



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

MINUTES

CALL TO ORDER

Chairman Archibeque called the Civil Service Commission Meeting to order at 11:01 AM.

ROLL CALL

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

Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Belinda Kimball, HR Analyst; Manuel Alcala, Civil Service Administrator.

Other parties present: Marisa Pacheco, Human Resources Director; Betty Jo Aragon, Pueblo Association of Government Employees (PAGE) President.

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 February 14, 2019 regular meeting as distributed; Ms. Bonner moved, seconded by Mr. Archibeque.

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

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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. **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.
 - b. **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 was presented to the Civil Service Commission for certification during this meeting.
 - c. **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.
 - 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 was 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 was presented to the Civil Service Commission for certification during this meeting.

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CONSENT AGENDA (CONTINUED)

- 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 on February 20, 2019; the list will be presented to the Civil Service Commission for certification during this meeting.
 - 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 was 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.
2. Ratified 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. Ratified 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. Ratified 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. Ratified the Commission's letter to Shae Dunton, regarding the removal of her name from the Code Enforcement Officer eligibility list.
 6. Ratified the Commission's letter to Sarah Biby, regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 7. Ratified 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. Ratified the Commission's letter to Andrew Heath, regarding the acceptance of his appeal of being admitted to the Police Patrol Officer examination.
 9. Ratified 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.

CONSENT AGENDA (CONTINUED)

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

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

REGULAR AGENDA

1. Submission of the eligible list for Community Service Coordinator.
Commission Action: Mr. Archibeque, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Community Service Coordinator.
Roll Call -- Ayes: Archibeque, Bonner. Motion carried unanimously.
2. Submission of the eligible list for Employee Benefits & Loss Control Manager.
Commission Action: Mr. Archibeque, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Employee Benefits & Loss Control Manager.
Roll Call -- Ayes: Archibeque, Bonner. Motion carried unanimously.
3. Submission of the eligible list for Police Patrol Officer.
Commission Action: Mr. Archibeque, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Police Patrol Officer.
Roll Call -- Ayes: Archibeque, Bonner. Motion carried unanimously.
4. Submission of the eligible list for Senior Security Administrator.
Commission Action: Mr. Archibeque, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Senior Security Administrator.
Roll Call -- Ayes: Archibeque, Bonner. Motion carried unanimously.

ADMINISTRATIVE ITEMS

1. Discussion by Betty Jo Aragon, PAGE Union President, regarding the competitiveness of some job descriptions.

Counsel Jagger stated the issue is in continuance; Aragon stated she'd like to ask a couple quick general questions, as the Union membership sent her to ask them of the Commission:

1. Are Civil Service and the Human Resources two different departments?
2. Is Civil Service making sure everything is fair, equitable and competitive in relation to written job descriptions? When the union members see a job description's qualifications written clearly for only one person, shouldn't that be a red flag to Civil Service?

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ADMINISTRATIVE ITEMS (CONTINUED)

Jagger stated the CS Commission's jurisdiction is limited, and that this issue should be taken to the Mayor and/or HR Director. The Commission's job is ensuring applicants meet (not change) the minimum qualifications as stated on the job descriptions, conduct the testing, and certify the ranks and lists.

Aragon said that the issue had been discussed at several Labor and Management Meetings (LMI) and that perhaps in the future the membership could attend and voice their concern at the LMI as well. Aragon reiterated that the membership requested she pose the questions due to a great concern that job descriptions appear to be narrowly written so only one person could qualify for a job. Aragon stated the issue will continue to be discussed at the LMI meetings and if no conclusion, the matter may be taken to the Mayor for further consideration.

Jagger reiterated that the HR Director does not decide who gets hired nor do they direct the CS staff. He stated that Civil Service does work closely with HR due to vetting, and that Civil Service Rules 7, 9, and 12 covers the area of applicant qualifications.

HR Director Marisa Pacheco asked Jagger if she could address the Commission regarding this issue. Pacheco stated that HR does not write the job descriptions; HR is contacted by the city departments who provide HR the specifics for any position. Pacheco stated that HR receives input from the people who run the City departments and are supervising the staff; they tell HR what qualifications are needed. Pacheco concluded that questions regarding job description changes should be brought (by title) to the attention of HR, and that she would direct any questions directly to the City department heads for proper explanation.

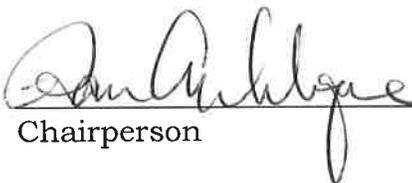
Commissioner Archibeque asked Aragon if there were any other specific questions or if another agenda date needs to be scheduled, to which Aragon replied she will share the information from Jagger and HR with the union membership. Commissioner Archibeque asked if, as far as the Commission is concerned, that issue was concluded; Aragon replied yes.

2. The next regular meeting of the Civil Service Commission was scheduled for April 9, 2019, at 11:00 A.M. The meeting will be held in the City Council Chambers, #1 City Hall Place.

INFORMATIONAL ITEMS

1. Employee Status Report for February 2019
2. Handouts

ADJOURNED: 11:13


Chairperson