



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, September 11, 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, August 14, 2018.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, August 14, 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 was administered on August 22, 2018. The appeal period afforded by Civil Service Rule 23 ended on September 11, 2018. We are processing the submitted appeals.
  - b. **Civil Engineer / Public Works** (Recruitment due to a newly created position) - The external recruitment began on July 26, 2018 and ended on August 16, 2018. We had received 3 applications and 1 was 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. **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. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.

**CONSENT AGENDA (CONTINUED)**

- d. **Firefighter** (Recruitment due anticipated vacancies) - The external recruitment began on August 12, 2018 and ends on September 30, 2018. We had received 237 applications as of the date this agenda was prepared. The written exam is scheduled for October 18, 2018.
- e. **Senior Clerk Typist** (Recruitment due anticipated vacancies) - The internal recruitment began on August 29, 2018 and ends on September 12, 2018. We had received 6 applications as of the date this agenda was prepared. The written exam is scheduled for September 27, 2018.
2. Ratify the Commission's letter to Tammy Martinez, regarding the denial of her request to take the Administrative Technician exam on the day following the scheduled date.
3. Ratify the Commission's letter to Kelli Vigil regarding the removal of her name from the Code Enforcement Officer eligibility list.
4. Ratify the Commission's letters to Philip Chapin, Paul Luebke, Douglas Martin, David Martinez, Ryan Orndoff, Garet Tucci, David Wilson, regarding the exam appeals for the Fire Engineer exam.
5. Ratify the Commission's letter to Johnny Valdez, regarding the denial of his appeal for the rejection of his application for the Firefighter position.
6. Ratify the Commission's letter to Paul Schudar, regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Jeremy Amendola, regarding the denial of his appeal for removal of his name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Linda Contreras regarding the removal of her name from the Senior Clerk Typist eligibility list.
9. Ratify the Commission's letters to Aron Fowler, Gerald Guerrero, Albert Madril, Michael Maggrett, and Troy Proud regarding the removal of their names from the Utility Worker eligibility list.
10. Ratify the Commission's decision to conduct a Training and Experience (T&E) exam on the Civil Engineer / Public Works.

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

CIVIL SERVICE COMMISSION MEETING  
September 11, 2018

**REGULAR AGENDA**

1. Submission of the eligible list for Civil Engineer / Public Works.  
**Commission Action:** Approve and certify the eligible list for the class title of Civil Engineer / Public Works.
2. Submission of the eligible list for Fire Engineer.  
**Commission Action:** Approve and certify the eligible list for the class title of Fire Engineer.

**ADMINISTRATIVE ITEMS**

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

**INFORMATIONAL ITEMS**

1. Employee Status Report for August 2018
2. Handouts

**ADJOURN**