



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, August 13, 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, July 9, 2019.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, July 9, 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. **Deputy City Clerk** (Vacancy due to an employee promotion) – The open recruitment began on July 11, 2019 and ended on July 31, 2019. We received 86 applications, and 47 were approved for the exam. The exam is scheduled for August 15, 2019.
 - b. **Engineering Manager** (Vacancy due to an employee promotion) – The open recruitment began on July 21, 2019 and ended on August 10, 2019. We received 6 applications as of the date this agenda was prepared. The exam is scheduled for August 28, 2019.
 - c. **Fire Captain** (Recruitment is to fill anticipated vacancies) – The closed recruitment began on June 13, 2019 and ended on June 26, 2019. We received 33 applications, and all were approved. The written exam was administered on July 12, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.

CONSENT AGENDA (CONTINUED)

- e. **Fire Inspector** (Recruitment is to fill anticipated vacancies) – The closed recruitment began on June 20, 2019 and ended on July 6, 2019. We received 5 applications, and all were approved. The written exam was administered on July 22, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - f. **Lab Analyst II** (vacancy is due to an employee promotion) – The closed recruitment began on June 26, 2019 and ended on July 9, 2019. We received 1 approved application. The Commission authorized a T&E exam that was administered on July 12, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - g. **PC/Network Technician** (vacancy created by an employee promotion) – The open recruitment began on July 24, 2019 and ends on August 13, 2019. We received 20 applications as of the date this agenda was prepared. The written exam is scheduled for August 27, 2019.
 - h. **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 written exam was administered on June 27, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - i. **System Administrator** (Vacancy due to an employee promotion) – The open recruitment began on July 21, 2019 and ended on August 10, 2019. We received 16 applications as of the date this agenda was prepared. The exam is scheduled for August 27, 2019.
2. Ratify the Commission's letter to Lisa Bacon, Joanna Benavidez, and Leslie Seal for the removal of their names from the Accounting Technician IV eligibility list.
 3. Ratify the Commission's letters to Edward Archuleta, Marcus Odierno, James Roman, and Jose Uribe for the removal of their names from the Airport Operations/Maintenance Worker eligibility list.
 4. Ratify the Commission's letters to Sherrie Casarez, Seneca Casias, Charli Cowan, Andrew Douglas, Megan Fortner, Kristina Harris, Melissa Hayward, Kylie Hudgens, Maureen Jones, Amber Martinez, Delilah Porras, Riki Ann Roybal, and Amanda Vigil, for the removal of their names from the Emergency Services Dispatcher eligibility list.
 5. Ratify the Commissioner's letters to 32 candidates regarding changes to the scoring and ranking of the Fire Captain examination.
 6. Ratify the Commission's letters to Jeremy Clark, Robert James, Bob Lee, Brian K. McKim, Frank Milavec, and Aleksandar Spiridonov for the removal of their names from the PC/Network Technician eligibility list.
 7. Ratify the Commission's letters to Jacob Stice and Justin Van Huss for the removal of their names from the Police Patrol Officer eligibility list.
 8. Ratify the Commissioner's letter to Dennis Rowland regarding the objection of his appeal regarding the Street Inspector examination.
 9. Ratify the Commissioner's letter to Ashley Everetts regarding the rejection of her objection to the removal of her name from the Emergency Services Dispatcher eligibility list.

CONSENT AGENDA (CONTINUED)

10. Ratify the Commissioner's letter to Denise Vigil-Bobian regarding her appeal to the rejection of her application for the Deputy City Clerk examination.
11. Ratify the Commission's decision to conduct a Training & Experience Exam on the Lab Analyst II position.

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

REGULAR AGENDA

1. Submission of the eligible list for Fire Captain.
Commission Action: Approve and certify the eligible list for the class title of Fire Captain.
2. Submission of the eligible list for Fire Inspector.
Commission Action: Approve and certify the eligible list for the class title of Fire Inspector.
3. Submission of the eligible list for Lab Analyst II.
Commission Action: Approve and certify the eligible list for the class title of Lab Analyst II.
4. Submission of the eligible list for Street Inspector.
Commission Action: Approve and certify the eligible list for the class title of Street Inspector.

ADMINISTRATIVE ITEMS

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

INFORMATIONAL ITEMS

1. Employee Status Report for July 2019
2. Handouts
3. Western Region IPMA-HR May 2020 (Anaheim, CA) Information

HEARING

1. Appeal from Stephen Dear regarding the termination of his employment as Stormwater Utility Maintenance Supervisor.

ADJOURN