



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, August 14, 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; Assistant City Attorney Lisa Macchietto; Marisa Pacheco, Human Resources Director, and Manuel Alcala, Civil Service Administrator. Other interested parties: Betty Jo Aragon, Mike Roberts, Attorney David Lytle.

AMENDMENTS TO THE AGENDA

Attorney Jagger moved the Hearing on the appeal of Kelly Grisham to the Regular Agenda.

READING AND APPROVAL OF MINUTES:

Motion made by Mr. Archibeque to dispense with the reading and approval of the minutes for the July 10, 2018 regular meeting as distributed; Mr. Kennedy moved, 2nd by Ms. Bonner.

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

CIVIL SERVICE COMMISSION MEETING MINUTES

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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. **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 was 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.
- 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 was 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 was 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 was presented to the Civil Service Commission for certification during this meeting.

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CONSENT AGENDA (CONTINUED)

2. Ratified 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. Ratified the Commission's letter to Dale Genta, regarding the rejection of his appeal in relation to admission for the Associate Engineer I exam.
4. Ratified 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. Ratified the Commission's letters to Ray DeTello and Aspen Kovtynovich, regarding the removal of their names from the Code Enforcement Officer eligibility list.
6. Ratified 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.
7. Ratified 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. Ratified 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. Ratified the Commission's letter to Michael Enriquez, regarding the removal of his name from the Wastewater Utility Worker eligibility list.
10. Ratified the Commission's letter to Troy Proud, regarding the removal of his name from the Senior WWTP Maintenance Mechanic eligibility list.
11. Ratified 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. Ratified 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. Ratified 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.

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CONSENT AGENDA (CONTINUED)

14. Ratified 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: *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. Setting of the Hearing on the appeal of Kelly Grisham regarding her disciplinary action.

Pueblo Assistant City Attorney Lisa Macchietto appeared for the City of Pueblo, and Attorney David Lytle (at 229 Colorado Avenue), appeared on behalf of appellant Kelly Grisham, who was not present. Attorney Lytle requested a continuance until the September Commission meeting. Lytle also stated he has an August 15th scheduled meeting with City Attorney Lisa Macchietto and that they both could possibly resolve the issue without a hearing. Attorney Jagger suggested that instead of setting a hearing date at this meeting, both parties contact CS Administrator Manuel Alcala to coordinate a date, and if the matter isn't resolved before the next Commission meeting, they can proceed to set a date then. Both attorneys Lytle and Macchietto agreed.

Commission Action: No action was taken.

2. Setting of the Hearing on the appeal of Betty Jo Aragon regarding her disciplinary action.

Assistant City Attorney Lisa Macchietto, appellant Betty Jo Aragon, and Mike Roberts of the local #1712 P.A.G.E. union were present. Aragon stated her attorney (name not mentioned) could not be present for this meeting, and that he requested a hearing date be set. Aragon added that her attorney had hoped to meet with Assistant City Attorney Lisa Macchietto before that set date. Macchietto stated the City had no objections continuing the matter until the next Civil Service Commission meeting to set a hearing date. City Attorney Robert Jagger suggested that all parties involved coordinate with CS Administrator Manuel Alcala for an agreed upon hearing date, and if the matter isn't resolved before the September Commission meeting, a hearing date can be set then, to which both Aragon and Macchietto agreed.

Commission Action: No action was taken.

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REGULAR AGENDA (CONTINUED)

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

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

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

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

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 September 11, 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 July 2018.

ADJOURNED 5:40 PM


Chairman