



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
OCTOBER 13, 2011
5:30 P.M.**

MINUTES

CALL TO ORDER

Commissioner Sharon Bonner called the Civil Service Commission Meeting to order.

ROLL CALL

Commission Members Present: Guy Kennedy, Sharon Bonner

Commission Members Absent: Dan Archibeque

Administrative and Civil Service Staff Members Present: Counsel for the Commission Robert Jagger, HR Analyst Manual Alcala, HR Analyst Bella Trujillo, Civil Service Administrator Toni Selman, and Secretary Lynne Huskins.

Other Interested Parties: None

AMENDMENTS TO AGENDA

Ms. Bonner asked if there were any amendments to the agenda. None were voiced.

READING AND APPROVAL OF MINUTES

Mr. Kennedy seconded by Ms. Bonner moved to dispense with the reading and approve the minutes of the Civil Service Commission regular meeting dated Tuesday September 13, 2011 as distributed.

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

CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

The Commission received and filed the following status report on current recruitments:

- a. Crime Analyst - (Recruitment due to employee resignation) - We received 45 applications for this position, and three were qualified. T&E examinations were conducted on the qualified applicants. The eligibility list will be signed at this meeting.
- b. Emergency Services Dispatcher - (Recruitment due to establishing new eligibility list) - The performance exam was held on October 5, 2011. Fifty eight persons were scheduled and 53 appeared to take the exam. Forty four candidates passed and nine failed. The eligibility list will be signed at this meeting.

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CONSENT AGENDA

- c. Park Caretaker II – Irrigation Specialist - (Recruitment due to employee promotion) – We received four applications for this position. A T&E examination was conducted on the one qualified applicant. The eligibility list will be signed at this meeting.
- d. Wastewater Utility Worker I - (Recruitment due to employee receiving required licensure) - We received two applications for this position. T&E examinations were conducted on the qualified applicants. The eligibility list will be signed at this meeting.
- e. Water Reclamation Worker II - (Recruitment due to employee receiving required licensure) - We received one application for this position. A T&E examination was conducted on this application. The eligibility list will be signed at this meeting.

COMMUNICATIONS

- 1. Ratify the Commission's letter to Beth Mauro regarding the removal of her name from the Police Patrol Officer eligibility list.
- 2. Ratify the Commission's letter to Christopher Moore regarding the removal of his name from the Police Patrol Officer eligibility list.
- 3. Ratify the Commission's letter to Anthony Simmons regarding the removal of his name from the Police Patrol Officer eligibility list.
- 4. Ratify the Commission's letter to Brandon Talton regarding the removal of his name from the Police Patrol Officer eligibility list.
- 5. Ratify the Commission's letter to Erik Unstad regarding the removal of his name from the Police Patrol Officer eligibility list.
- 6. Ratify the Commission's letter to Michael Galich regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.
- 7. Ratify the Commission's letter to John Hill regarding the removal of his name from the Traffic Control Utility Worker II eligibility list.
- 8. Ratify the Commission's letter to Vincent Trevino regarding the rejection of his objection to allow him to take the Park Caretaker II – Irrigation examination.
- 9. Ratify the Commission's letter to Matthew Enrietta regarding the removal of his name from the Recreation Supervisor eligibility list.
- 10. Ratify the Commission's letter to Ed Mizicko regarding the removal of his name from the Recreation Supervisor eligibility list.
- 11. Ratify the Commission's letter to Steven Mueller regarding the removal of his name from the Recreation Supervisor eligibility list.
- 12. Ratify the Commission's letter to Ryen Romero regarding the removal of his name from the Recreation Supervisor eligibility list.

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CONSENT AGENDA

COMMUNICATIONS

13. Ratify the Commission's letter to Bryan White regarding the removal of his name from the Recreation Supervisor eligibility list.
14. Ratify the Commission's letter to Matthew Grable regarding the rejection of his objection of the removal of his name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Aaron Saffold regarding the rejection of his objection of the removal of his name from the Auto Mechanic eligibility list.
16. Ratify the Commission's letter to Matthew Enrietta regarding the acceptance of his objection of the removal of his name from the Police Patrol Officer eligibility list.
17. Ratify the Commission's letter to William Jackson regarding the rejection of his objection to allow him to take the Crime Analyst examination.
18. Ratify the Commission's letter to Richard Holmes regarding the removal of his name from the Clerk Typist eligibility list.
19. Ratify the Commission's letter to Michelle Komaroski regarding the removal of her name from the Clerk Typist eligibility list.
20. Ratify the Commission's letter to Margaret Mangram regarding the removal of her name from the Clerk Typist eligibility list.
21. Ratify the Commission's letter to Deborah Stanton regarding the removal of her name from the Clerk Typist eligibility list.
22. Ratify the Commission's letter to Shauna Vucetich regarding the removal of her name from the Clerk Typist eligibility list.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve all items on the Consent Agenda.

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

REGULAR AGENDA

1. The Civil Service Administrator submitted the eligible list for Crime Analyst.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Crime Analyst.

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

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REGULAR AGENDA

2. The Civil Service Administrator submitted the eligible list for Emergency Services Dispatcher.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Emergency Services Dispatcher.

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

3. The Civil Service Administrator submitted the eligible list for Park Caretaker II – Irrigation Specialist.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Park Caretaker II – Irrigation Specialist.

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

4. The Civil Service Administrator submitted the eligible list for Wastewater Utility Worker I.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Wastewater Utility Worker I.

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

5. The Civil Service Administrator submitted the eligible list for Water Reclamation Worker II.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Water Reclamation Worker II.

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

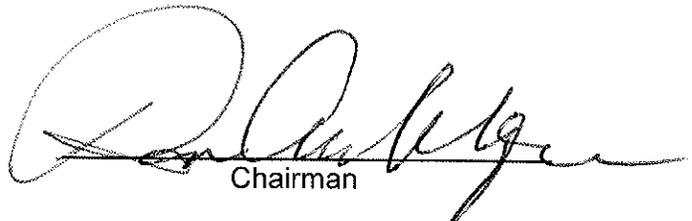
ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for November 8, 2011 at 5:30 p.m. The meeting will be held in the interim City Council Chambers, 301 W. "B" Street.

INFORMATIONAL ITEMS

1. The Commission received their handouts.

ADJOURN – 5:36 p.m.


Chairman