



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

MINUTES

CALL TO ORDER

Chairman Dan Archibeque called the Civil Service Commission Meeting to order.

ROLL CALL

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

Administrative and Civil Service Staff Members Present: Counsel for the Commission Robert Jagger, HR Director Marisa Walker, Fire Chief Chris Riley, HR Analyst Manual Alcala, HR Analyst Bella Trujillo, Civil Service Administrator Toni Selman, Civil Service Clerk Typist Rena Jarrard and Secretary Lynne Huskins.

Other Interested Parties: Park Caretaker II – Irrigation Specialist Applicant Vincent Trevino.

AMENDMENTS TO AGENDA

Mr. Archibeque asked if there were any amendments to the agenda. Ms. Selman requested that Item # 6 on the Regular Agenda, Certification of the Eligible List for Park Caretaker II – Irrigation Specialist, be removed from the agenda. The Commission received an objection to a rejection of an applicant for this position, so the list is not ready to be certified at this time.

Mr. Kennedy seconded by Ms. Bonner moved to approve the Agenda as amended.

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

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 August 9, 2011 as distributed.

Roll Call -- Ayes: Archibeque, 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. Motorsports Operations Supervisor - (Recruitment due to new position in 2011 budget) – We received 14 applications for this position, and a T&E examination was conducted on the one qualified applicant. The eligibility list will be signed at this meeting.

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- b. Zoning Enforcement Officer - (Recruitment due to new position in 2011 budget) – We received three applications for this position, and a T&E examination was conducted on the one qualified applicant. The eligibility list will be signed at this meeting.
- c. Zoning Enforcement Supervisor - (Recruitment due to new position in 2011 budget) – We received 11 applications for this position, and a T&E examination was conducted on the one qualified applicant. The eligibility list will be signed at this meeting.
- d. Associate Field Engineer - (Recruitment due to new position) – A T&E examination was conducted on the one qualified applicant we received for this position. The eligibility list will be signed at this meeting.
- e. Crime Analyst - (Recruitment due to employee resignation) - External recruitment began on September 4, 2011 and ends on September 25, 2011. As of the date of this agenda, we had received 12 applications for this position.
- f. Radio Technician II - (Recruitment due to employee receiving required license) - A T&E examination was conducted on the one qualified applicant we received for this position. The eligibility list will be signed at this meeting.
- g. Emergency Services Dispatcher - (Recruitment due to establishing new eligibility list) - External recruitment began on August 14, 2011 and ended on September 4, 2011. We received 112 applications for this position. We are currently in the process of screening these applications.
- h. Park Caretaker II – Irrigation Specialist - (Recruitment due to employee promotion) – We received four applications for this position. T&E examinations were conducted on the two qualified applicants. The eligibility list will be signed at this meeting.

COMMUNICATIONS

- 1. Ratify the Commission's letter to Shannon Dawson regarding the removal of her name from the Clerk Typist eligibility list.
- 2. Ratify the Commission's letter to Douglass Tomczak regarding the removal of his name from the Utility Worker eligibility list.
- 3. Ratify the Commission's letter to Ashlee Kramer regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
- 4. Ratify the Commission's letter to Sonny Cruz regarding the removal of his name from the Utility Worker eligibility list.
- 5. Ratify the Commission's letter to John Vigil regarding the removal of his name from the Utility Worker eligibility list.
- 6. Ratify the Commission's letter to Gabrielle Armijo regarding the removal of her name from the Police Patrol Officer eligibility list.

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COMMUNICATIONS

7. Ratify the Commission's letter to Zachary Bratton regarding the removal of his name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to James Frank regarding the removal of his name from the Police Patrol Officer eligibility list.
9. Ratify the Commission's letter to Christopher Howland regarding the removal of his name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Marissa Livengood regarding the removal of her name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Jonathan Sgro regarding the removal of his name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to Christopher Valderrama regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Dominic Pries regarding the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Matthew Grable regarding the removal of his name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Aaron Saffold regarding the removal of his name from the Auto Mechanic eligibility list.
16. Ratify the Commission's letter to Loren Archuleta regarding the removal of his name from the Utility Worker eligibility list.
17. Ratify the Commission's letter to David Chain regarding the removal of his name from the Utility Worker eligibility list.
18. Ratify the Commission's letter to Christopher Mora regarding the removal of his name from the Utility Worker eligibility list.
19. Ratify the Commission's letter to David Shepard regarding the removal of his name from the Utility Worker eligibility list.

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

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

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REGULAR AGENDA

1. The Civil Service Administrator submitted the eligible list for Motorsports Operations Supervisor.

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

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

2. The Civil Service Administrator submitted the eligible list for Zoning Enforcement Officer.

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

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

3. The Civil Service Administrator submitted the eligible list for Zoning Enforcement Supervisor.

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

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

4. The Civil Service Administrator submitted the eligible list for Associate Field Engineer.

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

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

5. The Civil Service Administrator submitted the eligible list for Radio Technician II.

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

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

6. Mr. Archibeque asked if there were any other items before the Commission. Vincent Trevino stepped forward and asked to address the Commission. After being sworn in by Mr. Jagger, Mr. Trevino stated he had applied for the Park Caretaker II – Irrigation Specialist position, and his application was rejected. He told the Commission that he was reviewing the duties and responsibilities of the position, and felt he has experience performing all the duties required. He said he does not have the documented required year or irrigation experience, because he did odd jobs on his own after being laid off from Total Terrain. He would like to take the exam and have his score speak for itself.

Mr. Archibeque asked Ms. Selman to give some background on this issue. Ms. Selman stated that Mr. Trevino met the requirement of two years experience as a Park Caretaker or similar due to his employment with the City Streets Division, but did not meet the required

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one year of irrigation experience. Mr. Trevino said he was just being honest about his experience, and he can only document nine months of paid experience.

Mr. Archibeque stated that the Commission has to strictly adhere to the minimum qualifications as written in the class specification. Applicants for this position have to have one year of irrigation experience, not just the expectation that they can perform the duties of the position. This experience has to be verifiable. Mr. Archibeque stated he was hoping that Mr. Trevino would be able to bring in additional information that would document his experience, but he did not provide that. Mr. Jagger added that applicants must meet the requirements for positions by the application deadline date. Mr. Archibeque advised Mr. Trevino to document any experience he gains on his own in the future so that he might possibly qualify for the position the next time we recruit. He thanked Mr. Trevino for coming before the Commission.

ADMINISTRATIVE ITEMS

1. Ms. Selman advised the Commission that the proposed amendments to Civil Service Rules 15, 17, 18, 22, 31, and 39 had passed final reading at the September 12, 2011 City Council Meeting which she and Chairman Archibeque attended. The rule changes are now approved, and copies will be added to the Commissioners ordinance books when we receive them.
2. The next regular meeting of the Civil Service Commission was scheduled for October 13, 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 Status Reports for May and August 2011.
2. The Commission received their handouts.

ADJOURN – 5:55 p.m.



Chairman