



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, June 12, 2018
5:30 PM

MINUTES

CALL TO ORDER

Chairman Archibeque called the Civil Service Commission Meeting to order at 5:30 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; Belinda Kimball, Human Resources Analyst; Shawn Shelton, Fire Chief, Joey Gutierrez, President IAFF Local Union, 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 May 8, 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. **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.
- 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.

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CONSENT AGENDA (CONTINUED)

2. Ratified the Commission's letter to Ron Guillen, regarding the removal of his name from the Code Enforcement Officer eligibility list.
3. Ratified 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. Ratified 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. Ratified the Commission's letters to Carla Gallegos, Rebecca Juliani, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
6. Ratified 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: 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.

REGULAR AGENDA

1. Request from the Pueblo Fire Department relating to a one-time waiver of Civil Service Rule 21(a) with respect to the Fire Engineer position.

Civil Service Administrator Manuel Alcala read his report recommending the approval of the request, based on the following facts: A) during the March 2018 CS Meeting, only one name was certified (and subsequently hired) from a list of six Fire Engineer applicants; B) the Fire Dept. has demonstrated good cause for the waiver as they have five Fire Engineer vacancies; C) approval of this request would expedite the availability of a Fire Engineer eligible list by one month; D) it appears that no candidate would be adversely affected by the administration of an exam prior to the six months; and E) the IAFF Local #3 Union didn't have any objection to the waiver.

Counsel Jagger asked if anyone would like to speak in favor of or against the request; Fire Chief Shawn Shelton spoke in favor of the waiver, stating the Fire Department is attempting to fill three new units by July and October, and without a current eligibility list, he cannot place an engineer into the units.

Mr. Joey Gutierrez, President of the IAFF Local #3 stated he would like to relay to the Commission that both the union board and membership voted and approved the waiver and believes the approval of the waiver would be a benefit to the City, community and membership.

Commission Action: Motion made by Mr. Archibeque to approve the request; Mr. Kennedy, seconded by Ms. Bonner, moved to approve the waiver request.

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

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REGULAR AGENDA (CONTINUED)

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

Roll Call -- Ayes: Mr. Archibeque, Mr Kennedy, Ms. Bonner. Motion carried unanimously.
3. Submission of the eligible list for Police Patrol Officer.
Commission Action: *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Police Patrol Officer.*

Roll Call -- Ayes: Mr. Archibeque, Mr Kennedy, Ms. Bonner. Motion carried unanimously.
4. Submission of the eligible list for Tax Auditor.
Commission Action: *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Tax Auditor.*

Roll Call -- Ayes: Mr. Archibeque, Mr Kennedy, Ms. Bonner. Motion carried unanimously.
5. Submission of the eligible list for Wastewater Utility Worker.
Commission Action: *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Wastewater 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 July 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 June 2018.

ADJOURNED: 5:41 PM


Chairman