



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, November 13, 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, October 16, 2018.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, October 16, 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. **Airport Operations/Maintenance Worker** (Recruitment due to an employee resignation) - The external recruitment began on September 20, 2018 and ended on October 11, 2018. We received 58 applications and 18 were approved for the exam. The written exam was administered on October 25, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - b. **Firefighter** (Recruitment due anticipated vacancies) - The external recruitment began on August 12, 2018 and ends on September 30, 2018. We received 448 applications and 371 were approved for the exam. The written exam was administered on October 18, 2018 and October 19, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.

CONSENT AGENDA (CONTINUED)

- c. **Legal Support Assistant** (vacancy due to a reclassified position) – the promotional recruitment began on October 23, 2018 and ended on November 5, 2018. We did not receive any applications for this recruitment.
 - d. **Water Reclamation Worker** (Recruitment due employee promotion) - The external recruitment began on October 4, 2018 and ended on October 24, 2018. We received 33 applications and 15 were approved. The written exam was administered on November 7, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
2. Ratify the Commission's letter to Nicholas Humphreys, regarding the rejection of his appeal for the rejection of his application to the Airport Operations/Maintenance Worker exam.
 3. Ratify the Commission's letter to Jessica Hoisington, regarding the removal of her name from the Senior Clerk Typist eligibility list.
 4. Ratify the Commission's letters to Arielle Martinez, Amanda Morton-Franco (Willis), and Elizabeth Wiley, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
 5. Ratify the Commission's letter to Erek Johnson relating to the acceptance of his appeal regarding his admission to the Firefighter exam.
 6. Ratify the Administrator's report to the Commission regarding an irregularity that occurred during the Firefighter written exam administration.
 7. Ratify the Commission's letter to Tasha Brackin, regarding the request for placement of her name on the re-employment list for Senior Planner.
 8. Ratify the Commission's letter to Aaron Vance, regarding the request for placement of his name on the re-employment list for Associate Engineer II.
 9. Ratify the Commission's letter to Christina Stanton, regarding the removal of her name from the Senior Planner eligibility list.

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

REGULAR AGENDA

1. Discussion of a proposed amendment to the polygraph and psychological orders to reflect the current practice in the Pueblo Police Department.
Commission Action: Entertain a motion with respect to the proposed order.
2. Setting of the Hearing on the appeal of Betty Jo Aragon regarding her disciplinary action.
Commission Action: Set the hearing date.
3. Submission of the eligible list for Airport Operations/Maintenance Worker.
Commission Action: Approve and certify the eligible list for the class title of Airport Operations/Maintenance Worker.
4. Submission of the eligible list for Firefighter.
Commission Action: Approve and certify the eligible list for the class title of Firefighter.
5. Submission of the eligible list for Water Reclamation Worker.
Commission Action: Approve and certify the eligible list for the class title of Water Reclamation Worker.

ADMINISTRATIVE ITEMS

1. Discussion in regard to starting the bidding process for exam vendors, as required by Pueblo Municipal Code.
2. Set the date for the December 2018 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

3. Employee Status Report for October 2018
4. Handouts

ADJOURN