



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, June 13, 2017
5:30 PM

MINUTES

CALL TO ORDER

Chairman Archibeque called the Civil Service Commission Meeting to order at 5:31 PM.

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 Alcala, 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, May 9, 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. **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 was signed during this meeting.
2. **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 was signed during this meeting.
3. **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 was signed during this meeting.
4. **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 was signed during this meeting.
5. **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.
6. **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.
7. **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.

CONSENT AGENDA (CONTINUED)

COMMUNICATIONS

1. Ratified the Commission's letters to Dwayne Cordova and Phillip Algien regarding the removal of their names from the Airport Operations/Maintenance Worker eligibility list.
2. Ratified 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.
3. Ratified 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.
4. Ratified the Commission's letter to Zachary Ballas regarding the removal of his name from the Police Sergeant eligibility list.
5. Ratified 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.
6. Ratified 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.
7. Ratified 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.
8. Ratified 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.
9. Ratified 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.
10. Ratified the Commission's decision to perform a Training and Experience (T&E) evaluation on the Construction Inspector position.
11. Ratified the Commission's decision to perform a Training and Experience (T&E) evaluation on the System Administrator 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.

Human Resources Director Marisa Pacheco withdrew the Human Resources' petition to remove Deary's name from all Clerk Typist eligibility lists, stating a recent agreement between the P.A.G.E. Union and Human Resources to exclude Deary's name ONLY from any upcoming Police Department's Clerk Typist eligibility lists, and INCLUDE Deary's name on all other Clerk Typist eligibility lists. Deary was present; counsel Jagger asked Deary if this was acceptable, Deary verbally agreed.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and accept the action.

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

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

Commissioners reviewed the proposed order.

Commission Action: Chair Archibeque entertained motion to approve and adopt the Polygraph testing order; Mr. Kennedy moved to approved, seconded by Ms. Bonner.

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

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.

Commissioners reviewed the proposed order.

Commission Action: Chair Archibeque entertained motion to approve and adopt the Psychological testing order; Mr. Kennedy moved to approved, seconded by Ms. Bonner.

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

4. The Civil Service Administrator submitted the eligible list for Construction Inspector.

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

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

REGULAR AGENDA (CONTINUED)

5. The Civil Service Administrator submitted the eligible list for PC/Network Technician.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of PC/Network Technician.

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

6. The Civil Service Administrator submitted the eligible list for Stormwater Crew Leader.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Stormwater Crew Leader.

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

7. The Civil Service Administrator submitted the eligible list for System Administrator.

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

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 July 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 May 2017.

ADJOURNED: 5:43 pm


Chairman