



**CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS  
AUGUST 9, 2011  
5:30 P.M.**

**MINUTES**

**CALL TO ORDER**

Chairman Dan Archibeque called the Civil Service Commission Meeting to order.

**ROLL CALL**

**Commission Members Present:** Dan Archibeque, Guy Kennedy, Sharon Bonner

**Administrative and Civil Service Staff Members Present:** Counsel for the Commission Robert Jagger, HR Director Marisa Walker, City Manager Jerry Pacheco, Fire Chief Chris Riley, HR Analyst Bella Trujillo, Civil Service Administrator Toni Selman and Secretary Lynne Huskins.

**Other Interested Parties:** None.

**AMENDMENTS TO AGENDA**

Mr. Archibeque asked if there were any amendments to the agenda. None were voiced.

**READING AND APPROVAL OF MINUTES**

Mr. Kennedy seconded by Ms. Bonner moved to dispense with the reading and approve the minutes of the Civil Service Commission regular meeting dated Tuesday July 12, 2011 as distributed.

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

**CONSENT AGENDA**

**STATUS REPORT OF CURRENT RECRUITMENTS**

The Commission received and filed the following status report on current recruitments:

- a. Auto Mechanic (Recruitment due to employee voluntary demotion) - We received 13 applications and two were approved. T&E examinations were conducted on the two qualified applications. The eligibility list will be signed at this meeting.
- b. Business Systems Analyst (Recruitment due to employee retirement) – Written examination was held August 2, 2011. Seven persons were scheduled and six appeared to take the exam. Five candidates passed the exam and one person failed. The eligibility list will be signed at this meeting.

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**CONSENT AGENDA**

- c. Police Patrol Officer (Recruitment due to several current vacancies) - The written examination was held on July 19, 2011. There were 152 persons scheduled for the exam, and 112 appeared. Ninety three persons passed the exam and 19 failed. The eligibility list will be signed at this meeting.
- d. Associate Engineer II – Wastewater (Recruitment due to additional staff position approved by City Council) –T&E exams were conducted on the two qualified applications we received for this position. The eligibility list will be signed at this meeting.
- e. Lab Analyst III - (Recruitment due to employee promotion) - A T&E exam was conducted on the qualified application we received for this position. The eligibility list will be signed at this meeting.
- f. Police Deputy Chief - (Recruitment due to employee retirement) - Internal recruitment began on July 17, 2011 and ends on July 31, 2011. We received three applications for this recruitment and all were qualified. T&E examinations were conducted on these applications. The eligibility list will be signed at this meeting.
- g. Motorsports Operations Supervisor - (Recruitment due to new position in 2011 budget) – External recruitment began on July 31, 2011 and ends on August 14, 2011. As of the date of this agenda, we had received five applications for this position.
- h. Zoning Enforcement Officer - (Recruitment due to new position in 2011 budget) – External recruitment began on July 31, 2011 and ends on August 14, 2011. As of the date of this agenda, we had received one application for this position.
- i. Zoning Enforcement Supervisor - (Recruitment due to new position in 2011 budget) – External recruitment began on July 31, 2011 and ends on August 14, 2011. As of the date of this agenda, we had received five applications for this position.

**COMMUNICATIONS**

- 1. Ratify the Commission's letter to Patrick Elleman regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.
- 2. Ratify the Commission's letter to R. Dian Fillmore regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
- 3. Ratify the Commission's letter to Sabrina Gonzales regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
- 4. Ratify the Commission's letter to Candy Ulibarri regarding the placement of her name on the Emergency Services Dispatcher reemployment list.
- 5. Ratify the Commission's letter to Clyde Vigil regarding the rejection of his objection to allow him to take the Auto Mechanic examination.
- 6. Ratify the Commission's letter to Pete Leonardi regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.

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**CONSENT AGENDA**

**COMMUNICATIONS**

7. Ratify the Commission's letter to Rueben Pagan regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.
8. Ratify the Commission's letter to Carrie Poelman regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
9. Ratify the Commission's letter to Cindy Bowles regarding the removal of her name from the Clerk Typist eligibility list.
10. Ratify the Commission's letter to Della Shonk regarding the removal of her name from the Clerk Typist eligibility list.
11. Ratify the Commission's letter to Maria Hughes regarding the placement of her name on the Clerk Typist reemployment list.
12. Ratify the Commission's letter to Jimmy Hartman regarding the removal of his name from the Parking Enforcer eligibility list.
13. Ratify the Commission's letter to Cherie McKinney regarding the removal of her name from the Clerk Typist eligibility list.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve all items on the Consent Agenda.

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

**REGULAR AGENDA**

1. Ms. Selman presented for review the Report to City Council, draft ordinance, and background sheet with respect to proposed Civil Service rule changes.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve the Report to City Council, draft ordinance, and background sheet with respect to proposed Civil Service rule changes.

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

Ms. Selman stated she would submit the approved documents to City Council on behalf of the Commission.

2. The Civil Service Administrator submitted the eligible list for Auto Mechanic.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Auto Mechanic.

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

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**REGULAR AGENDA**

3. The Civil Service Administrator submitted the eligible list for Business Systems Analyst.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Business Systems Analyst.

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

4. The Civil Service Administrator submitted the eligible list for Police Patrol Officer.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Police Patrol Officer.

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

5. The Civil Service Administrator submitted the eligible list for Associate Engineer II – Wastewater.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Associate Engineer II – Wastewater.

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

6. The Civil Service Administrator submitted the eligible list for Lab Analyst III.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Lab Analyst III.

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

7. The Civil Service Administrator submitted the eligible list for Police Deputy Chief.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Police Deputy Chief.

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

**ADMINISTRATIVE ITEMS**

1. The next regular meeting of the Civil Service Commission was scheduled for September 13, 2011 at 5:30 p.m. The meeting will be held in the interim City Council Chambers, 301 W. "B" Street.

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INFORMATIONAL ITEMS

1. The Commission received Status Reports for June and July 2011.
2. The Commission received their handouts.

**ADJOURN – 5:41 p.m.**



Chairman