



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, June 18, 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 Tuesday, May 14, 2019.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, May 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:
 - a. **Accounting Technician II** (recruitment is due to an employee promotion) – The external recruitment began on May 23, 2019 and ended on June 12, 2019. We received 51 applications and 37 were approved. The written exam is scheduled for June 26, 2019.
 - b. **Accounting Technician IV** (recruitment is due to an employee promotion) – The external recruitment began on April 23, 2019 and ended on May 13, 2019. We received 35 applications and 22 were approved for the exam. The written exam was administered on May 29, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - c. **Fire Captain** (Recruitment is to fill anticipated vacancies) – The internal recruitment began on June 13, 2019 and ends on June 26, 2019. We received 1 application as of the date this agenda was prepared. The exam is scheduled for July 12, 2019.

CONSENT AGENDA (CONTINUED)

- d. **HR Analyst** (recruitment is due to an employee promotion) – The external recruitment began on April 14, 2019 and ended on May 4, 2019. We received 19 applications and 6 were approved for the exam. The written exam was administered on May 20, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - e. **Park Caretaker II – Irrigation Specialist** (Vacancy created by an employee promotion) – The internal recruitment began on May 15, 2019 and ended on May 28, 2019. We received 3 approved applications. The Commission authorized a T&E Exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - f. **Solid Waste Utility Worker III** (Position created by Staffing Ordinance 9387) – The internal recruitment began on April 11, 2019 and ended on April 24, 2019. We received 7 applications, and all were approved for the exam. The exam was administered on May 10, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - g. **Street Inspector** (Position created by Staffing Ordinance 9387) – The internal recruitment began on May 26, 2019 and ended on May 8, 2019. We received 12 applications, and all were approved for the exam. The exam is scheduled for June 27, 2019.
 - h. **WWTP Superintendent** (recruitment is due to an employee retirement) – The external recruitment began on April 21, 2019 and ended on May 11, 2019. We received 3 applications and 2 were approved for the exam. The Commission authorized a T&E. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
2. Ratify the Commission's letters to Bruce Schick and Lorenzo Trujillo, regarding the removal of their names from the Airport Operations/Maintenance Worker eligibility list.
 3. Ratify the Commission's letter to Susan McNew regarding her objection to the rejection of her application for the Accounting Technician IV exam.
 4. Ratify the Commission's letter to Nicolas Gowin regarding his objection to the removal of his name from the Police Patrol Officer eligibility list.
 5. Ratify the Commission's letter to Jimmie Quintana, President of the IBPO Union, regarding the postponement of the Police Sergeant exam until after January 2020.
 6. Ratify the Commission's decision to conduct Training & Experience Exams on the Park Caretaker II - Irrigation Specialist and WWTP Superintendent positions.

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

REGULAR AGENDA

1. Appeal of Sarah Copeland regarding her removal as a probationary employee.
Commission Action: Sustain, reject or set the matter for hearing.
2. Submission of the eligible list for Accounting Technician IV.
Commission Action: Approve and certify the eligible list for the class title of Accounting Technician IV.
3. Submission of the eligible list for HR Analyst.
Commission Action: Approve and certify the eligible list for the class title of HR Analyst.
4. Submission of the eligible list for Park Caretaker II – Irrigation Specialist.
Commission Action: Approve and certify the eligible list for the class title of Park Caretaker II – Irrigation Specialist.
5. Submission of the eligible list for Solid Waste Utility Worker III.
Commission Action: Approve and certify the eligible list for the class title for Solid Waste Utility Worker III.
6. Submission of the eligible list for Wastewater Treatment Plant Superintendent.
Commission Action: Approve and certify the eligible list for the class title of Wastewater Treatment Plant Superintendent.

ADMINISTRATIVE ITEMS

1. Set the date for the July 2019 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

1. Introduction of Laura Solano, Chief of Staff for the City of Pueblo.
2. Employee Status Report for May 2019
3. Handouts

ADJOURN