



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

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, June 12, 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 report on current recruitments:
 - a. **Administrative Technician** (Recruitment due to anticipated vacancies) - The internal recruitment began on July 1, 2018 and ends on July 15, 2018. We had received 7 applications as of the date this agenda was prepared. The written exam is scheduled for August 22, 2018.
 - b. **Associate Engineer I** (Recruitment due to a newly created position via Ord #9276) - The internal recruitment began on June 14, 2018 and ended on June 28, 2018. There were no applicants. The external recruitment began on July 1, 2018 and ends on July 22, 2018. We had received 4 applications as of the date this agenda was prepared. The written exam is scheduled for August 6, 2018.
 - c. **Community Development Specialist** (Recruitment due a newly created position via Ord #9270) - The external recruitment began on June 14, 2018 and ended on July 5, 2018. We received 28 applications and 6 were approved. The written exam is scheduled for July 18, 2018.

CONSENT AGENDA (CONTINUED)

- d. **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 administered on June 28, 2018. The exam appeal period ends on July 13, 2018.
 - e. **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 87 were approved. The performance exam was administered on June 26, 2018, and the written exam was held on June 27, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - f. **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 ended on June 15, 2018. We received 6 applications and 3 were approved. The Commission authorized a Training and Experience (T&E) exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
2. Ratify the Commission’s letter to Matthew Sammon, regarding the removal of his name from the Airport Operations/Maintenance Worker eligibility list.
 3. Ratify the Commission’s letters to Kenneth Baca, Brandon Chavez, Taylor Errico, Edgar Fierro, Ryan Georg, George Hasson, Shawn Herlickson, Christopher Houghton, Joseph Lucero, Royce Martinez, Erminio Velasquez, Keith Zeplin, regarding the removal of their names from the Police Patrol Officer eligibility list.
 4. Ratify the Commission’s letter to Dustin Kinnear, regarding the removal of his name from the Wastewater Utility Worker eligibility list.
 5. Ratify the Commission’s letters to Andrew Vasquez, 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, giving notice of the examination date for the Fire Engineer position.
 7. Ratify the Commission’s decision to conduct a Training and Experience (T&E) exam on the Senior WWTP Maintenance Mechanic.

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

REGULAR AGENDA

1. Submission of the eligible list for Emergency Services Dispatcher.
Commission Action: Approve and certify the eligible list for the class title of Emergency Services Dispatcher.
2. Submission of the eligible list for Senior WWTP Maintenance Mechanic.
Commission Action: Approve and certify the eligible list for the class title of Senior WWTP Maintenance Mechanic.

ADMINISTRATIVE ITEMS

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

INFORMATIONAL ITEMS

1. Employee Status Report for June 2018
2. Handouts

ADJOURN