



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, March 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, February 13, 2018.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, February 13, 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. **Accountant II** (Recruitment due to employee promotion) - The external recruitment began on February 25, 2018 and ends on March 18, 2018. We received 20 applications as of the date this agenda was prepared. The written exam is scheduled for April 4, 2018.
 - b. **Airport Operations/Maintenance Worker** (Recruitment due to employee promotion) - The external recruitment began on March 11, 2018 and ends on April 1, 2018. The written exam is scheduled for April 13, 2018.
 - c. **Assistant Fire Chief** (Recruitment due to anticipated vacancies) - The internal recruitment began on March 8, 2018 and ends on March 22, 2018. We received 1 application as of the date this agenda was prepared. The written exam is scheduled for April 9, 2018.

CONSENT AGENDA (CONTINUED)

- d. **Equipment Operator II** (Recruitment due to anticipated vacancies) - The internal recruitment began on March 1, 2018 and ends on March 15, 2018. We received 1 application as of the date this agenda was prepared. The written exam is scheduled for March 28, 2018.
- e. **Equipment Operator IV** (Recruitment due to anticipated vacancies) - The internal recruitment began on March 1, 2018 and ends on March 15, 2018. We received 2 applications as of the date this agenda was prepared. The written exam is scheduled for March 30, 2018.
- f. **Fire Engineer** (Recruitment due to employee promotions) - The promotional recruitment began on January 14, 2018 and ended on January 28, 2018. We received 6 approved applications. The written exam was administered on February 14, 2018; 1 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 ended on February 15, 2018. We received 98 applications; 79 were approved. The written exam was administered on March 5, 2018; 53 passed. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- h. **Radio Technician II** (Recruitment due to an employee separation) – The internal recruitment began on February 8, 2018 and ended on February 22, 2018; 0 application received. The external recruitment began on February 25, 2018 and ends March 18, 2018. We received 5 applications as of the date this agenda was prepared. The date of the written exam is to be determined.
- i. **Tax Compliance Technician** (Recruitment due to a newly established position) – The external recruitment began on March 11, 2018 and ends on April 1, 2018. The written exam is scheduled for April 16, 2018.
- j. **Utility Worker** (Recruitment due to anticipated vacancies) - The external recruitment began on January 28, 2018 and ended on February 18, 2018. We received 77 applications; 61 were approved. The written exam was administered on March 7, 2018; 51 passed. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- k. **Wastewater Utility Worker IV** (Recruitment due to employee separation) - The internal recruitment began on March 1, 2018 and ends on March 15, 2018. We received 5 applications as of the date this agenda was prepared. The date of the written exam is to be determined.

CONSENT AGENDA (CONTINUED)

2. Ratify the Commission's letter to Joey Gutierrez, President of the International Association of Firefighters Local 3 Union, regarding the recruitment and examination date delay for Assistant Fire Chief.
3. Ratify the Commission's letters to Jonathan Arnold, Phillip Castro, Randee Chase, Christopher Lopez, and Lukas Velasquez, regarding the removal of their names from the Code Enforcement Officer eligibility list.
4. Ratify the Commission's letters to Elisa Cancino, Boyd Chapman Jr., Christina Collins, Starr Graser, Rebecca Juliani, Johanna Martinez, Stephanie Milinazo, Christine Valdez, Rachel Vasquez, Sabrina Vigil, and Sidney Wimber, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
5. Ratify the Commission's letters to Darren Adame, Mario Alonso, Jacob Bookout, Derek Carson, Jeffrey Cremer, Sadatur Khan, Jacob Lathem, Joseph Lucero, Edward Martin, Donovan Martindale, Ronald Martinez, Jr., Joseph Musso, Zachary Percival, Brian Proctor, Leonel Ramirez, Steven Remocras, Matthew Richert, Nickolas Segura, Justin Shrewsbury, Ryan Wheeler, and Daniel Whigham, regarding the removal of their names from the Police Patrol Officer eligibility list.
6. Ratify the Commission's letter to Joseph Trujillo, regarding the acceptance of his appeal related to his Utility Worker application.
7. Ratify the Commission's letter to Marvin Stockton, regarding the removal of his name from the Water Reclamation Worker eligibility list.

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

REGULAR AGENDA

1. Submission of the eligible list for Fire Engineer.
Commission Action: Approve and certify the eligible list for the class title of Fire Engineer.
2. Submission of the eligible list for Program Coordinator-Volunteers.
Commission Action: Approve and certify the eligible list for the class title of Program Coordinator-Volunteers.
3. Submission of the eligible list for Utility Worker.
Commission Action: Approve and certify the eligible list for the class title of Utility Worker.

ADMINISTRATIVE ITEMS

1. Confirm the date for the April 2018 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

1. Employee Status Report for February 2018
2. Handouts

RULE CHANGE HEARING

ADJOURN