1 of the Consent Agenda had been amended per his instruction to include a follow-up letter to Ms. Harrington clarifying the original correspondence she received with respect to the denial of her request to have her name placed on the reemployment list for Emergency Services Dispatcher.

Mr. Kennedy seconded by Ms. Bonner moved to approve the Agenda as amended.

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

READING AND APPROVAL OF MINUTES

Mr. Kennedy seconded by Ms. Bonner moved to dispense with the reading and approve the minutes of the Civil Service Commission regular meeting dated Tuesday June 14, 2011 as distributed.

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

CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

The Commission received and filed the following status report on current recruitments:

- a. Fire Captain (Recruitment required every year per Civil Service Rule 29) - The written exam was held on May 24, 2011. We received 10 appeals on nine questions. The testing company upheld all of the exam questions. The eligibility list will be signed at this meeting.

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CONSENT AGENDA

- b. Auto Mechanic (Recruitment due to employee voluntary demotion) - We received 13 applications and two were approved. The deadline for appeals on rejections is July 11, 2011.
- c. Business Systems Analyst (Recruitment due to employee retirement) – We received 25 applications and seven were approved. The deadline for appeals on rejections is July 11, 2011.
- d. Police Patrol Officer (Recruitment due to several current vacancies) - We received 240 applications and 152 were approved. The written exam will be held on July 19, 2011.
- e. Associate Engineer II – Wastewater (Recruitment due to additional staff position approved by City Council) - Internal recruitment began on July 6, 2011 and ends on July 20, 2011. As of the date of this agenda, we had received two applications for this position.
- f. Lab Analyst III - (Recruitment due to employee promotion) - Internal recruitment began on July 6, 2011 and ends on July 20, 2011. As of the date of this agenda, we had received one application for this position.

COMMUNICATIONS

- 1. Ratify the Commission's letter to Karen Harrington regarding the rejection of her request to have her name placed on the Emergency Services Dispatcher reemployment list and approve clarifying correspondence with respect to same.
- 2. Ratify the Commission's letter to Catherine Wojcik regarding the removal of her name from the Compliance/Audit Agent eligibility list.
- 3. Ratify the Commission's letter to Travis Filer regarding the rejection of his appeal of questions #25, #35, #45, #47, #51, #59, #60 and #61 on the Fire Captain written examination.
- 4. Ratify the Commission's letter to Darren Percival regarding the rejection of his appeal of questions #46 and #61 on the Fire Captain written examination.
- 5. Ratify the Commission's letter to Catherine Wojcik regarding the acceptance of her objection of her removal from the Compliance/Audit Agent eligibility list.
- 6. Ratify the Commission's letter to Randal Alire regarding the rejection of his objection to allow him to take the Police Patrol Officer examination.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve all items on the Consent Agenda.

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

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REGULAR AGENDA

1. 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 Fire Captain.

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

2. Hearing on proposed Civil Service Rule Changes.

Hearing was opened by Mr. Jagger reading the Notice of Publication for the record. Ms. Selman gave testimony in favor of the proposed rule changes. Ms. Walker voiced both her and City Manager Jerry Pacheco's support of the proposed changes.

Mr. Jagger asked if there was anyone else present who wished to speak in favor of the proposed rule changes. Seeing none, Mr. Jagger asked if there was anyone present who wished to speak in opposition of the proposed rule changes. Seeing none, Mr. Jagger advised Chairman Archibeque that he could close the hearing at this time. Mr. Archibeque declared the hearing closed.

Mr. Archibeque asked for an overview of what will take place regarding the rule changes. Mr. Jagger stated that he will prepare a draft of a finding for the Commission to review prior to the next regular meeting. At that meeting, the findings can be approved by the Commission and then Mr. Jagger will prepare a draft ordinance to City Council.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve the proposed Civil Service Rule Changes.

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

Mr. Archibeque commented that the proposed changes are going to be positive for the Civil Service Commission as well as the employees. He stated that some of the rules were very outdated and needed to be amended because they no longer apply anymore. That is the main reason for the changes. He also stated he supports the rule changes.

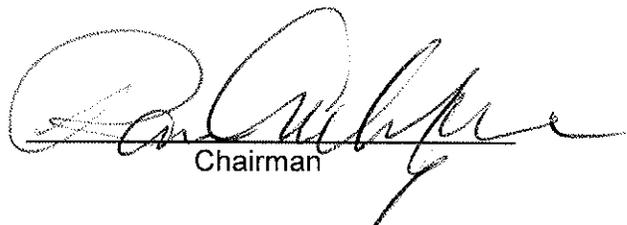
ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for August 9, 2011 at 5:30 p.m. The meeting will be held in the interim City Council Chambers, 301 W. "B" Street.

INFORMATIONAL ITEMS

1. The Commission received their handouts.

ADJOURN – 5:42 p.m.


Chairman