



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

MEETING MINUTES

CALL TO ORDER

Chairman Archibeque called the Civil Service Commission Meeting to order at 5:30 PM.

ROLL CALL

Commission Members Present: Dan Archibeque (Chair), Sharon Bonner, and Guy Kennedy.

Other Interested Parties Present: Robert Jagger, Sr. Assistant City Attorney, Counsel for the Commission; Belinda Kimball, HR Analyst; Manuel Alcala, Civil Service Administrator; Lisa Macchietto, Assistant City Attorney; and Dr. Luis Velez, Chief of Police.

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, April 11, 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. 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 was signed during this meeting.
2. 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 was signed during this meeting.
3. 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 was signed during this meeting.
4. 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 received 4 applications as of May 5, 2017.
5. 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 was signed during this meeting.
6. 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 received 14 applications as May 8, 2017.
7. 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 was signed during this meeting.
8. 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 was on May 8, 2017. The performance exam is scheduled for May 15th – May 17th. The written exam is scheduled for May 22, 2017.
9. System Administrator (Recruitment due to a newly created position) – the internal recruitment began on May 4, 2017 and ends on May 18, 2017. We received 1 application as of May 8, 2017.

CONSENT AGENDA (CONTINUED)

10. 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.

COMMUNICATIONS

1. Ratified the Commission's letters to Mariah Borrer, Nicole Podrabsky, Sherri Reynolds, and Alexandra Unwin regarding the removal of their names from the Clerk Typist eligibility list.
2. Ratified the Commission's letters to John Braasch, Brandi Gonzales, Melissa Hayward, Daniel Herbert, Jason Hibbs, Daniel Khrayzat, Amanda Lohmann, Lynn Pearson, David Purfield, Latisha Roybal, Crystal Talley, Luisa Tanzi, and Alexandra Unwin regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
3. Ratified the Commission's letters to Travis Crittenden and Marvin Stockman regarding the removal of their names from the Senior WWTP Maintenance Mechanic eligibility list.
4. Ratified the Commission's letter to Lucas McMurtree regarding the removal of his name from the Utility Worker eligibility list.
5. Ratified the Commission's decision to perform a Training and Experience (T&E) evaluation on the Associate Engineer II- Stormwater Utility position.
6. Ratified the Commission's decision to perform a Training and Experience (T&E) evaluation on the Carpenter position.
7. Ratified 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.
8. Ratified 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.

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

REGULAR AGENDA

1. Review the appeal submitted by Alexandra Deary in relation to the removal of her name from the Clerk Typist eligibility list.

Assistant City Attorney Lisa Macchietto spoke on behalf of the City of Pueblo. She stated that the City and Alexandra Deary have worked out a stipulation, but the P.A.G.E. union has not signed/agreed yet. She requested a continuance until the next Civil Service Commission Meeting, during which a full agreement/stipulation

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REGULAR AGENDA (CONTINUED)

will be presented. Alexandra Deary was present and when questioned by the Commission if she agreed with said request, Ms. Deary agreed by a nod of her head.

Commission Action: Set for continuance at the next Civil Service meeting.

2. Discussion of proposed order with respect to the use of polygraph testing for all classified employees in the Pueblo Police Department.

Chief of Police Dr. Luis Velez, representing the Pueblo Police Department, spoke in favor of performing polygraph and psychological tests on all future classified Police Department employees; this would not affect the current employees. Chief Velez stated: a) he would like to ensure the newly-hired personnel undergo the equal testing of sworn police officers; b) polygraphs are one of the tools that enables the 'weeding out' of most applicants with character and/or ethical issues; and c) wants the Commission to 'raise the bar'. Chief Velez reiterated the tests are for full time employees, and said there is no present urgency in having the Commission agree to the said tests.

Assistant City Attorney, Bob Jagger, asked if the Commission had questions; there were none. The proposed polygraph/psychological testing order was not available during the meeting for the Commission's review. Mr. Jagger stated the proposed order will be brought before the Commission at the next meeting for a vote.

Chief Velez thanked the Commission for swiftly approving a prior amended Commission order for the polygraph testing of the new Police Department position of Social Media Specialist (Ordinance #9079).

Commission Action: Continuance on June 13, 2017 of the newly-proposed Civil Service Commission Order regarding Police Department polygraph and psychological testing for all future classified full-time employees.

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: See above; Continuance set for the June 13, 2017 Civil Service meeting.

4. Submission of the eligible list for Associate Engineer II-Stormwater Utility.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Associate Engineer II-Stormwater Utility.

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

REGULAR AGENDA (CONTINUED)

5. Submission of the eligible list for Building and Grounds Maintenance Superintendent.
Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Building and Grounds Maintenance Superintendent.

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

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

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

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

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

8. Submission of the eligible list for Police Patrol Officer.
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 June 13, 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 the Employee Status Report for April 2017.

ADJOURNED: 5:45 pm


Chairman