



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, June 12, 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, May 8, 2018.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, May 8, 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. **Deputy Fire Chief** (Recruitment due to anticipated vacancies) - The internal recruitment began on April 29, 2018 and ended on May 13, 2018. We received 6 approved applications. The written exam was rescheduled from May 30, 2018 to June 28, 2018.
 - b. **Emergency Services Dispatcher** (Recruitment due to anticipated vacancies) – The external recruitment began on May 13, 2018 and ended on June 3, 2018. We received 108 applications and 86 were approved. The performance exam is scheduled for June 26, 2018, and the written exam is scheduled for June 27, 2018.
 - c. **Planner** (Recruitment due to an employee separation) – The external recruitment began on April 9, 2018 and ended on April 30, 2018. We received 30 applications and 13 were approved. The written exam was administered on May 23, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.

CONSENT AGENDA (CONTINUED)

- d. **Police Patrol Officer** (Recruitment due to anticipated vacancies) – The external recruitment began on March 25, 2018 and ended on April 22, 2018. We received 141 applications and 99 were approved. The physical ability test and written exam were administered on May 10, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - e. **Senior WWTP Maintenance Mechanic** (Recruitment due to an employee vacancy) – The previous recruitment yielded insufficient candidates, and the City Manager requested another recruitment. The external recruitment began on May 25, 2018 and ends on June 15, 2018. There were 3 applications when this agenda was prepared.
 - f. **Tax Auditor** (Recruitment due to an employee separation) – The external recruitment began on April 9, 2018 and ended on April 30, 2018. We received 11 applications and 7 were approved. The written exam was administered on May 23, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - g. **Wastewater Utility Worker** (Recruitment due to anticipated vacancies) – The external recruitment began on April 9, 2018 and ended on April 30, 2018. We received 30 applications and 16 were approved. The written exam was administered on May 16, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
2. Ratify the Commission's letter to Ron Guillen, regarding the removal of his name from the Code Enforcement Officer eligibility list.
 3. Ratify the Commission's letter to Robin Perdue, regarding the approval of her appeal related to the reinstatement of her name on the Emergency Services Dispatcher eligibility list.
 4. Ratify the Commission's letter to Devin Maxwell, regarding the denial of the objection of his appeal regarding his admission to the Wastewater Utility Worker examination.
 5. Ratify the Commission's letters to Carla Gallegos, Rebecca Juliani, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
 6. Ratify the Commission's letter to Joey Gutierrez, President of the IAFF Local 3 Union, regarding the delay of the examination date for the Deputy Fire Chief position.

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

REGULAR AGENDA

1. Request from the Pueblo Fire Department relating to a waiver of Civil Service Rule 21(a) with respect to the Fire Engineer position.
Commission Action: Approve, reject or schedule for further discussion.
2. Submission of the eligible list for Planner.
Commission Action: Approve and certify the eligible list for the class title of Planner.
3. Submission of the eligible list for Police Patrol Officer.
Commission Action: Approve and certify the eligible list for the class title of Police Patrol Officer.
4. Submission of the eligible list for Tax Auditor.
Commission Action: Approve and certify the eligible list for the class title of Tax Auditor.
5. Submission of the eligible list for Wastewater Utility Worker.
Commission Action: Approve and certify the eligible list for the class title of Wastewater Utility Worker.

ADMINISTRATIVE ITEMS

1. Set the date for the July 2018 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

1. Employee Status Report for May 2018
2. Mid-Year Progress Report
3. Handouts

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