



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

Other interested parties: Director of Finance Charles Hernandez and HR Analyst Butch Batcheldor.

AMENDMENTS TO THE AGENDA

Yes: There were errors in the original Consent Agenda that consisted of a double entry of Item #6, and errors in the listed names in Item #7; the corrected Agenda was presented to the Commissioners.

Attorney Jagger read the Motion: To amend the original Agenda by the deletion of the following names from Item #7 (Police): Anthony Cancino, Michael Cardenas, Shawn Herlickson, Jennifer Hernandez, Kirk Katzenmeyer, Michael Lewis, Julio Miramontes, Kayla Ruiz, Mark Sanchez, Nickolas Segura, Scott Smith, Jacob Stice and Justin Van Huss; remove Item #9; and approve the amended Agenda reflecting these changes as described.

Motion moved by Bonner, 2nd by Kennedy, no further discussions.

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

READING AND APPROVAL OF MINUTES:

Motion made by Mr. Archibeque to dispense with the reading and approve the minutes for the April 9, 2019 regular meeting as distributed; Mr. Kennedy moved, seconded by Ms. Bonner.

Roll Call -- Ayes: Archibeque, Bonner, Kennedy. 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. Received and filed 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 ended on April 9, 2019. We received 23 applications and 16 were approved. The written exam was administered on April 23, 2019. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
- b. **Accounting Technician II** (recruitment is due to an employee promotion) – The internal recruitment began on May 9, 2019 and ends on May 22, 2019. We received 0 applications as of the date this agenda was prepared. The written exam is scheduled for June 7, 2019.
- c. **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 27 applications as of the date this agenda was prepared. The written exam is scheduled for May 29, 2019.
- d. **Business Systems Analyst** (recruitment is due to an employee resignation) – The internal recruitment began on April 22, 2019 and ended on May 4, 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.
- e. **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 was administered on April 16, 2019. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
- f. **GIS Specialist I** (recruitment is due to an employee resignation) – The external recruitment began on March 31, 2019 and ended on April 20, 2019. We received 18 applications and 8 were approved for the exam. The written exam was administered on May 7, 2019. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
- g. **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 is scheduled for May 20, 2019.
- h. **Parks Maintenance Mechanic** (Vacancy created by the 2019 Staffing Ordinance) – The internal recruitment began on March 31, 2019 and ended on April 13, 2019. We received 3 applications and 1 was approved for the exam. 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.

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CONSENT AGENDA (CONTINUED)

- i. **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 written exam was administered on May 10, 2019.
 - j. **Traffic Engineer** (recruitment is due to an employee resignation) – The external recruitment began on March 27, 2019 and ended on April 16, 2019. We received 0 applications.
 - k. **Wastewater Data Technician** (Vacancy created by the 2019 Staffing Ordinance) – The external recruitment began on March 27, 2019 and ended on April 16, 2019. We received 24 applications and 3 were approved for the exam. 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.
 - l. **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 as of the date this agenda was prepared. The written exam is scheduled for May 24, 2019.
2. Ratified the Commission's letters to Todd Hillstad and Jennifer Polk regarding the removal of their names from the Accountant II eligibility list.
 3. Ratified the Commission's letters to Jason Heine and Duane Mondragon regarding the removal of their names from the Code Enforcement Officer eligibility list.
 4. Ratified the Commission's letters to Erin Frye, Ariel Herrera, Carla Medina, Michelle Pope, and Zearn Rodriguez, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
 5. Ratified the Commission's letters to Kate Adams, April Foley and Christina Trujillo regarding the removal of their names from the HR Analyst eligibility list.
 6. Ratified the Commission's letter to Anthony Velarde regarding his objection to the rejection of his admittance to the HR Analyst exam.
 7. Ratified the Commission's letters to Darrell Augustine, Jason Bates, Ralph Cabalar, Lawrence Cutts, Taylor Duran, Michael Etienne, Taylor Frazier, Nicolas Gowin, Nathan Holst, Daniel Hook, Zackary Little, Jory Maggard, Samuel Marquez, Ryan Patterson, Kyle Reeves, Cody Selves, Matthew Tillman, Daniel Trujillo, and Gary Yates regarding the removal of their names from the Police Patrol Officer eligibility list.
 8. Ratified the Commission's letter to Matthew Hessen regarding his objection to the rejection of removal from the Police Patrol Officer eligibility list.
 9. Ratified the Commission's letter to Troy Proud regarding his objection to the rejection of his application for the Parks Maintenance Mechanic promotional exam.
 10. Ratified the Commission's letter to Daniel Arellano, regarding the rejection of his objection to the rejection of his admission to the Parks Maintenance Mechanic examination.

CONSENT AGENDA (CONTINUED)

11. Ratified the Commission's letters to Timothy Davis regarding his request to be placed on the re-employment list for Equipment Operator I and Utility Worker.
12. Ratified the Commission's decision to conduct a Training & Experience Exams on the Business Systems Analyst, Parks Maintenance Mechanic and Wastewater Data Technician positions.

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 II.
Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Accountant II.
Roll Call -- Ayes: Archibeque, Bonner and Kennedy. Motion carried unanimously.
2. Submission of the eligible list for Business Systems Analyst.
Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Business Systems Analyst.
Roll Call -- Ayes: Archibeque, Bonner and Kennedy. Motion carried unanimously.
3. Submission of the eligible list for Emergency Services Dispatcher.
Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Emergency Services Dispatcher.
Roll Call -- Ayes: Archibeque, Bonner and Kennedy. Motion carried unanimously.
4. Submission of the eligible list for GIS Specialist I.
Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of GIS Specialist I.
Roll Call -- Ayes: Archibeque, Bonner and Kennedy. Motion carried unanimously.
5. Submission of the eligible list for Parks Maintenance Mechanic.
Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Parks Maintenance Mechanic.
Roll Call -- Ayes: Archibeque, Bonner and Kennedy. Motion carried unanimously.
6. Submission of the eligible list for Wastewater Data Technician.
Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Wastewater Data Technician.
Roll Call -- Ayes: Archibeque, Bonner and Kennedy. Motion carried unanimously.

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ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for June 18, 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 April 2019
2. Handouts
3. HR Director Marisa Pacheco introduced two new employees to the Commissioners: Mr. Charles Hernandez, the Director of Finance; and Mr. Butch Batchelder, HR Analyst.

ADJOURNED 11:11 AM



Chairperson