



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Thursday, October 12, 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; Lisa Macchietto, Assistant City Attorney; Marisa Pacheco, HR Director; Police Chief Troy Davenport; Sgt. James Olonia, PD Training and Professional Standards Department; Cpl. Jimmie Quintana, IBPO Union President; Public Works Director Earl Wilkinson; and Manuel Alcalá, Civil Service Administrator.

Other interested parties present: Steven Parker, former Public Works employee.

### **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 September 12, 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 August 13, 2017 and ended on September 3, 2017. We received 44 applications. The written exam was administered on September 19, 2017; 22 took the exam and 6 failed. The eligibility list was presented and certified by the Civil Service Commission.

CIVIL SERVICE COMMISSION MEETING MINUTES  
October 12, 2017  
**CONSENT AGENDA (CONTINUED)**

2. **Crime Analyst** (Recruitment due to an employee separation) – The external recruitment began on August 27, 2017 and ended on September 17, 2017. We received 40 applications, 8 were deemed qualified. The written exam was administered on October 2, 2017; 4 took the exam and 1 failed. The eligibility list was presented and certified by the Civil Service Commission.
3. **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 4 applications. The written exam was administered on September 20, 2017. The eligibility list was presented and certified by the Civil Service Commission.
4. **Police Deputy Chief** (Recruitment due to an employee retirement) - The promotional recruitment began on September 17, 2017 and ended on October 1, 2017. We received 4 approved applications. The written exam is scheduled for November 6, 2017.

**COMMUNICATIONS**

1. Ratified the Commission's letter to Timothy Acosta, William Barney, Ronald McClure, Donald Sotomayor-Seurer, and Alvin Thompson regarding the removal of their names from the Airport Operations/Maintenance Worker eligibility list.
2. Ratified the Commission's letter to Evan Romero regarding the removal of his name from the Building & Grounds Maintenance Mechanic-HVAC eligibility list.
3. Ratified the Commission's letters to Lucas Johnson, LouAnn Lucero, and Dwayne Martinez regarding the removal of their names from the Business System Analyst eligibility list.
4. Ratified the Commission's letter to Eric Robinson regarding the removal of his name from the Code Enforcement Officer eligibility list.
5. Ratified the Commission's letters to Rocky Morphew and Jason Ragan regarding the removal of their names from the Equipment Operator II eligibility list.
6. Ratified the Commission's letter to Samuel La Duke regarding the removal of his name from the Equipment Operator IV eligibility list.
7. Ratified the Commission's letters to William Hess, LouAnn Lucero, Patrick Malloy, Mark Meinecke, Gabriel Sandoval, and Thomas Watkins regarding the removal of their names from the PC/Network Technician eligibility list.
8. Ratified the Commission's letters to Tyler Chromicz, Amber Douglas, Tyrell Furney, Jonathan Graston, Elizabeth McDaniel-Barnes, Richard Moore, Anthony Palumbo, Ruben Ruiz, Luis Saldana, Cerek Sennett, Joshua Smith, Jennifer Tucker, Erminio Velasquez, and Shea Williams regarding the removal of their names from the PC/Network Technician eligibility list.

