



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, March 12, 2019
11:00 AM

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 Thursday, February 14, 2019.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Thursday, February 14, 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:

- Area Crew Leader** (recruitment is due to employee separations) – The internal recruitment began on February 14, 2019 and ended on February 27, 2019. We received 13 applications and 10 were accepted. The written exam is scheduled for March 14, 2019.
- Community Service Coordinator** (recruitment is to fill a newly created position) – The external recruitment began on January 20, 2019 and ended on February 09, 2019. We received 84 applications and 62 were approved for the exam. The written exam was administered on February 25, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- Emergency Services Dispatcher** (recruitment is to fill anticipated vacancies) – The external recruitment began on March 10, 2019 and ends on March 30, 2019. We received 0 applications as of the date this agenda was prepared. The CritiCall exam is scheduled for April 16, 2019.

CIVIL SERVICE COMMISSION MEETING
March 12, 2019

CONSENT AGENDA (CONTINUED)

- d. **Employee Benefits & Loss Control Manager** (recruitment is due to an employee retirement) – The internal recruitment began on February 8, 2019 and ended on February 21, 2019. We received 1 approved application. The Commission authorized a T&E. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- e. **HR Analyst** (recruitment is due to an employee resignation) – The external recruitment began on February 17, 2019 and ended on March 9, 2019. We received 33 applications as of the date this agenda was prepared. The written exam is scheduled for March 26, 2019.
- f. **Park Caretaker II-Playground Inspector** (recruitment is due to a newly created position) – The internal recruitment began on March 7, 2019 and ends on March 20, 2019. We received 1 application as of the date this agenda was prepared. The written exam is scheduled for April 5, 2019.
- g. **Parks Area Crew Leader** (Vacancy created by the Reclassification Ordinance #9414) – The internal recruitment began on March 7, 2019 and ends on March 20, 2019. We received 2 application as of the date this agenda was prepared. The written exam is scheduled for April 2, 2019.
- 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. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- i. **Police Sergeant** (recruitment is to fill anticipated vacancies) – The internal recruitment began on January 29, 2019 and ended on February 11, 2019. We received 28 applications and 26 were approved for the exam. The written exam is scheduled for March 19, 2019.
- j. **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 5 applications and 1 was approved for the exam. The Commission authorized a T&E exam.
- k. **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 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.
- l. **Tax Auditor** (recruitment is to fill an anticipated vacancy) – The external recruitment began on February 7, 2019 and ended on February 27, 2019. We received 13 applications and 9 were approved for the exam. The written exam is scheduled for March 14, 2019.

CONSENT AGENDA (CONTINUED)

2. Ratify the Commission's letter to Bradley Ermel, regarding the rejection of his objection to the rejection of his application for the position of Civil Engineer/Public Works examination.
3. Ratify the Commission's letter to Clinton Scotland, regarding the rejection of his objection to the rejection of his application for the position of Area Crew Leader.
4. Ratify the Commission's letters to Linda Cando, Tina Harrison, Sara Martinez, Melanie Marquez and Tiffany Kowalcyk, regarding the removal of their names from the Clerk Typist eligibility list.
5. Ratify the Commission's letter to Shae Dunton, regarding the removal of her name from the Code Enforcement Officer eligibility list.
6. Ratify the Commission's letter to Sarah Biby, regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's decision to conduct a T&E exam on the Employee Benefits/Loss Control Manager, Radio Technician II and Senior Security Administrator positions.
8. Ratify the Commission's letter to Andrew Heath, regarding the acceptance of his appeal of being admitted to the Police Patrol Officer examination.
9. Ratify the Commission's letters to Jeffrey Cabrera and Jeff Goelz, regarding the rejection of their appeals of being admitted to the Radio Technician II T&E examination.
10. Ratify the Commission's letter to Shelly Carrillo, regarding the request for placement of her name on the re-employment lists for HR Analyst, Land Use Records Technician, Land Use Technician, and Clerk Typist/Office Assistant.

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

REGULAR AGENDA

1. Submission of the eligible list for Community Service Coordinator.
Commission Action: Approve and certify the eligible list for the class title of Community Service Coordinator.
2. Submission of the eligible list for Employee Benefits & Loss Control Manager.
Commission Action: Approve and certify the eligible list for the class title of Employee Benefits & Loss Control Manager.
3. Submission of the eligible list for Police Patrol Officer.
Commission Action: Approve and certify the eligible list for the class title of Police Patrol Officer.
4. Submission of the eligible list for Senior Security Administrator.
Commission Action: Approve and certify the eligible list for the class title of Senior Security Administrator.

CIVIL SERVICE COMMISSION MEETING
March 12, 2019

ADMINISTRATIVE ITEMS

1. Discussion by Betty Jo Aragon, PAGE Union President, regarding the competitiveness of some job descriptions.
2. Set the date for the April 2019 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

1. Employee Status Report for February 2019
2. Handouts

ADJOURN