



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, December 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 and Sharon Bonner  
Absent: Guy Kennedy

Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Marisa Pacheco, HR Director; and Manuel Alcala, Civil Service Administrator.

Other interested parties: Shawn Shelton, City of Pueblo Fire Chief; Joey Gutierrez, President-Elect, International Association of Firefighters Local #3; Andy Bachicha, President, IAFF Local #3, and Grant Grinstead, Firefighter and member of IAFF Local #3.

### **AMENDMENTS TO THE AGENDA**

A report regarding the Nov. 29, 2017 Fire Captain Exam irregularity was added to the Administrative Items.

### **READING AND APPROVAL OF MINUTES:**

Motion made by Mr. Archibeque to dispense with the reading and approval of the minutes for the November 14, 2017 regular meeting as distributed; Ms. Bonner moved, was seconded by Mr. Archibeque.

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

## **CONSENT AGENDA**

### **STATUS REPORT OF CURRENT RECRUITMENTS**

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

1. **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.

**CONSENT AGENDA (Continued)**

2. **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 was presented to the Civil Service Commission for certification during this meeting.
3. **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.
4. **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.
5. **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.
6. **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 was presented to the Civil Service Commission for certification during this meeting.
7. **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.
8. **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.
9. **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.

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**CONSENT AGENDA (CONTINUED)**

**COMMUNICATIONS**

1. Ratified 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.
2. Ratified the Commission's letter to Clinton Dierksen, regarding the removal of his name from the Water Reclamation Worker eligibility list.
3. Ratified 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.
4. Ratified the Commission's letter to Eric Bravo, regarding the rejection of his appeal relating to a question on the Police Deputy Chief written exam.
5. Ratified 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.
6. Ratified the Commission's letter to David Baroz regarding the rejection of his appeal relating to his application for the Police Patrol Officer position.
7. Ratified 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.
8. Ratified the Commission's approval of the request from Ashsur Backush for reasonable accommodations during the Police Patrol Officer written exam.
9. Ratified the Commission's letter to Scott Vahlbusch regarding the rejection of his appeal relating to his application for the Police Sergeant position.
10. Ratified 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:** Motion made by Mr. Archibeque to accept all Consent agenda items; Ms. Bonner moved, was seconded by Mr. Archibeque.

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

## REGULAR AGENDA

1. Submission of the eligible list for Building & Grounds Maintenance Mechanic - HVAC.

**Commission Action:** *Ms. Bonner seconded by Mr. Archibeque, moved to approve, and certify the eligible list for the class title of Building & Grounds Maintenance Mechanic - HVAC.*

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

2. Submission of the eligible list for Police Patrol Officer.

**Commission Action:** *Ms. Bonner seconded by Mr. Archibeque, moved to approve, and certify the eligible list for the class title of Police Patrol Officer.*

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

## ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for January 9, 2018, at 5:30 P.M. The meeting will be held in the City Council Chambers, #1 City Hall Place.
2. The Commission agreed on the time for the scheduled January 9, 2018 retreat; 2:00-4:00 PM. The purpose of the retreat is 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.
3. Fire Captain Exam Irregularity

Civil Service Administrator Manuel Alcala provided a report on an error the exam provider, Darany and Associates, had made during the development of the Fire Captain exam; the error being that 17 exam items were outside of the established reading list for Fire Captain.

Fire Chief Shawn Shelton was asked to speak. Shelton stated that he was not concerned about a timely resolution as there is only one vacancy at present and no others anticipated in the near future. The Chief's emphasis was that a fair decision be made.

Joey Gutierrez, President-Elect of the IAFF Local #3, Andy Bachicha, current president of the IAFF Local #3, and Grant Grinstead, Fire Engineer, spoke on the irregularity and their preference on the options for a solution that were provided by the exam company. Gutierrez stated the fairest approach is to retest on the 17 questions *only*, as no person would be harmed in relation to their score due to the material being covered/not covered on the exam. He stated that candidates could potentially be harmed if a completely new test was ordered.

**ADMINISTRATIVE ITEMS (CONTINUED)**

Bachicha stated that he placed number two on the preliminary list, and said the 17 questions cover the basic concepts of firefighting; he favored leaving the test as is or retaking a whole new exam.

Grinstead stated he placed number three on the list and agreed that the common knowledge of firefighting is covered by the 17 questions.

Counsel Jagger stated the Commission has two decisions: a) make a legislative decision on the irregularity, or b) accept the exam as is.

Commissioner Archibeque stated he needed more information to make a decision; he wants to be as fair as possible regarding the candidates. He then stated he would like more feedback and to get all points of view from the other candidates.

Counsel Jagger advised that the exam appeal period had not yet ended and said the Civil Service Office staff should ask appellants for appeal waivers, to extend the time for the Commission to make a ruling during the next Commission monthly meeting.

The Commission then opened for the floor more discussion; no one else came forward.

**INFORMATIONAL ITEMS**

The Civil Service Administrator presented handouts and the Employee Status Report for November 2017.

ADJOURNED 5:56 PM

  
Chairman