

PUEBLO

CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – INTERIM CITY HALL
301 W. “B” STREET
TUESDAY, NOVEMBER 8, 2011
5:30 PM

Individuals Requiring Special Accommodations Should Notify the Civil Service Commission Office (719) 553-2635 by Noon on the Monday Preceding the Meeting.

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Thursday, October 13, 2011

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Thursday, October 13, 2011 as distributed.

CONSENT AGENDA

The following items are considered to be 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. HR Analyst - (Recruitment due to new position in 2012 staffing) – External recruitment began on October 30, 2011 and ends on November 20, 2011. As of the date of this agenda, we had received 23 applications for this position.
 - b. Land Use Technician - (Recruitment due to promotion) - We received two applications for this position. We are currently in the process of screening these applications.
2. Ratify the Commission’s letter to Sarah Brown regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
3. Ratify the Commission’s letter to Aja Petracca-Lennon regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
4. Ratify the Commission’s letter to Utesa Chisholm regarding the removal of her name from the Crime Analyst eligibility list.

CONSENT AGENDA

5. Ratify the Commission's letter to Karen Valdez regarding the removal of her name from the Recreation Supervisor eligibility list.
6. Ratify the Commission's letter to Michelle Kratz regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
7. Ratify the Commission's letter to Audrey Morano regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
8. Ratify the Commission's letter to Douglas Call regarding the removal of his name from the Recreation Supervisor eligibility list.
9. Ratify the Commission's letter to Richard Pike regarding the removal of his name from the Recreation Supervisor eligibility list.
10. Ratify the Commission's letter to Darien Wilson regarding the removal of his name from the Recreation Supervisor eligibility list.

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

REGULAR AGENDA

ADMINISTRATIVE ITEMS

A. Administrative Items.

1. Set the date for the December, 2011 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

B. Informational Items.

1. Handouts

ADJOURN