



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, August 8, 2017
5:30 PM

MINUTES

CALL TO ORDER

Chairman Archibeque called the Civil Service Commission Meeting to order at 5:32PM.

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; Shelly Carrillo, HR Analyst; and Manuel Alcala, 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 minutes for the July 11, 2017 regular meeting as distributed; 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. **Accountant I** (Recruitment due to an employee resignation) – The internal recruitment began on July 27, 2017 and ends on August 10, 2017. We had 0 applications as of the date this agenda was prepared.
2. **Building and Grounds Maintenance Mechanic-HVAC** (Recruitment due to an employee retirement) – The promotional recruitment began on July 11, 2017 and ended on July 25, 2017. We received 0 applications. The external recruitment began on July 26, 2017 and ends on August 16, 2017. We had 2 applications of the date this agenda was prepared. The written exam date and time is to be determined.
3. **Business Systems Analyst** (Recruitment due to an employee separation) – The promotional recruitment began on July 14, 2017 and ended on July 28, 2017. We received 0 applications. The external recruitment began on July 30, 2017 and ends on August 20, 2017. We received 9 as of the date this agenda was prepared. The written exam is scheduled for September 5, 2017.
4. **Code Enforcement Officer** (Recruitment due to an employee demotion) – The external recruitment began on July 25, 2017 and ends on August 15, 2017. We received 105 applications as of the date this agenda was prepared. The written exam is scheduled for August 29, 2017.
5. **Emergency Services Dispatcher** (Recruitment due to current and anticipated vacancies) – The external recruitment began on August 1, 2017 and ends on August 22, 2017. We received 40 applications as of the date this agenda was prepared. The written exam is scheduled for September 6, 2017.
6. **Painter** (Recruitment due to an employee promotion) - The external recruitment began on June 15, 2017 and ended on July 6, 2017. We received 15 applications. The written exam was administered on July 26, 2017. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
7. **Police Captain** (Recruitment due to anticipated vacancies) – The promotional recruitment began on July 10, 2017; the City Manager requested that the posting be inactivated on July 11, 2017 to address concerns with the job description. The recruitment resumed on July 20, 2017 and ended on August 3, 2017. We received 5 applications. The written exam is scheduled for August 16, 2017.
8. **Police Chief** (Recruitment due to anticipated retirement) – The recruitment for this unclassified position began on July 3, 2017 and ended on August 1, 2017. One application was received, and forwarded to the Human Resources Department.
9. **Police Sergeant** (Recruitment due to anticipated vacancies) – The promotional recruitment began on July 10, 2017; the City Manager requested that the posting be inactivated on July 11, 2017 to address concerns with the job description. The recruitment resumed on July 20, 2017 and ended on August 3, 2017. We received 38 applications. The written exam is scheduled for August 15, 2017.

CIVIL SERVICE COMMISSION MEETING MINUTES

August 8, 2017

CONSENT AGENDA (CONTINUED)

10. **Secretary to City Manager** (Recruitment due to employee resignation) – The recruitment for this unclassified position began on August 1, 2017 and ends on August 15, 2017. As to date, 78 applications received and forwarded to the City Manager’s Office.
11. **Senior PC/Network Technician** (Recruitment due to employee promotion) – The promotional recruitment began on July 6, 2017 and ended on July 20, 2017. We received 1 qualified applicant; a T&E was performed on July 25, 2017. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
12. **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. The written exam was administered on July 25, 2017. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.

COMMUNICATIONS

2. Ratified the Commission’s letters to Jeremy Amendola, Joshua Arriola, Scott Aubuchon, Kyle Blackmer, Angela Cunningham, Andrew Flores, Zachary Ford, Grant Jobe, Tyler Kelley, Sadatur Khan, Adam Mast, Christopher Perez, Thomas Pitchford, Danny Reyes, Carlos Rivera, Christopher Santo Domingo, Bryan Sisroy, Aaron Skilling, Abigail Vigil, Daniel Whigham, and Bryan Whittaker regarding the removal of their names from the Police Patrol Officer eligibility list.
3. Ratified the Commission’s letters to Charles Aguero, Lari Besant, Brian Casaus, Francine Cunningham, Cassandra Dillon, Laura Garcia, Alex Jaco, Finley MacDonald, Andrea Maez, Arielle Martinez, Adam Ogaz, Rachael Onstott, Crystal Piatek, Laurel Stockton, and Jennifer Tucker, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
4. Ratified the Commission’s letters to Steve Bigley, regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.
5. Ratified the Commission’s letter to Stephanie Sincerbox regarding the rejection of her appeal to participate in the Tax Auditor application process.
6. Ratified the Commission’s letter to Eric Aires regarding the approval of his appeal to participate in the Painter application process.
7. Ratified the Commission’s letter to Christopher Santo Domingo regarding the rejection of his appeal relating to the removal of his name from the Police Patrol Officer eligibility list.

Motion made by Mr. Archibeque to accept all 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 Painter.
Commission Action: *Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Painter.*

Roll Call -- Ayes: Mr. Archibeque, Ms. Bonner and Mr. Kennedy. Motion carried unanimously.
2. Submission of the eligible list for Senior PC/Network Technician.
Commission Action: *Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Senior PC/Network Technician.*

Roll Call -- Ayes: Mr. Archibeque, Ms. Bonner and Mr. Kennedy. Motion carried unanimously.
3. Submission of the eligible list for Tax Auditor.
Commission Action: *Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Tax Auditor.*

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 September 12, 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 July 2017

ADJOURNED 5:34 PM



Chairman