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

***Commission Action*:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, November 13, 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. **Associate Engineer II - Wastewater** (vacancy due to an employee resignation) – the promotional recruitment began on November 13, 2018 and ended on November 26, 2018. We received 2 applications and 1 was approved for the exam. A Training and Experience (T&E) exam was administered on December 4, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.

    b. **Senior Airport Operations/Maintenance Specialist** (vacancy due to an employee retirement) – the promotional recruitment began on December 4, 2018 and ends on December 17, 2018. We had received 1 application as of the date this agenda was prepared. The written exam is scheduled for January 2, 2019.

    c. **Senior Planner** (vacancy due to an employee resignation) – the external recruitment began on November 29, 2018 and ends on December 19, 2018. We had received 4 applications as of the date this agenda was prepared. The written exam is scheduled for January 3, 2019.

CONSENT AGENDA (CONTINUED)

2. Ratify the Commission's letters to Rose Cooper, Alexandra Deary, Julie Grinstead, Tracy Lange, Mary Macias, Gianna Martinez, Selena Rocha, Annette Stone, Leslie Thurston, and Mellisa Vigil, regarding the removal of their names from the <u>Clerk Typist</u> eligibility list.

3. Ratify the Commission's letter to Adriana Holmes, Kurt Hudgens, and Debrah Ortega, regarding the removal of their names from the <u>Code Enforcement Officer</u> eligibility list.

4. Ratify the Commission's letters to Jennifer Davis, Crystal Ellis, Brenda Martinez Rodriguez, Alayna Parker, Ashley Perez, and Frank Trujillo, regarding the removal of their names from the <u>Emergency Services Dispatcher</u> eligibility list.

5. Ratify the Commission's letters to Tonia Hendrich, Tracy Naumann, and Krista Velasquez-Trujillo regarding the removal of their names from the <u>Senior Clerk Typist</u> eligibility list.

6. Ratify the Commission's letter to Christopher Bratnick regarding his appeal to the rejection of this application for the <u>Associate Engineer II – Wastewater</u> position.

7. Ratify the Commission's letters to Tonia Hendrich, Tracy Naumann, and Krista Velasquez-Trujillo regarding the acceptance of their appeals to place their names back on the <u>Senior Clerk Typist</u> eligibility list.

8. Ratify the Commission's decision to conduct a Training and Experience (T&E) exam on the <u>Associate Engineer II – Wastewater</u> position.

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

REGULAR AGENDA

1. Discussion of a proposal to use the CritiCall software as a scored exam.
   Commission Action: Entertain a motion with respect to the proposal.

2. Submission of the eligible list for Associate Engineer II - Wastewater.
   Commission Action: Approve and certify the eligible list for the class title of Associate Engineer II - Wastewater.

ADMINISTRATIVE ITEMS

1. Discussion on changing how we handle polygraph exams to limit liability, streamline the selection process, and conform with best practices.

2. Set the date for the January 2019 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

1. Employee Status Report for November 2018

2. Handouts

ADJOURN