



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, January 09, 2018  
2:00 PM

## **RETREAT AGENDA**

1. Administrator report on Civil Service Office priorities, achievements, and challenges
2. Discussion relating to rule change recommendations
  - a. Rule 15(d)
  - b. Rule 18(h)
  - c. Rule 31
3. Request for guidance
  - a. Remote Testing
  - b. Special Meetings
4. Goals
5. General discussion regarding any other items not listed

**ADJOURN**



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, January 9, 2018  
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

OATH OF OFFICE

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Thursday, December 12, 2017.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Thursday, December 12, 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. **Accounting Manager** (Recruitment due to newly added full-time position) - The recruitment began on December 10, 2017 and ended on December 31, 2017. No qualified applications were received.
  - b. **Assistant City Attorney I/II** (Recruitment due to newly added full-time position) - The recruitment began on December 4, 2017 and ended on December 29, 2017. A total of 20 applications were received, and forwarded to the Human Resources Department.
  - c. **Construction Inspector** (Recruitment due to employee promotion) – The external recruitment began on December 7, 2017 and ended on December 28, 2017. We received 9 approved applications. 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 was administered on December 13, 2017. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
  - 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. There was an irregularity during the administration of the exam; the Commission will announce the ruling during this meeting.
  - f. **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.
  - g. **Senior WWTP Maintenance Mechanic** (Recruitment due to an employee vacancy) - The internal recruitment yielded no applicants. The external recruitment began on January 4, 2018 and ends on January 25, 2018. There were 0 applicants as of the date this agenda was prepared.
  - h. **Wastewater Utility Worker** (Recruitment due to anticipated vacancies) - The external recruitment began on November 12, 2017 and ended on December 3, 2017. The written exam was administered on December 14, 2017; 8 applicants passed. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
  - i. **Water Reclamation Worker** (Recruitment due to anticipated vacancies) - The external recruitment began on November 12, 2017 and ended on December 3, 2017. The written exam was administered on December 18, 2017; 8 applicants passed. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
2. Ratify the Commission's letter to Andy Bachicha, President, IAFF Local 3 Union, regarding the delay in the recruitment and examination dates for the position of Fire Engineer.
  3. Ratify the Commission's letters to Daniel Clark, Kerry Jones, and Sadie Rigdon, regarding the removal of their names from the Accountant I eligibility list.
  4. Ratify the Commission's letters to Derek Ashcraft, Barbara Hatton, and Richard Hubler, regarding the removal of their names from the Code Enforcement Officer eligibility list.
  5. Ratify the Commission's letter to Eric Hordinski, regarding the removal of his name from the Construction Inspector eligibility list.

**CONSENT AGENDA (Continued)**

6. Ratify the Commission's letters to Anthony Aschom, Jessa Cook, Nicholas Eurich, Adriana Holmes, Jennifer Mata, Jaylee Montoya, Jessica Rister, Adrian Sanchez-Rohrer, and Ana Stratton, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letters to Joe Benavidez, Brandon Bickle, Sean Blumenkrantz, Lukas Brown, Torrance Cannon, Brittney Craighead, James DeFelippo, Stephen Frazier, Joshua Habib, Brian Harshman, Luquam Hill, Manfred Johnson, Brian Lacey, Nicholas Lamb, Brandon Lankford, Justin Lee, John Lieder, Andrew Morris, Dehryen Noriega, Jason Noval, Tyler Owens, Anthony Palumbo, Oscar Perez Reyes, Walter Pope, Randy Ramirez, Jonathan Russel, Richard Ruiz, Jonathan Shuff, Benjamin Swenson, Eric Vallejos, and Bret Werle, regarding the removal of their names from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Richard Hubler regarding the rejection of his appeal relating to the removal of his name from the Code Enforcement Officer eligibility list.
9. Ratify the Commission's letters to Scott Bond, Andre Bustamante, Adam Cozzetto, Dakota Cupp, Jay Euler, Denny Garoutte, Joel Karlis, Andrew Kopp, Matthew Krening, Brandon Lippert, Joshua Maul, Shannon Measel, Ryan Sanchez, Albert Solis, Robert Taylor, Michael Vigil, and Marcus Wylie, regarding the removal of their names from the Firefighter eligibility list.
10. Ratify the Commission's letter to Krysta Swallow regarding the approval of her appeal relating to the removal of her name from the Emergency Services Dispatcher position.
11. Ratify the Commission's letter to Mickey Beyer regarding the rejection of his appeal due to lack of jurisdiction in hearing his case, related to Section 6-8-3 of PMC.
12. Ratify the Commission's letter to Daniel Arellano regarding the placement of his name on the Utility Worker, Wastewater Utility Worker I, and Wastewater Utility Worker II re-employment lists.
13. Ratify the Commission's letters to Isaac Abila and Ashley Robinson regarding the placement of their names on the Police Patrol Officer re-employment list.

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

CIVIL SERVICE COMMISSION MEETING  
January 9, 2018

**REGULAR AGENDA**

1. Review and discussion of the decision relating to the Fire Captain written exam.  
**Commission Action:** Approve, reject or schedule for further discussion.
2. Submission of the resumes, and introduction of Dr. McElroy, Dr. Bricker, and Dr. Fox, who will be taking over Psychological Dimensions, PC upon the retirement of Dr. Cullens.  
**Commission Action:** Approve or deny the services of Dr. McElroy, Dr. Bricker, and Dr. Fox.
3. Submission of the eligible list for Emergency Medical Officer.  
**Commission Action:** Approve and certify the eligible list for the class title of Emergency Medical Officer.
4. Submission of the eligible list for Wastewater Utility Worker.  
**Commission Action:** Approve and certify the eligible list for the class title of Wastewater Utility Worker.
5. Submission of the eligible list for Water Reclamation Worker.  
**Commission Action:** Approve and certify the eligible list for the class title of Water Reclamation Worker.

**ADMINISTRATIVE ITEMS**

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

**INFORMATIONAL ITEMS**

1. Employee Status Report for December 2017
2. Handouts

**ADJOURN**