



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, May 09, 2017
5:30 PM

Individuals requiring special accommodations should notify the Civil Service Commission Office (719) 553-2635 by noon on the day preceding the meeting.

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, April 11, 2017.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, April 11, 2017 as distributed.

CONSENT AGENDA

The following items are considered 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. Associate Engineer II – Stormwater Utility (Recruitment due to an employee promotion) – The internal recruitment began on April 18, 2017 and ended on May 2, 2017. We received one approved application. The Commission authorized a T&E evaluation. The eligibility list for this position will be signed during this meeting.
 - b. Building and Grounds Maintenance Superintendent (Recruitment due to an anticipated employee retirement) – The external recruitment began on March 17, 2017 and ended on April 7, 2017. We received 32 applications, 18 were approved for the exam, and 17 took the written exam on April 26, 2017. The eligibility list for this position will be signed during this meeting.
 - c. Carpenter (Recruitment due to an anticipated employee retirement) – The internal recruitment began on March 30, 2017 and ended on April 13, 2017. We had 1 approved application. The Commission authorized a T&E evaluation. The eligibility list for this position will be signed during this meeting.

CONSENT AGENDA (CONTINUED)

- d. Construction Inspector (Recruitment due to an employee promotion) – The external recruitment began on 4/20/2017 and ends on May 11, 2017. The written exam is scheduled for May 30, 2017. We had 4 applications as of the date this agenda was prepared.
 - e. Equipment Operator II (Recruitment due to a newly created position) – The internal recruitment began on March 23, 2017 and ended on April 6, 2017. We received 6 applicants that were approved for the exam. The written exam was administered on April 18, 2017. The eligibility list for this position will be signed during this meeting.
 - f. PC/Network Technician (Recruitment due to a newly created position) – The external recruitment began on April 30, 2017 and ends on May 21, 2017. The written exam is scheduled for June 5, 2017. We had 14 applications as of the date this agenda was prepared.
 - g. Police Patrol Officer (Recruitment due to anticipated vacancies) – The external recruitment began on March 10, 2017 and ended on March 31, 2017. We received 151 applications, 109 were approved, and 89 took the written exam on April 20, 2017. The eligibility list for this position will be signed during this meeting.
 - h. Stormwater Crew Leader (Recruitment due to an employee resignation) – The internal recruitment began on April 6, 2017 and ended on April 20, 2017. We received 16 application and 13 were approved for the exam as of the date this agenda was prepared. The appeal deadline is on May 8, 2017. The performance exam is scheduled for May 15th – May 17th. The written exam is scheduled for May 22, 2017.
 - i. System Administrator (Recruitment due to a newly created position) – the internal recruitment began on May 4, 2017 and ends on May 18, 2017. We had no applications as of the date this agenda was prepared.
 - j. Traffic Control Utility Worker II (Recruitment due to an employee promotion) – The internal recruitment began on March 30, 2017 and ended on April 13, 2017. We had 1 approved application, who subsequently withdrew from the process. The External recruitment began on May 7, 2017 and ends on May 28, 2017.
2. Ratify the Commission's letter to Mariah Borrer regarding the removal of her name from the Clerk Typist eligibility list.
 3. Ratify the Commission's letter to John Braasch regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
 4. Ratify the Commission's letter to Travis Crittenden regarding the removal of his name from the Senior WWTP Maintenance Mechanic eligibility list.
 5. Ratify the Commission's letter to Brandi Gonzales regarding the removal of her name from the Emergency Services Dispatcher eligibility list.

CONSENT AGENDA (CONTINUED)

6. Ratify the Commission's letter to Melissa Hayward regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Daniel Herbert regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
8. Ratify the Commission's letter to Jason Hibbs regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Daniel Khrayzat regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
10. Ratify the Commission's letter to Amanda Lohmann regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
11. Ratify the Commission's letter to Lucas McMurtree regarding the removal of his name from the Utility Worker eligibility list.
12. Ratify the Commission's letter to Lynn Pearson regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
13. Ratify the Commission's letter to Nicole Podrabsky regarding the removal of her name from the Clerk Typist eligibility list.
14. Ratify the Commission's letter to David Purfield regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
15. Ratify the Commission's letter to Sherri Reynolds regarding the removal of her name from the Clerk Typist eligibility list.
16. Ratify the Commission's letter to Latisha Roybal regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
17. Ratify the Commission's letter to Marvin Stockman regarding the removal of his name from the Senior WWTP Maintenance Mechanic eligibility list.
18. Ratify the Commission's letter to Crystal Talley regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
19. Ratify the Commission's letter to Luisa Tanzi regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
20. Ratify the Commission's letter to Alexandra Unwin regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
21. Ratify the Commission's letter to Alexandra Unwin regarding the removal of her name from the Clerk Typist eligibility list.
22. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Associate Engineer II- Stormwater Utility position.

CONSENT AGENDA (CONTINUED)

23. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Carpenter position.
24. Ratify the Commission's decision to allow a Social Media Specialist candidate to take the polygraph exam prior to adding said position to the Commission's Polygraph Order.
25. Ratify the Commission's letter to the Director of Public Works regarding the rejection of the department's request to waive the performance exam for the Stormwater Crew Leader position.

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

REGULAR AGENDA

1. Review the appeal submitted by Alexandra Deary in relation to the removal of her name from the Clerk Typist eligibility list.
Commission Action: Sustain, reject, or set the matter for hearing.
2. Discussion of proposed order with respect to the use of polygraph testing for all classified employees in the Pueblo Police Department.
Commission Action: Entertain motion with respect to the proposed order.
3. Discussion of a request by the Pueblo Police Department relating to the use of psychological testing for all classified employees in the Pueblo Police Department.
Commission Action: Entertain motion with respect to the request.
4. Submission of the eligible list for Associate Engineer II-Stormwater Utility.
Commission Action: Approve and certify the eligible list for the class title of Associate Engineer II-Stormwater Utility.
5. Submission of the eligible list for Building and Grounds Maintenance Superintendent.
Commission Action: Approve and certify the eligible list for the class title of Building and Grounds Maintenance Superintendent.
6. Submission of the eligible list for Carpenter.
Commission Action: Approve and certify the eligible list for the class title of Carpenter.
7. Submission of the eligible list for Equipment Operator II.
Commission Action: Approve and certify the eligible list for the class title of Equipment Operator II.
8. 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.

ADMINISTRATIVE ITEMS

1. Set the date for the June 2017 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

1. Employee Status Report for April 2017
2. Handouts

ADJOURN