



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

## **MINUTES**

### **CALL TO ORDER**

Chairman Archibeque called the Civil Service Commission Meeting to order at 2:02 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; Marisa Pacheco, Human Resources Director; Manuel Alcala, Civil Service Administrator.

### **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 January 15, 2019 regular meeting as distributed; Ms. Bonner moved, seconded by Mr. Kennedy.

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

CIVIL SERVICE COMMISSION MEETING MINUTES  
February 14, 2019

**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 was 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 was presented to the Civil Service Commission for certification during this meeting.
- 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 was 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 12<sup>th</sup> and 13<sup>th</sup>.

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**CONSENT AGENDA (CONTINUED)**

- 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 was 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.
  - 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 was presented to the Civil Service Commission for certification during this meeting.
2. Ratified 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. Ratified 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. Ratified 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. Ratified 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. Ratified the Commission's letter to Paul McCarty, regarding the removal of his name from the Radio Technician II eligibility list.

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**CONSENT AGENDA (CONTINUED)**

7. Ratified 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. Ratified the Commission's decision to conduct a T&E exam on the Civil Engineer/Public Works and Traffic Signal Technician positions.
9. Ratified the Commission's letter to Kenny Garbiso and Monte Montez, regarding the rejection of their objection of being admitted to the Police Patrol Officer examination.

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

**ADMINISTRATIVE ITEMS**

1. The next regular meeting of the Civil Service Commission was scheduled for March 12, 2019, at 11:00 A.M. The meeting will be held in the City Council Chambers, #1 City Hall Place.

**CONSENT AGENDA (CONTINUED)**

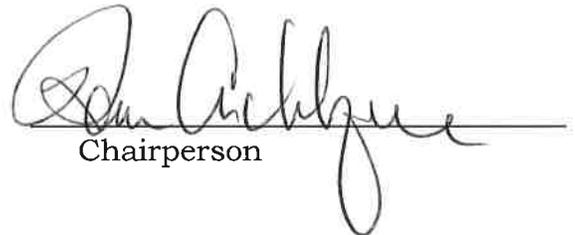
**INFORMATIONAL ITEMS**

1. Employee Status Report for January 2019
2. Handouts
3. HR Announcement

Human Resources Director Marisa Pacheco provided a brief update on the City's Internship Program:

- a. Legal counsel Bob Jagger has been working with the Board of Governors of Colorado State University-Pueblo on establishing two side agreements with City Council; agreements were approved Monday, February 11<sup>th</sup> and provided for paid/unpaid internships to place students in City departments where needed.
- b. Pacheco stated this is a great opportunity for students to get 'real life' experience to supplement their academic experience and, hopefully, result in applicants for City careers.
- c. Belinda Kimball, HR Analyst, will assist in building the program from the internal perspective; Megan Moore (HR Intern, currently a Junior at CSU-Pueblo) will be working with Belinda on this project.
- d. Pacheco thanked the Civil Service Commission for the future use of CS resources (NeoGov) for this project, and stated that although not a Civil Service function, the use of resources is appreciated.

**ADJOURNED 2:11 PM**

  
Chairperson