



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, April 9, 2019
11:00 AM

MINUTES

CALL TO ORDER

Chairman Archibeque called the Civil Service Commission Meeting to order at 11:00 AM.

ROLL CALL

Commission Members Present: Dan Archibeque (Chair), Sharon Bonner, Guy Kennedy.

Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Marisa Pacheco, HR 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 March 12, 2019 regular meeting as distributed; Mr. Kennedy moved, seconded by Ms. Bonner.

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

CIVIL SERVICE COMMISSION MEETING MINUTES
April 9, 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 II** (Vacancy created by the 2019 Staffing Ordinance) – The external recruitment began on March 20, 2019 and ends on April 9, 2019. We received 18 applications as of the date this agenda was prepared. The written exam is scheduled for April 23, 2019.
 - b. **Accounting Technician III** (recruitment is due to an employee retirement) – The internal recruitment began on March 21, 2019 and ended on April 3, 2019. We received 1 approved application. The Commission authorized a Training and Experience (T&E) exam. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
 - c. **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 was administered on March 14, 2019. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
 - d. **Emergency Services Dispatcher** (recruitment is to fill anticipated vacancies) – The external recruitment began on March 10, 2019 and ended on March 30, 2019. We received 100 applications and 66 were approved for the exam. The CritiCall exam is scheduled for April 16, 2019.
 - e. **GIS Specialist** (recruitment is due to an employee resignation) – The external recruitment began on March 31, 2019 and ends on April 20, 2019. We received 10 applications as of the date this agenda was prepared. The written exam is scheduled for May 7, 2019.
 - f. **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 45 applications and 13 were approved for the exam. The written exam was administered on March 26, 2019. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
 - g. **Park Caretaker II-Playground Inspector** (recruitment is due to a newly created position) – The internal recruitment began on March 7, 2019 and ended on March 20, 2019. We received 1 approved application. The Civil Service Commission authorized a Training and Experience (T&E) exam. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
 - h. **Parks Area Crew Leader** (Vacancy created by the Reclassification Ordinance #9414) – The internal recruitment began on March 7, 2019 and ended on March 20, 2019. We received 5 applications and 4 were approved for the exam. The Civil Service Commission authorized a Training and Experience (T&E) exam. The eligibility list was presented to the Civil Service Commission for certification during this meeting.

CIVIL SERVICE COMMISSION MEETING MINUTES

April 9, 2019

CONSENT AGENDA (CONTINUED)

- i. **Parks Maintenance Mechanic** (Vacancy created by the 2019 Staffing Ordinance) – The internal recruitment began on March 31, 2019 and ends on April 13, 2019. We received 2 applications as of the date this agenda was prepared. The written exam is scheduled for May 6, 2019.
 - 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 28 applications and 26 were approved for the exam. The written exam was administered on March 19, 2019. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
 - 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 5 applications and 1 was 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.
 - 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 was administered on March 14, 2019. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
 - m. **Traffic Engineer** (recruitment is due to an employee resignation) – The external recruitment began on March 27, 2019 and ends on April 16, 2019. We received 0 applications as of the date this agenda was prepared. The written exam is scheduled for May 2, 2019.
 - n. **Wastewater Data Technician** (Vacancy created by the 2019 Staffing Ordinance) – The external recruitment began on March 27, 2019 and ends on April 16, 2019. We received 19 applications as of the date this agenda was prepared. The written exam is scheduled for May 2, 2019.
2. Ratified the Commission's decision to conduct a T&E exam on the Accounting Technician III, Parks Area Crew Leader and Park Caretaker II - Playground Inspector positions.
 3. Ratified the Commission's letters to Daniel Arellano, Rebecca Boyle, Adam Martinet, Stephen Martinez, Robin Perdue, William Ryan and Sabrina Stetler, regarding the removal of their names from the Code Enforcement Officer eligibility list.
 4. Ratified the Commission's letters to Megan Grier, Brianna Lussier, Elizabeth McDaniel-Barns, Tracy Mills-Mancinas, Jaylee Montoya, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
 5. Ratified the Commission's letters to Michael Barger and Matthew Hessen regarding the removal of their names from the Police Patrol Officer eligibility list.
 6. Ratified the Commission's letters to 9 Area Crew Leader eligibles regarding the appeals of 11 questions from 3 candidates to Area Crew Leader Promotional examination questions.
 7. Ratified the Commission's letter to Brandan Beauvais, Thomas DeCesaro, and Gerald LeRay regarding their objection of Police Sergeant Promotional examination questions.

CIVIL SERVICE COMMISSION MEETING MINUTES
April 9, 2019

CONSENT AGENDA (CONTINUED)

8. Ratified the Commission's letter to Elizabeth McDaniel Barnes regarding her objection to the rejection of her application for the position of Emergency Services Dispatcher.
9. Ratified the Commission's letter to Randy Trujillo regarding the acceptance of his objection to the Parks Area Crew Leader exam ranking.
10. Ratified the Commission's letter to Local #3 Firefighter Union regarding changes to the exam dates for the promotional classes Fire Engineer, Fire Inspector and Emergency Medical Officer.

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 Accounting Technician III.

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

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

2. Submission of the eligible list for Area Crew Leader.

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

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

3. Submission of the eligible list for HR Analyst.

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

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

4. Submission of the eligible list for Park Caretaker II – Playground Inspector.

Commission Action: *Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Park Caretaker II – Playground Inspector.*

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

CIVIL SERVICE COMMISSION MEETING MINUTES

April 9, 2019

REGULAR AGENDA (CONTINUED)

5. Submission of the eligible list for Parks Area Crew Leader.

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

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

6. Submission of the eligible list for Police Sergeant.

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

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

7. Submission of the eligible list for Radio Technician II.

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

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

8. Submission of the eligible list for Tax Auditor.

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

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

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for May 14, 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 March 2019
2. Handouts

ADJOURNED 11:10 AM


Chairperson