



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, November 13, 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; Marisa Pacheco, Human Resources Director.
Other interested parties: Police Chief Troy Davenport

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 October 16, 2018 regular meeting as distributed; Mr. Kennedy moved, 2nd 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. 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 was 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 was presented to the Civil Service Commission for certification during this meeting.
 - 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 was presented to the Civil Service Commission for certification during this meeting.
2. Ratified 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. Ratified the Commission's letter to Jessica Hoisington, regarding the removal of her name from the Senior Clerk Typist eligibility list.
4. Ratified 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. Ratified the Commission's letter to Erek Johnson relating to the acceptance of his appeal regarding his admission to the Firefighter exam.
6. Ratified the Administrator's report to the Commission regarding an irregularity that occurred during the Firefighter written exam administration.
7. Ratified the Commission's letter to Tasha Brackin, regarding the request for placement of her name on the re-employment list for Senior Planner.
8. Ratified the Commission's letter to Aaron Vance, regarding the request for placement of his name on the re-employment list for Associate Engineer II.

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CONSENT AGENDA (CONTINUED)

9. Ratified the Commission's letter to Christina Stanton, regarding the removal of her name from the Senior Planner 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. Discussion of a proposed amendment to the polygraph and psychological orders to reflect the current practice in the Pueblo Police Department.

Civil Service Administrator Manuel Alcala stated that a June 2017 amendment to the polygraph and psychological orders required all classified full-time new hires and any/all full-time transfers into the Police Department to undergo both exams. Alcala declared the proposed orders would only require testing for entry-level employees and employees promoting into the police department from other departments. He stated that the proposed amendment seemed reasonable and recommended its approval. Police Chief Troy Davenport spoke on behalf of the Police Department in favor of the proposed amendment. Chief Davenport went clarified that the Police Department wants to internally promote good employees, and since current employees have already been properly vetted and interviewed, it does not make 'good sense' to send them on to an additional exam(s) yet again, which is burdensome in both time and finances. Chief Davenport believes the 2017 amendment had great merit at the time, but currently does not serve the best interests of the Police Department.

Commission Action: Ms. Bonner entertained a motion with respect to the proposed amendment order; Mr. Kennedy moved, was seconded by Ms. Bonner.

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

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

Alcala stated that both the City and Aragon had reached an agreement.

Commission Action: No action necessary.

3. Submission of the eligible list for Airport Operations/Maintenance Worker.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Airport Operations/Maintenance Worker.

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

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REGULAR AGENDA (CONTINUED)

4. Submission of the eligible list for Firefighter.

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

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

5. Submission of the eligible list for Water Reclamation Worker.

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

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

ADMINISTRATIVE ITEMS

1. Discussion in regard to starting the bidding process for exam vendors, as required by Pueblo Municipal Code.

Civil Service Administrator Alcalá provided details as to why the present is a good time to search for other exam vendors. He noted the following reasons:

- a) Current vendor Psychological Dimensions will increase their rates in 2019; exam results are returned in a week, instead of the prior-agreed upon two or three days.
- b) Current vendor Forensic Truth has provided quality service for over a decade, but when approached to conduct on-site testing from the Pueblo CS Office, Forensic Truth stated they would be inclined to add the cost of mileage and hotel to the current rates.
- c) The owner of Darany and Associates passed away and although the company ensured they would continue providing the same caliber of service, there is a concern about the future of the company.

Alcalá said there are no written records relating to CS vendor bidding procedures, so the process will need to be researched with involvement from the Legal and Purchasing Departments and other agencies before the actual bidding process can begin.

2. The next regular meeting of the Civil Service Commission was scheduled for December 11, 2018, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

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INFORMATIONAL ITEMS

The Civil Service Administrator presented handouts and the Employee Status Report for October 2018.

ADJOURNED 5:45 PM


Chairperson