



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, March 13, 2018
5:30 PM

MINUTES

CALL TO ORDER

Chairman Archibeque called the Civil Service Commission Meeting to order at 5:32 PM.

ROLL CALL

Commission Members Present: Dan Archibeque, Sharon Bonner, Guy Kennedy

Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Shelly Carrillo, HR Analyst; and Manuel Alcala, Civil Service Administrator.

AMENDMENTS TO THE AGENDA

None

READING AND APPROVAL OF MINUTES:

Motion made by Mr. Archibeque to dispense with the reading and approval of the minutes for the February 13, 2018 regular meeting as distributed; Mr. Kennedy moved, 2nd by Ms. Bonner.

Roll Call -- Ayes: Archibeque, Kennedy, Bonner. Motion carried unanimously.

CIVIL SERVICE COMMISSION MEETING MINUTES

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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. Received and filed 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.
- 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.

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CONSENT AGENDA (CONTINUED)

- 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.
2. Ratified 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. Ratified 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. Ratified 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. Ratified 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. Ratified the Commission's letter to Joseph Trujillo, regarding the acceptance of his appeal related to his Utility Worker application.
 7. Ratified the Commission's letter to Marvin Stockton, regarding the removal of his name from the Water Reclamation Worker eligibility list.

Commission Action: Motion made by Mr. Archibeque to accept all Consent agenda items; Mr. Kennedy moved, was seconded by Ms. Bonner.

Roll Call -- Ayes: Archibeque, Kennedy, Bonner. Motion carried unanimously.

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REGULAR AGENDA

1. Submission of the eligible list for Fire Engineer.
Commission Action: *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Fire Engineer.*

Roll Call -- Ayes: Mr. Archibeque, Mr. Kennedy, Ms. Bonner. Motion carried unanimously.

2. Submission of the eligible list for Program Coordinator-Volunteers.
Commission Action: *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Program Coordinator-Volunteers.*

Roll Call -- Ayes: Mr. Archibeque, Mr. Kennedy, Ms. Bonner. Motion carried unanimously.

3. Submission of the eligible list for Utility Worker.
Commission Action: *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Utility Worker.*

Roll Call -- Ayes: Mr. Archibeque, Mr. Kennedy, Ms. Bonner. Motion carried unanimously.

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for April 10, 2018, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

INFORMATIONAL ITEMS

1. The Civil Service Administrator presented handouts and the Employee Status Report for February 2018.

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RULE CHANGE HEARING

Robert Jagger, Legal Counsel for the Commission, read the proposed ordinance amendments relating to Civil Service Rules 15, 18 and 31 of Chapter 13 of Title VI of the Pueblo Municipal Code relating to notice of application periods, identification of applicants and notice of removal from eligible list. The ordinance is slated for reading at the March 26, 2018 City Council meeting.

Jagger asked if anyone wished to speak; Manuel Alcala, Civil Service Administrator, stated 'yes' and verbalized his recommendation in favor of the amendments to the CS Commissioners. No one else spoke in favor of or in opposition to the rule changes; Jagger announced the hearing is closed.

Commission Action: *Motion made by Mr. Archibeque to approve the recommended rule amendments; Mr. Kennedy, seconded by Ms. Bonner, moved to approve the acceptance of rule amendments.*

Roll Call -- Ayes: Mr. Archibeque, Mr. Kennedy, Ms. Bonner. Motion carried unanimously.

Jagger called for a short recess to print the CS Commissioners' recommendation report; hearing called back to order; the report was presented to commissioners for signatures.

Commission Action: *Motion made by Mr. Archibeque to approve and sign the recommended rule amendments report and present said recommendation to Pueblo City Council; Mr. Kennedy, seconded by Ms. Bonner, moved to approve and sign.*

Roll Call -- Ayes: Mr. Archibeque, Mr. Kennedy, Ms. Bonner. Motion carried unanimously.

ADJOURNED: 5:46


Chairman