



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, September 12, 2017  
5:30 PM

## MINUTES

### **CALL TO ORDER**

Vice-Chairman Sharon Bonner called the Civil Service Commission Meeting to order at 5:35 PM.

### **ROLL CALL**

Commission Members Present: Sharon Bonner and Guy Kennedy.  
Commission Members Absent: Dan Archibeque

Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Lisa Macchietto, City Attorney; Marisa Pacheco, Human Resources Director; 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 Sharon Bonner to dispense with the reading and approval of the minutes for the August 8, 2017 regular meeting as distributed; Mr. Kennedy moved, was seconded by Ms. Bonner.

*Roll Call -- Ayes: 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 August 13, 2017 and ended on September 3, 2017. We received 45 applications. The written exam is scheduled for September 19, 2017.
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 ended on August 16, 2017. We received 7 applications; 1 applicant was qualified. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
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 ended on August 20, 2017. We received a total of 26 applications. The written exam was administered on September 5, 2017. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
4. **Civil Engineer/Construction** (Recruitment due to an employee retirement) – The promotional recruitment began on August 6, 2017 and ended on August 20, 2017. We received 4 applications; 2 applicants were qualified. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
5. **Crime Analyst** (Recruitment due to an employee discharge) – The external recruitment began on August 27, 2017 and ends on September 17, 2017. We received 21 applications as of the date this agenda was prepared. The written exam is scheduled for October 2, 2017.
6. **Code Enforcement Officer** (Recruitment due to an employee demotion) – The external recruitment began on July 25, 2017 and ended on August 15, 2017. We received 183 applications. The written exam was administered on August 29, 2017. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
7. **Emergency Services Dispatcher** (Recruitment due to current and anticipated vacancies) – The external recruitment began on August 1, 2017 and ended on August 22, 2017. We received a total of 190 applications. The CritiCall exams were administered on August 30, August 31, September 1, and September 6. The written test was administered on September 6, 2017. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
8. **Emergency Services Dispatch Supervisor** (Recruitment due to employee resignation) – The promotional recruitment began on August 24, 2017 and ended on September 7, 2017. We received a total of 4 applications; they are currently under review. The written exam will be administered on September 20, 2017.

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**CONSENT AGENDA (CONTINUED)**

9. **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 a total of 5 applications; 3 were qualified. The written exam was administered on August 16, 2017. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
10. **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 was administered on August 15, 2017. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
11. **Secretary to City Manager** (Recruitment due to employee resignation) – The recruitment for this unclassified position began on August 1, 2017 and ended on August 15, 2017. We received 182 applications; they were forwarded to the City Manager's Office.

**COMMUNICATIONS**

1. Ratified the Commission's letters to Julee Burns and Kylie Hudgens, regarding the removal of their names from the Police Patrol Officer eligibility list.
2. Ratified the Commission's letters to Pamela Cozzetto, Jason Engel, Aaron Jimenez, Cassandra Jones, Mary Mason, and Desirae Velez, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
3. Ratified the Commission's letters to Fred Calderon, Adam Hensley, Daniel Kalina, Steven Kuykendall, and Eirene Trujillo, regarding the removal of their names from the PC/Network Technician eligibility list.
4. Ratified the Commission's letter to Bhikhabhai Patel, regarding the removal of his name from the Construction Inspector eligibility list.
5. Ratified the Commission's letter to Justin Garlington, regarding the removal of his name from the Painter eligibility list.
6. Ratified the Commission's letter to James Olonia regarding the rejection of his appeal to participate in the Police Captain application process.
7. Ratified the Commission's letters to Aaron Jimenez and Cassandra Jones regarding the rejection of their appeals for the removal of their names from the Emergency Services Dispatcher position.
8. Ratified the Commission's letter to Tara Barrow regarding the approval of her appeal relating to the acceptance of her application for the Emergency Services Dispatcher position.

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**CONSENT AGENDA (CONTINUED)**

9. Ratified the Commission's letter to Shane Sirca regarding the approval of his appeal relating to his admission to the Emergency Services Dispatcher exam.
10. Ratified the Commission's letter to John Kerr regarding the approval of his appeal relating to the application for the Accountant I position.
11. Ratified the Commission's letter to LouAnn Lucero regarding the approval of her appeal relating to her admission to the Business Systems Analyst exam.
12. Ratified the Commission's letters to Richard Maya, Ronald McClure, Filemon Rael, Gregory Rodriguez, and Alex Ward, regarding the removal of their names from the Water Reclamation Worker eligibility list.
13. Ratified the Commission's letters to Lynnette Macaluso regarding the removal of her names from the Tax Auditor eligibility list.
14. Ratified the Commission's letter to IAFF Local #3 Union President (Andy Bachicha) regarding the intended test date of November 29, 2017 for the Fire Captain position.
15. Ratified the Commission's letter to Duane Mondragon and Jared Vigil regarding the rejection of their appeal to questions on the Code Enforcement Officer examination.

Motion made by Sharon Bonner to accept all Consent agenda items; Mr. Kennedy moved, was seconded by Ms. Bonner.  
Roll Call -- Ayes: Bonner and Kennedy. Motion carried unanimously.

**REGULAR AGENDA**

1. Discussion of Steven Parker's appeal related to the termination of his employment as a probationary employee. Jagger clarified Mr. Parker's complaint through a series of questions regarding Parker's termination for the record, then asked if Parker wanted to move forward and present his case at a hearing; Parker confirmed. Jagger informed Parker he must prove at the hearing that the termination of his probationary employment was for constitutionally impermissible purposes or otherwise violates accepted and substantial public policies; Parker agreed.  
**Commission Action:** *Mr. Kennedy, seconded by Ms. Bonner, moved to set the hearing for October 10, 2017.*  
*Roll Call -- Ayes: Ms. Bonner and Mr. Kennedy. Motion carried unanimously.*
2. Submission of the eligible list for Building and Grounds Maintenance Mechanic-HVAC.  
**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 Mechanic-HVAC.*  
*Roll Call -- Ayes: Ms. Bonner and Mr. Kennedy. Motion carried unanimously.*

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**REGULAR AGENDA (CONTINUED)**

3. Submission of the eligible list for Business Systems Analyst.  
**Commission Action:** *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Business Systems Analyst.  
Roll Call -- Ayes: Ms. Bonner and Mr. Kennedy. Motion carried unanimously.*
4. Submission of the eligible list for Civil Engineer/Construction.  
**Commission Action:** *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Civil Engineer/Construction.  
Roll Call -- Ayes: Ms. Bonner and Mr. Kennedy. Motion carried unanimously.*
5. Submission of the eligible list for Code Enforcement Officer.  
**Commission Action:** *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Code Enforcement Officer.  
Roll Call -- Ayes: Ms. Bonner and Mr. Kennedy. Motion carried unanimously.*
6. Submission of the eligible list for Emergency Services Dispatcher.  
**Commission Action:** *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Emergency Services Dispatcher.  
Roll Call -- Ayes: Ms. Bonner and Mr. Kennedy. Motion carried unanimously.*
7. Submission of the eligible list for Police Captain.  
**Commission Action:** *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Police Captain.  
Roll Call -- Ayes: Ms. Bonner and Mr. Kennedy. Motion carried unanimously.*
8. Submission of the eligible list for Police Sergeant.  
**Commission Action:** *Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Police Sergeant.  
Roll Call -- Ayes: Ms. Bonner and Mr. Kennedy. Motion carried unanimously.*

**ADMINISTRATIVE ITEMS**

The next regular meeting of the Civil Service Commission was scheduled for October 10, 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 August 2017.

**ADJOURNED: 5:43 PM**

  
Chairman