



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

Individuals requiring special accommodations should notify the Civil Service Commission Office (719) 553-2635 by noon on the day preceding the meeting.

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Thursday, November 14, 2017.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Thursday, November 14, 2017 as distributed.

CONSENT AGENDA

The following items are considered routine by the Civil Service Commission and will be passed and approved by one motion. There will be no separate discussion of these items unless a Commissioner so requests; in which event, the item shall be removed and considered as a regular item.

1. Receive and file the following status reports on current recruitments:
 - a. **Assistant City Attorney I/II** (Recruitment due to newly added full-time position) - The recruitment for this unclassified position began on December 4, 2017 and ends on December 29, 2017. As of the date this agenda was prepared, a total of two applications were received. All applications will be forwarded to the Human Resources Department.
 - b. **Building & Grounds Maintenance Mechanic - HVAC** (Recruitment due to employee promotion) - The recruitment began on October 15, 2017 and ended on November 5, 2017. We received 3 approved applications. The appeal period for rejected applicants ended on November 17, 2017. The Commission authorized a T&E exam; exam was administered on November 17, 2017. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - c. **Construction Inspector** (Recruitment due to employee promotion) – The external recruitment began on December 7, 2017 and ends on December 28, 2017. The written exam is scheduled for January 16, 2018.

CONSENT AGENDA (Continued)

- d. **Emergency Medical Officer** (Recruitment due to employee retirements/promotions) - The promotional recruitment began on November 9, 2017 and ended on November 23, 2017. The written exam is scheduled for December 13, 2017.
 - e. **Fire Captain** (Recruitment due to anticipated vacancies) - The promotional recruitment began on October 29, 2017 and ended on November 12, 2017. We received 36 approved applications. The written exam was administered on November 29, 2017. The appeal period is in progress and ends on December 18, 2017.
 - f. **Police Patrol Officer** (Recruitment due to anticipated vacancies) - The recruitment began on October 15, 2017 and ended on November 12, 2017. We received 211 total applications, 156 were approved for the exam. The Physical Ability Test (PAT) was administered on Nov. 27 and 28; 117 applicants passed, and were invited to the written exam. The written exam was administered on December 4, 2017. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - g. **Police Sergeant** (Recruitment due to anticipated employee vacancies) - The promotional recruitment began on October 18, 2017 and ended on November 1, 2017. We received 45 approved applications. The written exam is scheduled for January 19, 2018.
 - h. **Wastewater Utility Worker** (Recruitment due to anticipated vacancies) - The external recruitment began on November 12, 2017 and ended on December 3, 2017; 16 applications were approved for the exam. The written exam is scheduled for December 14, 2017.
 - i. **Water Reclamation Worker** (Recruitment due to anticipated vacancies) - The external recruitment began on November 12, 2017 and ended on December 3, 2017; 14 applications were approved for the exam. The written exam is scheduled for December 18, 2017.
2. Ratify the Commission's letters to Casandra Aguilar, Tara Barrow, Amber Bartuswicz, Graham Bates, Jayce Ervin, Carol Graham, Michael Hahnebohm, Byron Henry, Shannon Hersch, Caitlin Ortega, Alayna Parker, Miguel Salazar, Kristina Steward, Krysta Swallow, Elizabeth Whatley, and Nicole White, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
 3. Ratify the Commission's letter to Clinton Dierksen, regarding the removal of his name from the Water Reclamation Worker eligibility list.
 4. Ratify the Commission's letters to Jacob Barger, Craig Beery, Clinton Dierksen, Ronald McClure, Eric Trujillo, and Joshua Witt regarding the removal of their names from the Wastewater Utility Worker eligibility list.
 5. Ratify the Commission's letter to Eric Bravo, regarding the rejection of his appeal relating to a question on the Police Deputy Chief written exam.

CONSENT AGENDA (Continued)

6. Ratify the Commission's letter to Megan Gonzales regarding her objection relating to the Police Patrol Officer physical ability test, and the Commission's lack of jurisdiction in this matter.
7. Ratify the Commission's letter to David Baroz regarding the rejection of his appeal relating to his application for the Police Patrol Officer position.
8. Ratify the Commission's letter to Jayce Ervin regarding the rejection of her appeal relating to the removal of her name from the Emergency Services Dispatcher position.
9. Ratify the Commission's approval of the request from Ashsur Backush for reasonable accommodations during the Police Patrol Officer written exam.
10. Ratify the Commission's letter to Scott Vahlbusch regarding the rejection of his appeal relating to his application for the Police Sergeant position.
11. Ratify the Commission's letter to Brandon Johnson regarding the rejection of his appeal relating to his admission to the Police Patrol Officer examination.

Commission Action: Approve/disapprove all items on the Consent Agenda.

REGULAR AGENDA

1. Submission of the eligible list for Building & Grounds Maintenance Mechanic - HVAC.
Commission Action: Approve and certify the eligible list for the class title of Building & Grounds Maintenance Mechanic - HVAC.
2. Submission of the eligible list for Police Patrol Officer.
Commission Action: Approve and certify the eligible list for the class title of Police Patrol Officer.

ADMINISTRATIVE ITEMS

1. Set the date for the January 2018 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

1. Employee Status Report for November 2017
2. Handouts

ADJOURN