



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, June 13, 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, May 9, 2017.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, May 9, 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. **Construction Inspector** (Recruitment due to an employee promotion) – The external recruitment began on 4/20/2017 and ended on May 11, 2017. We received 9 applications; 4 were approved for the exam; and 1 person withdrew from the process. A T&E was performed on May 24, 2017. The eligibility list for this position will be signed during this meeting.
  - b. **PC/Network Technician** (Recruitment due to a newly created position) – The external recruitment began on April 30, 2017 and ended on May 21, 2017. We received 46 applications and 29 were approved for the exam. The written exam was performed on June 5, 2017. The eligibility list for this position will be signed during this meeting.
  - c. **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. The performance exam was performed on May 15, 2017 and the written exam was performed on May 22, 2017. The eligibility list for this position will be signed during this meeting.

- d. **System Administrator** (Recruitment due to a newly created position) – the internal recruitment began on May 4, 2017 and ended on May 18, 2017. We had 1 qualified applicant; a T&E was performed on May 22, 2017. The eligibility list for this position will be signed during this meeting.
  - e. **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 ended on May 28, 2017. We received 19 applications and 12 were approved for the exam. The written exam will be administered on June 14, 2017.
  - f. **Wastewater Utility Worker** (Recruitment due to a newly City Council approved position) - The external recruitment began on May 28, 2017 and ends on June 18, 2017. We had 11 applications as of the date this agenda was prepared. The written exam is scheduled for July 5, 2017.
  - g. **Water Reclamation Worker** (Recruitment due to an employee separation) – The external recruitment began on May 28, 2017 and ends on June 18, 2017. We had 5 applications as of the date this agenda was prepared. The written exam is scheduled for July 5, 2017.
2. Ratify the Commission’s letters to Dwayne Cordova and Phillip Algien regarding the removal of their names from the Airport Operations/Maintenance Worker eligibility list.
  3. Ratify the Commission’s letters to Kayla Ruiz, Paul Truncellito Jr., and Judith Gurule regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
  4. Ratify the Commission’s letters to James Haught, Jeremiah Naillon, and Tate Kindschuh regarding the removal of their names from the Police Patrol Officer eligibility list.
  5. Ratify the Commission’s letter to Zachary Ballas regarding the removal of his name from the Police Sergeant eligibility list.
  6. Ratify the Commission’s letter to Neal Newman regarding the rejection of his objection of the rejection of his application from the Stormwater Crew Leader application process.
  7. 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.
  8. Ratify the Commission’s letters to Benjamin Haunert, Samuel Krey, and Dwayne Cordova regarding the removal of their names from the Water Reclamation Worker eligibility list.
  9. Ratify the Commission’s letter to IAFF Local #3 regarding changes to the reading list, and the intended recruitment and examination dates for the position of Emergency Medical Officer.

## **CONSENT AGENDA (CONTINUED)**

10. Ratify the Commission's letter to IBPO Local #537 regarding notice of intended recruitment and examination dates for the positions of Police Captain and Police Sergeant.
11. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the Construction Inspector position.
12. Ratify the Commission's decision to perform a Training and Experience (T&E) evaluation on the System Administrator 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 a proposed order with respect to the use of polygraph testing for classified full-time employees in the Pueblo Police Department.  
**Commission Action:** Entertain motion with respect to the proposed order.
3. Discussion of a proposed order with respect to the use of psychological testing for the Firefighter position and classified full-time employees in the Pueblo Police Department.  
**Commission Action:** Entertain motion with respect to the request.
4. Submission of the eligible list for Construction Inspector.  
**Commission Action:** Approve and certify the eligible list for the class title of Construction Inspector.
5. Submission of the eligible list for PC/Network Technician.  
**Commission Action:** Approve and certify the eligible list for the class title of PC/Network Technician.
6. Submission of the eligible list for Stormwater Crew Leader.  
**Commission Action:** Approve and certify the eligible list for the class title of Stormwater Crew Leader.
7. Submission of the eligible list for System Administrator.  
**Commission Action:** Approve and certify the eligible list for the class title of System Administrator.

**ADMINISTRATIVE ITEMS**

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

**INFORMATIONAL ITEMS**

1. Employee Status Report for May 2017
2. Handouts

**ADJOURN**