



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, February 14, 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 Alcalá, 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, January 10, 2017 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) 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.
- 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 was administered on January 11, 2017. The eligibility list will be signed during this meeting.
- 3) Emergency Services Dispatcher (Recruitment due to anticipated vacancies) – The external recruitment began on January 29, 2017 and ended 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.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) Senior Systems Administrator (New position created in 2017) – The internal recruitment began on January 26, 2017 and ended on February 9, 2017. The Commission gave permission to conduct a Training and Experience evaluation. The eligibility list will be signed during this meeting.
- 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 eligibility list will be signed during this meeting.

CONSENT AGENDA (CONTINUED)

- 9) Social Media Specialist (New position created in 2017) – The external recruitment began January 22, 2017 and ended on February 12, 2017. We had 35 applications as of the date this agenda was prepared.
- 10) Wastewater Engineering Manager (New position created in 2017) – The external recruitment began January 22, 2017 and ended on February 12, 2017. We had 3 applications as of the date this agenda was prepared.

COMMUNICATIONS

- 1) Ratify the Commission's letter to Jenna Cordova regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
- 2) Ratify the Commission's letter to Christian Gonzalez regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
- 3) Ratify the Commission's letter to Apiricio Lynch regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
- 4) Ratify the Commission's letter to Mark Mogavero regarding the removal of his name from the Utility Worker eligibility list.
- 5) Ratify the Commission's letter to Brittany Rupert regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
- 6) Ratify the Commission's letter to Angela Zubal regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
- 7) 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.
- 8) 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.
- 9) Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Senior Systems Administrator position.

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

REGULAR AGENDA

1. The Civil Service Administrator submitted the eligible list for Clerk Typist.

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

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

2. The Civil Service Administrator submitted the eligible list for Emergency Medical Officer.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Emergency Medical Officer.

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

3. The Civil Service Administrator submitted the eligible list for Radio Technician II.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Radio Technician II.

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

4. The Civil Service Administrator submitted the eligible list for Recreation Supervisor.

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

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

5. The Civil Service Administrator submitted the eligible list for Senior Planner.

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

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

6. The Civil Service Administrator submitted the eligible list for Senior Systems Administrator.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Senior Systems Administrator.

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

REGULAR AGENDA (CONTINUED)

7. The Civil Service Administrator submitted the eligible list for Senior WWTP Maintenance Mechanic.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Senior WWTP Maintenance Mechanic.

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

8. The Civil Service Administrator submitted a request to pursue negotiations of a contract between the City of Pueblo and Fire and Police Selection, Inc. (FPSI) with respect to the development and validation of an entry-level Police Patrol Officer candidate physical ability test. The Administrator stated that The Police Department has been working on a proposal for a physical ability test that is to be administered as a pre-requisite to the written exam. The main challenge in moving forward with this proposal has been the cost of developing and validating such test. It is estimated that the cost for such services could be higher than \$50,000. However, The City was recently offered a proposal by FPSI for the development and validation of a Police Officer physical ability test. This testing company is a leader in developing physical ability tests for firefighters. Since they are now interested in expanding their physical ability tests to police officers, they propose developing and validating a candidate physical ability test at a significantly reduced rate of \$12,000. He told the Commissioners that the Civil Service Office met with the City Manager and Police Chief to discuss funding for this project, and funding arrangements have been made. Mr. Jagger confirmed that he would be involved in negotiating the said contract.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve the request to pursue negotiations between the City of Pueblo and FPSI.

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

9. The Civil Service Administrator submitted a Report of CritiCall testing and procedures for entry-level Emergency Services Dispatcher. He informed the Commission that this is a continuation from last month's meeting relating to the implementation of CritiCall. He stated that he and the Police Department met to discuss a passing point for CritiCall and the details of administering this test. He proposed that CritiCall be administered as a Pass or Fail test that is to be administered prior to the written exam, and recommended that the passing point be set at the overall cut-off score of 73, which is the recommendation from CritiCall.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve the request to pursue negotiations between the City of Pueblo and FPSI.

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 March 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 January 2017.

ADJOURN: 5:47 pm


Chairman