



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Thursday, February 14, 2019
2:00 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, January 15, 2019.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, January 15, 2019 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. Accountant I** (vacancy due to an employee separation) – The external recruitment began on December 13, 2018 and ended on January 2, 2019. We received 21 applications and 12 were approved for the exam. The written exam was administered on January 17, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - b. Area Crew Leader** (recruitment is due to employee separations) – The internal recruitment began on February 14, 2019 and ends on February 27, 2019. The written exam is scheduled for March 14, 2019.
 - c. Civil Engineer / Public Works** (Vacancy due to a 2018 newly created position) – The external recruitment began on January 6, 2019 and ended on January 26, 2019. We received 6 applications and 2 were approved for the exam. The Commission authorized a T&E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.

CONSENT AGENDA (CONTINUED)

- d. Community Service Coordinator** (recruitment is to fill a 2019 newly created position) – The external recruitment began on January 20, 2019 and ended on February 09, 2019. We received 84 applications and 54 had been approved for the exam as of the date this agenda was prepared. The written exam is scheduled for February 25, 2019.
- e. Employee Benefits & Loss Control Manager** (recruitment is due to an employee retirement) – The internal recruitment began on February 8, 2019 and ends on February 21, 2019. We received 0 applications as of the date this agenda was prepared. The written exam is scheduled for March 8, 2019.
- f. HR Compliance Specialist** (recruitment is due to a reclassified position) – The internal recruitment began on February 6, 2019 and ends on February 19, 2019. We received 1 application as of the date this agenda was prepared. The written exam is scheduled for March 5, 2019.
- g. Office Assistant** (recruitment is to fill anticipated vacancies) – The external recruitment began on December 20, 2018 and ended on January 9, 2019. We received 200 applications and 141 were approved for the exam. The written exam was administered on January 31, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- h. Police Patrol Officer** (recruitment is to fill anticipated vacancies) – The external recruitment began on December 30, 2018 and ended on January 27, 2019. We received 375 applications and 292 were approved for the exam. The physical ability test and written exam were administered on February 12th and 13th.
- i. Police Records Manager** (vacancy due to an employee retirement) – The external recruitment began on January 3, 2019 and ended on January 23, 2019. We received 58 applications and 13 were approved for the exam. The written exam was administered on February 5, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- j. Police Sergeant** (recruitment is to fill anticipated vacancies) – The internal recruitment began on January 29, 2019 and ended on February 11, 2019. We received 26 applications as of the date this agenda was prepared. The written exam is scheduled for March 19, 2019.
- k. Radio Technician II** (recruitment is to fill a 2019 newly created position) – The external recruitment began on January 24, 2019 and ended on February 13, 2019. We received 4 applications as of the date this agenda was prepared. The written exam is scheduled for February 27, 2019.
- l. Senior Security Administrator** (recruitment is due to an employee resignation) – The internal recruitment began on February 6, 2019 and ends on February 19, 2019. We received 0 applications as of the date this agenda was prepared. The written exam is scheduled for March 5, 2019.
- m. Tax Auditor** (recruitment is to fill an anticipated vacancy) – The external recruitment began on February 7, 2019 and ends on February 27, 2019. We received 4 applications as of the date this agenda was prepared. The written exam is scheduled for March 14, 2019.

CONSENT AGENDA (CONTINUED)

n. Traffic Signal Technician (vacancy due to an employee retirement) – The internal recruitment began on January 8, 2019 and ends on January 21, 2019. We received 1 approved application. The Commission authorized a T&E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.

2. Ratify the Commission's letters to Daniel Apodaca, Michael Barger, Jacob Borja, Tyler Buckhouse, Graham Cutter, Bradey Davenport, Dylan Duerks, Jonathan Elliott, Jay Euler, Michael Jankowiak, Robert Knight, Austin Magee, Matthew Mark, Frank Martellaro, Blain Miller, Justin Miracle, Brent Montandon, Filemon Rael, Marcos Reyes, Michaela Seltzer, and Nicholas Turner, regarding the removal of their names from the Firefighter eligibility list.
3. Ratify the Commission's letter to the International Brotherhood of Police Officers Local 537 regarding the two-month notice of the promotional exam for Police Sergeant.
4. Ratify the Commission's letter to Filemon Rael regarding the approval of his appeal relating to the removal of his name from the Firefighter eligibility list.
5. Ratify the Commission's letter to Jenna Ingo and Stacey Minkler, regarding the approval of their appeals relating to their application for the Police Records Manager examination.
6. Ratify the Commission's letter to Paul McCarty, regarding the removal of his name from the Radio Technician II eligibility list.
7. Ratify the Commission's letters to Kimberly Jordan, Mary Reed and Elizabeth Wied, regarding the removal of their names from the Tax Auditor eligibility list.
8. Ratify the Commission's decision to conduct a T&E exam on the Civil Engineer/Public Works and Traffic Signal Technician positions.
9. Ratify the Commission's letter to Kenny Garbiso, regarding the rejection of his objection of being admitted to the Police Patrol Officer examination.

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

REGULAR AGENDA

1. Submission of the eligible list for Accountant I.
Commission Action: Approve and certify the eligible list for the class title of Accountant I.
2. Submission of the eligible list for Civil Engineer / Public Works.
Commission Action: Approve and certify the eligible list for the class title of Civil Engineer / Public Works.
3. Submission of the eligible list for Office Assistant.
Commission Action: Approve and certify the eligible list for the class title of Office Assistant.
4. Submission of the eligible list for Police Records Manager.
Commission Action: Approve and certify the eligible list for the class title of Police Records Manager.
5. Submission of the eligible list for Traffic Signal Technician.
Commission Action: Approve and certify the eligible list for the class title of Traffic Signal Technician.

ADMINISTRATIVE ITEMS

1. Set the date for the March 2019 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

1. Employee Status Report for January 2019
2. Handouts

ADJOURN