



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, February 13, 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

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, January 9, 2018.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, January 9, 2018 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 internal recruitment began on January 25, 2018 and ended on February 8, 2018. The Commission authorized a Training & Experience evaluation, which was administered on February 9, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - b. **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 was administered on for January 16, 2018; 3 candidates passed. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.

CONSENT AGENDA (Continued)

- c. **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 and the Commission decided to retest on the Technical Fire Concepts Section. The retest was administered on January 19, 2018; 30 appeared for the exam and 16 passed. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- d. **Fire Engineer** (Recruitment due to anticipated vacancies) - The promotional recruitment began on January 14, 2018 and ended on January 28, 2018. We received 6 approved applications. The written exam will be administered on February 14, 2018.
- e. **Inspector Stormwater Utility** (Recruitment due to anticipated retirement) - The promotional recruitment began on January 14, 2018 and ended on January 28, 2018. We received 2 approved applications. The Commission authorized a Training & Experience evaluation, which was administered on February 9, 2018. The eligibility list will be presented to the Civil Service Commission for certification 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 was administered on January 19, 2018; 42 appeared to take the exam and 4 passed. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- g. **Program Coordinator – Volunteers** (Recruitment due to a newly established position) – The external recruitment began on January 25, 2018 and ends on February 15, 2018. There were 65 applications received as of the date this agenda was prepared. The written exam is scheduled for March 5, 2018.
- h. **Radio Technician II** (Recruitment due to an employee separation) – The internal recruitment began on February 8, 2018 and ends on February 22, 2018. As of the date this agenda was prepared, we had 0 applications.
- i. **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 ended on January 25, 2018. There were 2 qualified applicants. The Commission authorized a Training & Experience evaluation, which was administered on February 1, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- j. **Utility Worker** (Recruitment due to anticipated vacancies) - The external recruitment began on January 28, 2018 and ends on February 18, 2018. There were 49 applications received as of the date this agenda was prepared. The written exam is scheduled for March 7, 2018.

CONSENT AGENDA (Continued)

2. Ratify the Commission's letter to Leland O'Connor regarding the rejection of his appeal related to the rejection of his application for Construction Inspector.
3. Ratify the Commission's letter to John Lieder regarding the rejection of his appeal related to the removal of his name from the Police Patrol Officer eligibility list.
4. Ratify the Commission's letter to Albert Solis regarding the rejection of his appeal related to the removal of his name from the Firefighter eligibility list.
5. Ratify the Commission's letter to Deandria Perez regarding the placement of her name on the Emergency Services Dispatcher re-employment list.
6. Ratify the Commission's letters to Marlet Grim, Michael Jankowiak, Sean Moore, Zachary Percival, Kurtis Pittman, Dustin Smith, and Ryan Willard, regarding the removal of their names from the Police Patrol Officer eligibility list.
7. Ratify the Commission's letter to James Larkins, regarding the removal of his name from the Radio Technician II eligibility list.
8. Ratify the Commission's letter to Zachary Percival, regarding the approval of his appeal related to the removal of his name from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letter to Christopher Cruz, regarding the denial of his appeal related to the rejection of his Inspector Stormwater Utility application.
10. Ratify the Commission's letters to Brandon Beauvais and Edward Slattery regarding the denial of their appeal related to the Police Sergeant written exam.
11. Ratify the Commission's letters to Steve Converse, Cindy DeBiase, Debra Kovtynovich, Tammy Mize, Jaeson Watts, and Benjamin Wurster, regarding the removal of their names from the Code Enforcement Officer eligibility list.
12. Ratify the Commission's letters to Joel Aragon, Dwayne Cordova, Kevin Dale, Brandon Padilla, Matthew Parker, Lindsay Smith, and Justyn Trujillo, regarding the removal of their names from the Utility Worker eligibility list.
13. Ratify the Commission's letters to Keri Berumen, Michael Brandl, Tyrell Furney, Brian Harshman, Viridiana Oliva, Kenzie Scott, Krista Swallow, Denae Trujillo, and Julie Velasquez, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.

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

REGULAR AGENDA

1. Submission of the eligible list for Accounting Manager.
Commission Action: Approve and certify the eligible list for the class title of Accounting Manager
2. Submission of the eligible list for Construction Inspector.
Commission Action: Approve and certify the eligible list for the class title of Construction Inspector.
3. Submission of the eligible list for Fire Captain.
Commission Action: Approve and certify the eligible list for the class title of Fire Captain.
4. Submission of the eligible list for Inspector Stormwater Utility.
Commission Action: Approve and certify the eligible list for the class title of Inspector Stormwater Utility.
5. Submission of the eligible list for Police Sergeant.
Commission Action: Approve and certify the eligible list for the class title of Police Sergeant.
6. Submission of the eligible list for Senior WWTP Maintenance Mechanic.
Commission Action: Approve and certify the eligible list for the class title of Senior WWTP Maintenance Mechanic.

ADMINISTRATIVE ITEMS

1. Confirm the date for the March 2018 Civil Service Commission Meeting and Rule Change hearing.

INFORMATIONAL ITEMS

1. Employee Status Report for January 2018
2. Handouts

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