



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, April 10, 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, March 13, 2018.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, March 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 ended on March 18, 2018. We received 25 applications; 9 took the exam. The written exam was administered on April 4, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
  - b. **Airport Operations/Maintenance Worker** (Recruitment due to employee promotion) - The external recruitment began on March 11, 2018 and ended on April 1, 2018. We received 29 applications; 10 are scheduled to take the exam. 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 ended on March 22, 2018. We received 7 approved applications. The written exam was administered on April 9, 2018. We are waiting for test results.

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**CONSENT AGENDA (CONTINUED)**

- d. **Equipment Operator II** (Recruitment due to anticipated vacancies) - The internal recruitment began on March 1, 2018 and ended on March 15, 2018. We received 5 applications. The Civil Service Commission approved a T&E exam for the 3 candidates who were deemed qualified. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- e. **Equipment Operator IV** (Recruitment due to anticipated vacancies) - The internal recruitment began on March 1, 2018 and ended on March 15, 2018. We received 6 applications; 5 took the exam. The written exam was administered on March 30, 2018. The appeal period for this promotional exam ends on April 19, 2018.
- f. **Planner** (Recruitment due to an employee separation) – The external recruitment began on April 9, 2018 and ends on April 30, 2018. The written exam is scheduled for May 23, 2018.
- g. **Police Captain** (Recruitment due anticipated vacancies) – The internal recruitment began on March 29, 2018 and ends on April 12, 2018. We received 1 application as of the date this agenda was prepared. The written exam is scheduled for May 21, 2018.
- h. **Police Patrol Officer** (Recruitment due to anticipated vacancies) – The external recruitment began on March 25, 2018 and ends on April 22, 2018. We received 80 applications as of the date this agenda was prepared. The physical ability test is scheduled for May 9<sup>th</sup> and 10<sup>th</sup>, and the written exam is scheduled for May 10<sup>th</sup> and 11<sup>th</sup>.
- i. **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 ended on March 18, 2018. The Civil Service Commission approved a T&E exam for the 2 applicants who were deemed qualified. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- j. **Tax Auditor** (Recruitment due to an employee separation) – The external recruitment began on April 9, 2018 and ends on April 30, 2018. The written exam is scheduled for May 23, 2018.
- k. **Tax Compliance Technician** (Recruitment due to a newly established position) – The external recruitment began on March 11, 2018 and ended on April 1, 2018. We received 41 applications; 33 candidates are scheduled to take the exam. The written exam is scheduled for April 16, 2018.
- l. **Wastewater Utility Worker** (Recruitment due to anticipated vacancies) – The external recruitment began on April 9, 2018 and ends on April 30, 2018. The written exam is scheduled for May 16, 2018.

## CONSENT AGENDA (CONTINUED)

- m. **Wastewater Utility Worker IV** (Recruitment due to employee separation) - The internal recruitment began on March 1, 2018 and ended on March 15, 2018. The Civil Service Commission approved a T&E exam for the 1 applicant who was deemed qualified. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
2. Ratify the Commission's letters to Elizabeth Baty, Bernadette Bonetta, Christopher Conant, Karri Roskam, Kayla Sears, and Mindi Trujillo, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
  3. Ratify the Commission's letters to Cameron Komrofske, Daniel Santiago, Salvador Soto, and Demetrius Warren, regarding the removal of their names from the Police Patrol Officer eligibility list.
  4. Ratify the Commission's letters to Shawn Ball, Nathan Childs, Vernon Griggs, David Kotwasinski, Brent Percy, and Gregory Phillips, regarding the removal of their names from the Wastewater Utility Worker eligibility list.
  5. Ratify the Commission's letter to Alleah Pearce, Brent Percy, regarding the removal of his name from the Water Reclamation Worker eligibility list.
  6. Ratify the Commission's letter to John Talleur, regarding the removal of his name from the Code Enforcement Officer eligibility list.
  7. Ratify the Commission's letters to Rebecca Juliani and Sabrina Lynn Vigil, regarding the approval of their appeals related to the placement of their names on the Emergency Services Dispatcher eligibility list.
  8. Ratify the Commission's letter to John Medina, regarding the approval of his appeal related to the acceptance of his eligibility to take the Equipment Operator IV exam.
  9. Ratify the Commission's letter to Michael Casaus, regarding the denial of his appeal related to the rejection of his Equipment Operator II application.
  10. Ratify the Commission's letter to Demetrius Warren, regarding the denial of his appeal related to the removal of his name from the Police Patrol Officer eligibility list.
  11. Ratify the Commission's letter to Boyd Chapman Jr., regarding the denial of his appeal related to the removal of his name from the Emergency Services Dispatcher eligibility list.
  12. Ratify the Commission's letter to Lukas Velasquez, regarding the denial of his appeal related to the removal of his name from the Code Enforcement Officer eligibility list.
  13. Ratify the Commission's letter to Jimmie Quintana, President of the International Brotherhood of Police Officers Union Local 537, regarding the notice of application window dates for the Police Captain position.
  14. Ratify the Commission's letter to Samuel Hock, regarding the approval of his request to be placed on the re-employment list for Police Patrol Officer.

## **CONSENT AGENDA (CONTINUED)**

15. Ratify the Commission's letter to Felicia McQueen, regarding the approval of her requests to be placed on the re-employment lists for Police Patrol Officer and Tax Compliance Technician.
16. Ratify the Commission's letter to Valerie Sherman, regarding the approval of her request to be placed on the re-employment list for Planner.

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

## **REGULAR AGENDA**

1. Submission of the eligible list for Accountant II.  
**Commission Action:** Approve and certify the eligible list for the class title of Accountant II.
2. Submission of the eligible list for Equipment Operator II.  
**Commission Action:** Approve and certify the eligible list for the class title of Equipment Operator II.
3. Submission of the eligible list for Radio Technician II.  
**Commission Action:** Approve and certify the eligible list for the class title of Radio Technician II.
4. Submission of the eligible list for Wastewater Utility Worker IV.  
**Commission Action:** Approve and certify the eligible list for the class title of Wastewater Utility Worker IV.

## **ADMINISTRATIVE ITEMS**

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

## **INFORMATIONAL ITEMS**

1. Employee Status Report for March 2018
2. Handouts

## **ADJOURN**