



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, January 15, 2019  
2:00 PM

## **MINUTES**

### **CALL TO ORDER**

Chairman Archibeque called the Civil Service Commission Meeting to order at 2:00 PM.

### **ROLL CALL**

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

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 Mr. Archibeque to dispense with the reading and approve the minutes for the December 11, 2018 regular meeting as distributed; Ms. Bonner moved, seconded by Mr. Kennedy.

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

## 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 is scheduled for January 17, 2019.
  - b. **Associate Engineer II - Wastewater** (vacancy due to an employee separation) – The external recruitment began on December 16, 2018 and ended on January 5, 2019. We received 3 applications and 1 was approved for the exam. The Commission approved a Training and Experience exam. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
  - c. **Civil Engineer / Public Works** (Vacancy due to a 2018 newly created position) – The external recruitment began on January 6, 2019 and ends on January 26, 2019. We received 2 applications as of the date this agenda was prepared. The written exam is scheduled for February 8, 2019.
  - d. **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 130 were approved for the exam, as of the date this agenda was prepared. The written exam is scheduled for January 31, 2019.
  - e. **Police Patrol Officer** (recruitment is to fill anticipated vacancies) – The external recruitment began on December 30, 2018 and ends on January 27, 2019. We received 185 applications as of the date this agenda was prepared. The physical ability test and written exam are scheduled for February 12<sup>th</sup> and 13<sup>th</sup>.
  - f. **Police Records Manager** (vacancy due to an employee retirement) – The external recruitment began on January 3, 2019 and ends on January 23, 2019. We received 28 applications as of the date this agenda was prepared. The written exam is scheduled for February 5, 2019.
  - g. **Radio Technician II** (recruitment is to fill a 2019 newly created position) – The internal recruitment began on January 8, 2019 and ends on January 21, 2019. We received 0 applications as of the date this agenda was prepared. The written exam is scheduled for February 6, 2019.
  - h. **Senior Airport Operations/Maintenance Specialist** (vacancy due to an employee retirement) – The promotional recruitment began on December 4, 2018 and ended on December 17, 2018. We received 3 approved applications. The Commission approved a Training and Experience exam. The eligibility list was presented to the Civil Service Commission for certification during this meeting.

**CONSENT AGENDA (CONTINUED)**

- i. **Senior Planner** (vacancy due to an employee resignation) – The external recruitment began on November 29, 2018 and ended on December 19, 2018. We received 6 applications and 5 were approved. The Commission approved a Training and Experience exam. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
  - j. **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 0 applications as of the date this agenda was prepared. The written exam is scheduled for February 6, 2019.
2. Ratified the Commission's letters to Bradley Calvert, Cristi Gannon, Austin Kirkpatrick, Patricia Kroll, JoAnna Martinez, Matthew Martinez, Elizabeth Wied, regarding the removal of their names from the Accountant I eligibility list.
  3. Ratified the Commission's letter to Regina Webb, regarding the rejection of her appeal relating to her application for the Accountant I examination.
  4. Ratified the Commission's letter to Bryan Montoya, regarding the rejection of his objection of being admitted to the Associate Engineer II- Wastewater examination.
  5. Ratified the Commission's decision to conduct a Training and Experience (T&E) exam on the Associate Engineer II-Wastewater position.
  6. Ratified the Commission's letters to Alexis Martindale regarding the removal of her name from the Clerk Typist eligibility list.
  7. Ratified the Commission's letters to Tracy Lange and Mellisa Vigil, regarding the rejection of their objections of being removed from the Clerk Typist eligibility list.
  8. Ratified the Commission's letters to Sarah Grimes, Jessica Gutierrez, Silas Schwab, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
  9. Ratified the Commission's decision to conduct a Training and Experience (T&E) exam on the Sr. Airport Operations/Maintenance Specialist position.
  10. Ratified the Commission's decision to conduct a Training and Experience (T&E) exam on the Senior Planner position.
  11. Ratified the Commission's letter to Leland O'Connor, regarding the request for placement of his name on the re-employment lists for Airport Operations/Maintenance Specialist and Inspector Stormwater Utility.
  12. Ratified the Commission's letter to Jonathan Woehler, regarding the request for placement of his name on the re-employment lists for Utility Worker and Wastewater Utility Worker.

## CONSENT AGENDA (CONTINUED)

13. Ratified the Commission's letter to Local #3 Firefighter Union regarding the six-month notice of (1) changes to the reference material for the promotional classes and (2) intended exam dates for Fire Captain, Fire Engineer, Fire Inspector and Emergency Medical Officer.

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

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

## REGULAR AGENDA

1. Submission of the eligible list for Associate Engineer II - Wastewater.

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

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

2. Submission of the eligible list for Senior Airport Operations/Maintenance Specialist.

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

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

3. Submission of the eligible list for Senior Planner.

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

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

## ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for February 14, 2019, at 2:00 P.M. The meeting will be held in the City Council Chambers, #1 City Hall Place.

## INFORMATIONAL ITEMS

1. Employee Status Report for December 2018
2. Handouts

**ADJOURNED: 2:05 PM**

  
Chairperson