



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, April 11, 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, March 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. 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 had received 26 applications as of the date this agenda was prepared. The written exam is scheduled for April 26, 2017.
2. Equipment Operator II (Recruitment due to 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 is scheduled for April 18, 2017.
3. Carpenter (Recruitment due to an anticipated employee retirement) – The recruitment began on March 30, 2017 and ends on April 13, 2017. We had 1 application as of the date this agenda was prepared.
4. Police Patrol Officer (Recruitment due to anticipated vacancies) – The external recruitment began on March 10, 2017 and ended on March 31, 2017. We had 109 applicants approved for the exam, as of the date this agenda was prepared. The written exam is scheduled for April 20, 2017.
5. Lab Analyst III (Recruitment due to newly approved position) – The internal recruitment began on March 10, 2017 and ended on March 24, 2017. The eligibility list for this position will be signed during this meeting.
6. Stormwater Crew Leader (Recruitment due to an employee resignation) – The internal recruitment began on April 6, 2017 and will end on April 20, 2017. We had received 3 applications as of the date this agenda was prepared.
7. Traffic control Utility Worker II (Recruitment due to an employee promotion) – The internal recruitment began on March 30, 2017 and will end on April 13, 2017. We had 0 applications as of the date this agenda was prepared.

COMMUNICATIONS

1. Ratify the Commission's letter to Sandra Bandimere regarding the removal of her name from the Laboratory Pretreatment Specialist eligibility list.
2. Ratify the Commission's letter to Travis Crittenden regarding the removal of his name from the Utility Worker eligibility list.
3. Ratify the Commission's letter to Alexandra Deary regarding the removal of her name from the Clerk Typist eligibility list.
4. Ratify the Commission's letter to Samantha Dosen-Himmelrick regarding the removal of her name from the Social Media Specialist eligibility list.

CONSENT AGENDA (CONTINUED)

5. Ratify the Commission's letter to Seth Fernandez regarding the removal of his name from the Clerk Typist eligibility list.
6. Ratify the Commission's letter to Seth Fernandez regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Troy Loop regarding the removal of his name from the Utility Worker eligibility list.
8. Ratify the Commission's letter to Ronald McClure regarding the removal of his name from the Utility Worker eligibility list.
9. Ratify the Commission's letter to Margaret Mitchell regarding the removal of her name from the Clerk Typist eligibility list.
10. Ratify the Commission's letter to Desiree Mondragon regarding the removal of her name from the Laboratory Pretreatment Specialist eligibility list.
11. Ratify the Commission's letter to Sara Parks regarding the removal of her name from the Laboratory Pretreatment Specialist eligibility list.
12. Ratify the Commission's letter to Lacy Schalamon regarding the removal of her name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Marvin Stockton regarding the removal of his name from the Utility Worker eligibility list.
14. Ratify the Commission's letter to Alvin Thompson regarding the removal of his name from the Wastewater Utility Worker eligibility list.
15. Ratify the Commission's letter to Ross Wedgle regarding the removal of his name from the Laboratory Pretreatment Specialist eligibility list.
16. Ratify the Commission's letter to Shelby Will regarding the removal of her name from the Laboratory Pretreatment Specialist eligibility list.
17. Ratify the Commission's letter to Tyrell Williams regarding the removal of his name from the Police Patrol Officer eligibility list.
18. Ratify the Commission's letter to Jennifer McConnell regarding the approval of her objection of the rejection of her application from the Police Patrol Officer application process.
19. Ratify the Commission's letter to Michael Seybold regarding the approval of his objection of the rejection of his application from the Police Patrol Officer application process.
20. Ratify the Commission's letter to Maria Vasco regarding the approval of her objection of the rejection of her application from the Police Patrol Officer application process.

CONSENT AGENDA (CONTINUED)

21. Ratify the Commission's letter to Daniel Whigham regarding the approval of his objection of the rejection of his application from the Police Patrol Officer application process.
22. Ratify the Commission's letter to Seth Fernandez regarding the rejection of his objection to the removal of his name from the Clerk Typist eligibility list.
23. Ratify the Commission's letter to Melanie Turner regarding the rejection of her appeal due to lack of jurisdiction in hearing her case, related to her non-selection in the Wastewater Engineering Manager recruitment.
24. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Lab Analyst III position.

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

REGULAR AGENDA

1. The Civil Service Administrator submitted the eligible list for Lab Analyst III.

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

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 May 9, 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 March 2017.

ADJOURN: 5:34 pm



Chairman