CIVIL SERVICE COMMISSION MEETING MINUTES  
October 12, 2017  
**CONSENT AGENDA (CONTINUED)**

9. Ratified the Commission's letter to Courtney Altman regarding the removal of her name from the Tax Auditor eligibility list.
10. Ratified the Commission's letter to Anthony Aschom regarding the removal of his name from the Wastewater Utility Worker and Water Reclamation Worker eligibility lists.
11. Ratified the Commission's letter to Melanie Turner, regarding the rejection of her appeal of the scoring and ranking of her T&E exam for the Civil Engineer/Construction position.
12. Ratified the Commission's letter to Alex Ward regarding the rejection of his appeal relating to the removal of his name from the Water Reclamation Worker eligibility list.
13. Ratified the Commission's letter to Gabriel Maldonado regarding the rejection of his appeal to questions on the Police Sergeant examination.
14. Ratified the Commission's letter to Joseph Converse, regarding the rejection of his appeal relating to the application for the Accountant I position.
15. Ratified the Commission's letters to Julia Espinoza and Heather Halverson regarding the rejection of their appeal to a question on the Emergency Services Dispatch Supervisor examination.
16. Ratified the Commission's letter to Kathryn Chavez regarding the rejection of her appeal relating to her application for the Crime Analyst position.
17. Ratified the Commission's letter to IAFF Local #3 Union President Andy Bachicha regarding the intended exam dates for the Fire Engineer (01/31/2018), Assistant Fire Chief (04/02/2018), and Deputy Fire Chief (05/30/2018) positions.

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.**

CIVIL SERVICE COMMISSION MEETING MINUTES

October 12, 2017

**REGULAR AGENDA**

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

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

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

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

3. Submission of the eligible list for Emergency Services Dispatch Supervisor.  
**Commission Action:** *Mr. Kennedy seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Emergency Services Dispatch Supervisor.*

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

4. Request from the Pueblo Police Department relating to a waiver of Civil Service Rule 21(a) with respect to the Police Sergeant position.

Police Chief Troy Davenport and IBPO Union President Cpl. Jimmie Quintana appeared in person and in union explained their positions for requesting the waiver of the Civil Service Rule 21(a) – Reapplication

Chief Davenport stated the recent Police Sergeant's exam yielded only two passing applicants, and with anticipated Sergeant vacancies expected in the coming months, the six-month re-apply period would greatly hinder the re-staffing of the department. Chief Davenport stated, also, that the required reading material for the Sergeant's exam was broad and difficult to extract information, and he, along with the Civil Service Administrator and Darany & Associates, requested the reading lists be pared down to only the pertinent information in relation to the police manuals, regarding said position.

Cpl. Jimmie Quintana concurred with the Chief's statement, and stated the IBPO wants insurance their folks would be allowed to take the next promotional Sergeant's exam, and they (Union) would provide a signed waiver agreeing to waive the City's six months' notice of the change in the reading list for the next Police Sergeant written promotional exam.

**Commission Action:** Mr. Archibeque made the motion, Mr. Kennedy moved to approve, and seconded by Ms. Bonner, to temporarily waive the Civil Service Rule 21(a) 6-month re-apply period regarding the Police Sergeant position.

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

CIVIL SERVICE COMMISSION MEETING MINUTES  
October 12, 2017  
**REGULAR AGENDA (CONTINUED)**

5. Presentation and request from the Pueblo Police Department for the implementation of the Police Recruit Physical Ability Test.

Sgt. James Olonia appeared and discussed the Fire & Police Selection Inc. (FPSi) proposed Physical Ability Test for the police officer applicants. A five-minute video demonstrating the eight test events was shown to the commissioners. Sgt. Olonia further discussed the advantages of administering the physical ability test at the beginning of the hiring process not only saves money and time, but result in a more suited group of applicants moving through the hiring process. Olonia concluded that in a recent past recruitment, when eight candidates had passed the written test, background check, polygraph and psychological portions, and reached the physical section, only to fail, costing the City an average of \$5600.00.

**Commission Action:** Mr. Archibeque made the motion, Mr. Kennedy moved to approve, and seconded by Ms. Bonner, to approve the FPSi physical testing recommendations.

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 November 14, 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 September 2017.

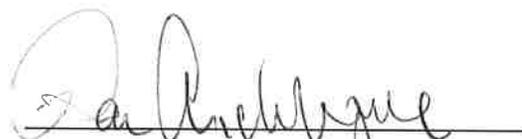
### **HEARING**

1. Hearing on the appeal of Steven Parker regarding the termination of his employment as a probationary employee.

Steven Parker appeared and stated he is withdrawing the matter/appeal.

**Commission Action:** None required.

ADJOURNED: 5:57 PM

  
Chairman