



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, November 14, 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; 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 minutes for the October 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. **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 ends on November 17, 2017. The Commission authorized a T&E exam that will be administered after the appeal deadline.
2. **Emergency Medical Officer** (Recruitment due to employee retirements/promotions) - The promotional recruitment began on November 9, 2017 and ends on November 23, 2017. The written exam is scheduled for December 13, 2017.
3. **Fire Captain** (Recruitment due to anticipated vacancies) - The promotional recruitment began on October 29, 2017 and ended on November 12, 2017. We received 22 applications as of the date this agenda was prepared. The written exam is scheduled for November 29, 2017.
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 was administered on November 6, 2017; all 4 passed. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
5. **Police Patrol Officer** (Recruitment due to anticipated vacancies) - The recruitment began on October 15, 2017 and ended on November 12, 2017. We received 166 applications, as of the date this agenda was prepared. The Physical Ability Test (PAT) is scheduled for Nov. 27 and 28. The applicants who pass the PAT will go on to take the written exam, which is scheduled for December 4, 2017.
6. **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.
7. **Wastewater Utility Worker** (Recruitment due to anticipated vacancies) - The external recruitment began on November 12, 2017 and ends on December 3, 2017. The written exam is scheduled for December 14, 2017.
8. **Water Reclamation Worker** (Recruitment due to anticipated vacancies) - The external recruitment began on November 12, 2017 and ends on December 3, 2017. The written exam is scheduled for December 18, 2017.

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**CONSENT AGENDA (CONTINUED)**

**COMMUNICATIONS**

1. Ratified the Commission's letter to Willetta Bradburn, Domonique Cordova, Vicky Davis, Frances Martin, Jose Martinez-Sierra, and Rita Stiffler, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
2. Ratified the Commission's letters to Gary Antonio, Justin Berns-LaBorde, Brian Cochran, Jesse Conrad, Michael DeMatteo, Jeremy Endicott, Thomas Giuliano, Aaron Hawley, Alan Johnson, Emily Karlis, Christopher Kochis, Shane Lawrence, Kirk Macklem, Matthew Mark, Landon Mauck, Spencer McBride, Derrick McDonald, Grant Medina, Landon Mehlhoff, Coltan Mosco, Stephen Ortega, Jason Parker, Matthew Petros, James Porter, Eliot Pyles, Chase Sidebottom, Johnathan Shoults, Peter Slinden, Robert Thompson, and Robert Tracy, regarding the removal of their names from the Firefighter eligibility list.
3. Ratified the Commission's letter to IBPO Union President Jimmie Quintana regarding the intended exam date for the Police Sergeant position.
4. Ratified the Commission's letter to Marcie Weatherly, regarding the removal of her name from the Code Enforcement Worker eligibility list.
5. Ratified the Commission's letter to Ashley Grady, regarding the removal of her name from the Emergency Services Dispatcher Supervisor eligibility list.
6. Ratified the Commission's letter to Christopher Cincotta, regarding the removal of his name from the Water Reclamation Worker eligibility list.
7. Ratified the Commission's letter to William Barney, regarding the removal of his name from the Wastewater Utility Worker eligibility list.
8. Ratified the Commission's letter to Samuel La Duke, regarding the placement of his name on the Utility Worker, Equipment Operator I, and Equipment Operator II reemployment lists.
9. Ratified the Commission's letter to Isaac Abila, regarding the rejection of his request to place his name on the Police Patrol Officer reemployment list.
10. Ratified the Commission's letter to Nicholas Coleman, regarding the rejection of his appeal relating to his application for the Police Patrol Officer position.
11. Ratified the Commission's decision to conduct a Training and Experience (T&E) exam on the Building and Grounds Maintenance Mechanic - HVAC.

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.**

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**REGULAR AGENDA**

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

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

**ADMINISTRATIVE ITEMS**

1. The next regular meeting of the Civil Service Commission was scheduled for December 12, 2017, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.
2. The Commission approved the scheduling of a retreat on January 9, 2017 (time to be established) to update the Commission on office operations and to obtain direction/feedback. The meeting will be held in the City Council Chambers, #1 City Hall Place.

**INFORMATIONAL ITEMS**

The Civil Service Administrator presented handcuts and the Employee Status Report for October 2017.

ADJOURNED: 5:35 PM



Chairman