



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, August 14, 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, July 10, 2018.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, July 10, 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. **Administrative Technician** (Recruitment due to anticipated vacancies) - The internal recruitment began on July 1, 2018 and ended on July 15, 2018. We received 20 applications and 16 were approved for the exam. 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 ended on July 22, 2018. We received 10 applications and 2 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.
 - c. **Civil Engineer / Public Works** (Recruitment due to a newly created position) - The external recruitment began on July 26, 2018 and ends on August 16, 2018. We had received 0 approved applications as of the date this agenda was prepared. The written exam is scheduled for August 30, 2018.

CONSENT AGENDA (CONTINUED)

- d. **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 5 were approved. The written exam was administered on July 18, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - e. **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 eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - f. **Fire Engineer** (Recruitment due to employee vacancies) - The internal recruitment began on June 15, 2018 and ended on July 29, 2018. We received 10 approved applications. The written exam was administered on August 13, 2018. We are currently in the appeal period afforded by Civil Service Rule 23.
 - g. **Firefighter** (Recruitment due anticipated vacancies) - The external recruitment began on August 12, 2018 and ends on September 30, 2018. The written exam is scheduled for October 18, 2018.
 - h. **Lead Code Enforcement Officer** (Recruitment due an employee resignation) - The internal recruitment began on July 24, 2018 and ended on August 7, 2018. We received 4 applications and 2 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 letters to Travis Crittenden, Thomas Henn, Robert Hicks, and Justin Walden, regarding the removal of their names from the Airport Operations/Maintenance Worker eligibility list.
 3. Ratify the Commission's letter to Dale Genta, regarding the rejection of his appeal in relation to admission for the Associate Engineer I exam.
 4. Ratify the Commission's letters to Lari Besant, Vanessa Clementi, Tracey Crane, Yvonne Feyerherm, Barbara Hatton, Kristine Jarrett, Carlee Jimenez, Kristen Klotzer, Catherine Llamas, Christina Lopez, Andrea Maez, Natalie Lujan, TracyAnn Martinez, Kitiara Montez, and Gage Trujillo, regarding the removal of their names from the Clerk Typist eligibility list.
 5. Ratify the Commission's letters to Ray DeTello and Aspen Kovtynovich, regarding the removal of their names from the Code Enforcement Officer eligibility list.
 6. Ratify the Commission's letters to Alan Acuna, Jeremy Amendola, Brandon Bickle, Lukas Brown, Joshua Buissereth, Andrew Burris, Thomas Cannaliato, Alexander Cantin, Carlos Chacon, Brandon Day, Lawrence Esquibel, David Fernandez, Robert Gentry, Justin Lee, John Lieder, Adam Martinet, Brandon Miller, Charles Morris, Caleb Mote, Dmitri Nance, Nicholas Perkins, Sergio Prieto, Tasha Reed, Alexander Robinson, Andrew Sanders, Chad Solano, and Eric Vallejos, regarding the removal of their names from the Police Patrol Officer eligibility list.

CONSENT AGENDA (CONTINUED)

7. Ratify the Commission's letters to Alan Acuna and Andrew Burris, regarding the rejection of their appeals regarding the removal of their names from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letters to Michael Enriquez, Justin Helton, and Nathan Willman regarding the removal of their names from the Utility Worker eligibility list.
9. Ratify the Commission's letter to Michael Enriquez, regarding the removal of his name from the Wastewater Utility Worker eligibility list.
10. Ratify the Commission's letter to Troy Proud, regarding the removal of his name from the Senior WWTP Maintenance Mechanic eligibility list.
11. Ratify the Commission's letter to Betty Jo Aragon, regarding the rejection of her appeal regarding a disciplinary action, which the Commission is without jurisdiction to hear and consider.
12. Ratify the Commission's letter to Betty Jo Aragon, rescinding the rejection of her appeal regarding a disciplinary action; the Commission will hear and consider the matter.
13. Ratify the Commission's letter to Kelly Grisham, regarding the rejection of her appeal regarding a disciplinary action, which the Commission is without jurisdiction to hear and consider.
14. Ratify the Commission's letter to Kelly Grisham, rescinding the rejection of her appeal regarding a disciplinary action; the Commission will hear and consider the matter.

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

REGULAR AGENDA

1. Setting of the Hearing on the appeal of Betty Jo Aragon regarding her disciplinary action.
Commission Action: Set the hearing date.
2. Submission of the eligible list for Associate Engineer I.
Commission Action: Approve and certify the eligible list for the class title of Associate Engineer I.
3. Submission of the eligible list for Community Development Specialist.
Commission Action: Approve and certify the eligible list for the class title of Community Development Specialist.
4. Submission of the eligible list for Deputy Fire Chief.
Commission Action: Approve and certify the eligible list for the class title of Deputy Fire Chief.
5. Submission of the eligible list for Lead Code Enforcement Officer.
Commission Action: Approve and certify the eligible list for the class title of Lead Code Enforcement Officer.

ADMINISTRATIVE ITEMS

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

INFORMATIONAL ITEMS

1. Employee Status Report for July 2018
2. Handouts

HEARING

1. Hearing on the appeal of Kelly Grisham regarding her disciplinary action.

Commission Action: Sustain, reject or modify the disciplinary action.

ADJOURN