



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, May 8, 2018
5:30 PM

MINUTES

CALL TO ORDER

Chairman Archibeque called the Civil Service Commission Meeting to order at 5:31 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; Marisa Pacheco, Human Resources Director; Laura Wittrup, Police Emergency Services Dispatch Manager, 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 April 10, 2018 regular meeting as distributed; Mr. Kennedy moved, 2nd by Ms. Bonner.

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

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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. Receive and file the following status reports on current recruitments:
 - a. **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 12 approved applications and 7 tested. The written exam was administered on April 13, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - b. **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. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - c. **Deputy Fire Chief** (Recruitment due to anticipated vacancies) - The internal recruitment began on April 29, 2018 and ends on May 13, 2018. We had received 1 application as of the date this agenda was prepared. The written exam is scheduled for May 30, 2018.
 - d. **Equipment Operator IV** (Recruitment due to anticipated vacancies) - The internal recruitment began on March 1, 2018 and ended on March 15, 2018. We received 5 approved applications. The written exam was administered on March 30, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - e. **Planner** (Recruitment due to an employee separation) - The external recruitment began on April 9, 2018 and ends on April 30, 2018. We received 12 approved applications. The written exam is scheduled for May 23, 2018.
 - f. **Police Captain** (Recruitment due anticipated vacancies) - The internal recruitment began on March 29, 2018 and ended on April 12, 2018. We received 5 approved applications. The Commission authorized a T&E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - g. **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 are scheduled for May 10, 2018.
 - h. **Tax Auditor** (Recruitment due to an employee separation) - The external recruitment began on April 9, 2018 and ends on April 30, 2018. We received 7 approved applications. The written exam is scheduled for May 23, 2018.

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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 ended on April 1, 2018. We received 33 approved applications. The written exam was administered on April 16, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - j. **Wastewater Utility Worker** (Recruitment due to anticipated vacancies) – The external recruitment began on April 9, 2018 and ends on April 30, 2018. We received 16 approved applications. The written exam is scheduled for May 16, 2018.
2. Ratified the Commission's letters to Gregg Balk, Terence Daberkow, Byron Henry, Margaret Richards, Albert Struck II, Alvin Thompson, and Jessica Wilson, regarding the removal of their names from the Code Enforcement Officer eligibility list.
 3. Ratified the Commission's letters to Emily Gradisar and Joseph Pritchett, regarding the removal of their names from the Program Coordinator-Volunteers eligibility list.
 4. Ratified the Commission's letter to Jennifer McConnell, regarding the denial of her appeal related to the rejection of her Police Patrol Officer application.
 5. Ratified the Commission's letter to Alvin Thompson, regarding the denial of the objection of his appeal related to the removal of his name from the Code Enforcement Officer eligibility list.
 6. Ratified the Commission's letters to Brandy Ansley, Sean Blumenkrantz, Breanna Cordova, Alyssa Fuentes, Malia Gilmore, Darlene Martinez, Natasha Mizokami, Robin Perdue, Jessica Pizarro, Dakota Reyez, Desiree Salazar, Tayler Sappington, Tara Scheurn, Shane Sirca, Gabriella Taylor, and Robyn Vigil, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
 7. Ratified the Commission's letter to Barb Huber, regarding the denial of her appeal of six exam questions on the Assistant Fire Chief examination.

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. Request from the Police Department to modify the CritiCall Performance Exam to test for Keystrokes Per Hour (KPH).

Civil Service Administrator Manuel Alcala informed the Commission that the Police Department wished to discontinue the requirement that Emergency Services Dispatcher candidates submit a typing certificate at time of interview, as proof that they can type at least 35 words per minute (WPM). The Department requests that in lieu of said requirement, the Commission approve the use of the data entry portion of CritiCall. Alcala articulated that CritiCall has a data-entry component already built-in that is able to measure and report performance in Keystrokes Per Hour (KPH). Review of available data and the position KSA's indicated that KPH may be more representative of the position requirements than WPM. The Administrator affirmed that this data-entry component has been properly validated and is already reporting the KPH for every candidate, so there is nothing additional or different that needs to be done if the Commission approves its use.

The cut-off for the non-data entry portion will remain as previously approved (73%), and the cut-off for the data-entry portion is recommended at 2826 KPH, which is recommended cutoff according to the internal validation study.

Commission Action: *Mr. Kennedy, seconded by Ms. Bonner, moved to approve the modification for the CritiCall Performance Exam regarding KPH.*

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

2. Submission of the eligible list for Airport Operations/Maintenance Worker.

Commission Action: *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Airport Operations/Maintenance Worker.*

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

3. Submission of the eligible list for Assistant Fire Chief.

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

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

4. Submission of the eligible list for Equipment Operator IV.

Commission Action: *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Equipment Operator IV.*

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

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REGULAR AGENDA (CONTINUED)

5. Submission of the eligible list for Police Captain.

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

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

6. Submission of the eligible list for Tax Compliance Technician.

Commission Action: *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Tax Compliance Technician.*

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 June 12, 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 May 2018.

ADJOURNED: 5:43 PM


Chairman