



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, September 11, 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; Marisa Pacheco, Human Resources Director, and Margaret Mangram, Civil Service Senior Clerk.

### **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 August 14, 2018 regular meeting as distributed; Mr. Kennedy moved, 2<sup>nd</sup> by Ms. Bonner.

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

CIVIL SERVICE COMMISSION MEETING MINUTES  
September 11, 2018

**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 was 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 was presented to the Civil Service Commission for certification during this meeting.
  - 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. Ratified 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. Ratified the Commission's letter to Kelli Vigil regarding the removal of her name from the Code Enforcement Officer eligibility list.
4. Ratified 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. Ratified the Commission's letter to Johnny Valdez, regarding the denial of his appeal for the rejection of his application for the Firefighter position.
6. Ratified the Commission's letter to Paul Schudar, regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
7. Ratified 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.

### CONSENT AGENDA (CONTINUED)

8. Ratified the Commission's letter to Linda Contreras regarding the removal of her name from the Senior Clerk Typist eligibility list.
9. Ratified 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. Ratified the Commission's decision to conduct a Training and Experience (T&E) exam on the Civil Engineer / Public Works.

**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. Submission of the eligible list for Civil Engineer / Public Works.  
**Commission Action:** Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Civil Engineer / Public Works.

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

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

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

### ADMINISTRATIVE ITEMS

The next regular meeting of the Civil Service Commission was scheduled for October 16, 2018, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

### INFORMATIONAL ITEMS

The Civil Service Senior Clerk presented handouts and the Employee Status Report for August 2018.

**ADJOURNED 5:34 PM**



Chairman