



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, October 16, 2018  
5:30 PM

## **MINUTES**

### **CALL TO ORDER**

Acting Chairperson Sharon Bonner called the Civil Service Commission Meeting to order at 5:31 PM.

### **ROLL CALL**

Commission Members Present: Sharon Bonner, Guy Kennedy  
Commission Member Absent: Dan Archibeque

Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Manuel Alcala, Civil Service Administrator.  
Absent: Human Resources Department representation.

### **AMENDMENTS TO THE AGENDA**

None

### **READING AND APPROVAL OF MINUTES:**

Motion made by Ms. Bonner to dispense with the reading and approve the minutes for the September 11, 2018 regular meeting as distributed; Mr. Kennedy moved, 2<sup>nd</sup> by Ms. Bonner.

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

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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. Received and filed 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 eligibility list was presented to the Civil Service Commission for certification during this meeting.
  - b. **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 is scheduled for October 25, 2018.
  - c. **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 is scheduled for October 18, 2018 and October 19, 2018.
  - d. **Senior Clerk Typist** (Recruitment due anticipated vacancies) - The internal recruitment began on August 29, 2018 and ended on September 12, 2018. We received 12 applications and 10 were approved for the exam. The written exam was administered on September 27, 2018. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
  - e. **Water Reclamation Worker** (Recruitment due employee promotion) - The external recruitment began on October 4, 2018 and ends on October 24, 2018. We received 24 applications as of the date this agenda was prepared. The written exam is scheduled for November 7, 2018.
2. Ratified the Commission's letters to Betty Jo Aragon and Margaret Mangram regarding the rejection of their **Administrative Technician** exam appeals.
3. Ratified the Commission's letters to Scott Cullen, Raymond Hart, and Michael Thomas, regarding the removal of their names from the **Airport Operations/Maintenance Worker** eligibility list.
4. Ratified the Commission's letters to Charles Richards and Kristina Vrooman regarding the removal of their names from the **Code Enforcement Officer** eligibility list.
5. Ratified the Commission's letters to Leah Baynes, Megan Giarratano, Juliana Heck, Leslie Herrera, Daniel Kalina, Misty Kirchner, and Briana Rothrock, regarding the removal of their names from the **Emergency Services Dispatcher** eligibility list.

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**CONSENT AGENDA (CONTINUED)**

6. Ratified the Commission's letters to Stephen Hobbs, Daniel Smith, and Eric Soler, regarding the removal of their names from the Water Reclamation Worker eligibility list.

**Commission Action:** *Motion made by Ms. Bonner to accept all Consent agenda items; Mr. Kennedy moved, was seconded by Ms. Bonner.*

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

**REGULAR AGENDA**

1. Receipt and review of draft of an Ordinance amending TITLE VI of the Pueblo Municipal Code relating to jurisdiction of the Civil Service Commission to hear appeals from any disciplinary action involving suspension and clarifying and making consistent with City Charter.

Attorney Jagger stated this ordinance is not an actual ordinance, but a 'clean up' of prior 1980 charter amendment relating to old language in 6-1-4 (Commission Duties and Powers), 6-10-2 (Limited disciplinary action), and 6-10-3 (General discipline and discharge). The charter was amended in 1980 to extend the Commissioners' jurisdiction to include all disciplinary actions involving suspensions; such language wasn't updated in Pueblo Municipal Code.

This issue recently arose in relation to two filed appeals regarding the Commission's jurisdiction in the hearing of disciplinary actions involving suspensions of two (2) working days.

**Commission Action:** *Mr. Kennedy, seconded by Ms. Bonner, moved to approve the recommendation for the amendment.*

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

2. Submission of the eligible list for Administrative Technician.

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

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

3. Submission of the eligible list for Senior Clerk Typist.

**Commission Action:** *Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Senior Clerk Typist.*

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

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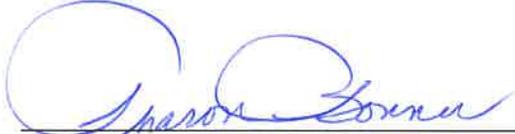
**ADMINISTRATIVE ITEMS**

The next regular meeting of the Civil Service Commission was scheduled for November 13, 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 September 2018.

ADJOURNED 5:44 PM



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Chairperson