



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, March 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, February 14, 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. Emergency Services Dispatcher (Recruitment due to anticipated vacancies) – The external recruitment began on January 29, 2017 and ended on February 19, 2017. We had 74 approved applications. The written exam was administered on March 3, 2017. The eligibility list will be signed during this meeting.
2. Police Patrol Officer (Recruitment due to anticipated vacancies) – The external recruitment began on March 10, 2017 and will end on March 31, 2017. The written exam is scheduled for April 20, 2017.
3. Social Media Specialist (New position created in 2017) – The external recruitment began on January 22, 2017 and ended on February 12, 2017. We had 22 approved applications. The written exam was administered on February 27, 2017. The eligibility list will be signed during this meeting.
4. Wastewater Engineering Manager (New position created in 2017) – The external recruitment began on January 22, 2017 and ended on February 12, 2017. We had 2 approved applications and the Commission authorized a T&E. The eligibility list will be signed during this meeting.
5. Wastewater Operator A (vacancy due to employee retirement) – The internal recruitment began on February 23, 2017 and ended on March 9, 2017. We had one approved application and the Commission authorized a T&E. The eligibility list will be signed during this meeting.

COMMUNICATIONS

1. Ratify the Commission's letter to Benjamin Alexander regarding the removal of his name from the Laboratory Pretreatment Specialist eligibility list.
2. Ratify the Commission's letter to Carlos Estupinan regarding the removal of his name from the Wastewater Utility Worker eligibility list.
3. Ratify the Commission's letter to Leah Gonzales regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission's letter to Lisa Sonnenfeld regarding the removal of her name from the Clerk Typist eligibility list.
5. Ratify the Commission's letter to Aaron Aumiller regarding the rejection of his objection relating to exam questions from the Emergency Medical Officer exam.
6. Ratify the Commission's letter to Chad Davidson regarding the rejection of his objection relating to exam questions from the Emergency Medical Officer exam.

CONSENT AGENDA (CONTINUED)

7. Ratify the Commission's letter to Jake Garcia regarding the rejection of his objection relating to exam questions from the Emergency Medical Officer exam.
8. Ratify the Commission's letter to Douglas Martin regarding the rejection of his objection relating to exam questions from the Emergency Medical Officer exam.
9. Ratify the Commission's letter to Lisa Sonnenfeld regarding the approval of her objection of the removal of her name from the Clerk Typist eligibility list.
10. Ratify the Commission's letter to John Braasch regarding the approval of his objection of the rejection of his application from the Emergency Services Dispatcher application process.
11. Ratify the Commission's letter to Alex Jaco regarding the approval of his objection of the rejection of his application from the Emergency Services Dispatcher application process.
12. Ratify the Commission's letter to Christina Lopez regarding the approval of her objection of the rejection of her application from the Emergency Services Dispatcher application process.
13. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Wastewater Engineering Manager position.
14. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Wastewater Operator A position.

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

REGULAR AGENDA

1. The Civil Service Administrator submitted the eligible list for Emergency Services Dispatcher.

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

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

2. The Civil Service Administrator submitted the eligible list for Social Media Specialist.

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

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

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REGULAR AGENDA (CONTINUED)

3. The Civil Service Administrator submitted the eligible list for Wastewater Engineering Manager.

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

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

4. The Civil Service Administrator submitted the eligible list for Wastewater Operator A.

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

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

5. The Civil Service Administrator submitted the request for the City to enter an agreement 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. Bob Jagger read and explained some of the provisions contained in the agreement, and clarified that what was being asked of the Commission was to approve the recommendation to present such agreement before City Council.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve the recommendation to present the agreement before City Council for approval.

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

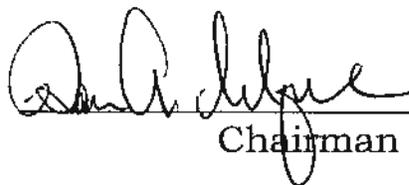
ADMINISTRATIVE ITEMS

The next regular meeting of the Civil Service Commission was scheduled for April 11, 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 February 2017.

ADJOURN: 5:43 pm


Chairman