



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, July 11, 2017  
5:30 PM

## MINUTES

### **CALL TO ORDER**

Chairman Archibeque called the Civil Service Commission Meeting to order at 5:32 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 Alcalá, Civil Service Administrator.

### **AMENDMENTS TO THE AGENDA**

There were no amendments to the agenda.

### **READING AND APPROVAL OF MINUTES:**

Motion made by Mr. Archibeque to dispense with the reading and approval of the regular June 13, 2017 meeting minutes; Mr. Kennedy moved, was seconded by Ms. Bonner.

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 reports on current recruitments:

1. **Painter** (Recruitment due to an employee promotion) - The external recruitment began on June 15, 2017 and ended on July 5, 2017. We received 15 applications as of the date this agenda was prepared. The written exam is scheduled for July 26, 2017.
2. **Police Captain** (Recruitment due to anticipated vacancies) - The promotional recruitment began on July 10, 2017 and ends on July 24, 2017. The written exam is scheduled for August 14, 2017.
3. **Police Chief** (Recruitment due to anticipated retirement) - The promotional recruitment began on July 3, 2017 and ends on August 1, 2017.
4. **Police Sergeant** (Recruitment due to anticipated vacancies) - The promotional recruitment began on July 10, 2017 and ends on July 24, 2017. The written exam is scheduled for August 10, 2017.
5. **Senior PC/Network Technician** (Recruitment due to employee promotion) - The promotional recruitment began on July 6, 2017 and ends on July 20, 2017.
6. **Tax Auditor** (Recruitment due to an employee separation) - The external recruitment began on June 15, 2017 and ended on July 6, 2017. We received 23 applications as of the date this agenda was prepared. The written exam is scheduled for July 25, 2017.
7. **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 was administered on June 14, 2017. The eligibility list for this position was signed during this meeting.
8. **Wastewater Utility Worker** (Recruitment due to a newly approved position) - The external recruitment began on May 28, 2017 and ended on June 18, 2017. We received 21 applications and 13 were approved for the exam. The written exam was administered on July 5, 2017. The eligibility list for this position was signed during this meeting.
9. **Water Reclamation Worker** (Recruitment due to an employee separation) - The external recruitment began on May 28, 2017 and ended on June 18, 2017. We received 18 applications and 16 were approved for the exam. The written exam was administered on July 5, 2017. The eligibility list for this position was signed during this meeting.

## CONSENT AGENDA (CONTINUED)

### COMMUNICATIONS

10. Ratified the Commission's letters to Jayce Ervin and Steven Goodell regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
11. Ratified the Commission's letters to Dennis Rowland and Randy Trujillo regarding the decision on their appealed Stormwater Crew Leader exam questions.
12. Ratified the Commission's letters to Jennifer McConnell, Cesar Garces, Matthew Angoy, James Baird, regarding the removal of their names from the Police Patrol Officer eligibility list.
13. Ratified the Commission's letters to Dale Eogle and Thomas Laird, regarding the removal of their names from the PC/Network Technician eligibility list.

Motion made by Mr. Archibeque to accept the Consent agenda items; Mr. Kennedy moved, was seconded by Ms. Bonner.

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

### REGULAR AGENDA

1. Submission of the eligible list for Traffic Control Utility Worker II.

**Commission Action:** Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Traffic Control Utility Worker II.

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

2. Submission of the eligible list for Wastewater Utility Worker.

**Commission Action:** Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Wastewater Utility Worker.

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

3. Submission of the eligible list for Water Reclamation Worker.

**Commission Action:** Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Water Reclamation Worker.

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 August 8, 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 June 2017.

**ADJOURNED: 5:35 pm**

  
Chairman