



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, July 9, 2019  
11:00 AM

## **MINUTES**

### **CALL TO ORDER**

Chair Daniel Archibeque called the Civil Service Commission Meeting to order at 11:00 AM.

### **ROLL CALL**

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

Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Bella Trujillo, Employee Benefits & Loss Control Manager; Manuel Alcala, Civil Service Administrator.  
Other interested parties: Butch Batchelder, HR Analyst.

### **AMENDMENTS TO THE AGENDA**

*None*

### **READING AND APPROVAL OF MINUTES:**

Motion made by Mr. Archibeque to dispense with the reading and approve the minutes for the June 18, 2019 regular meeting as distributed; Mr. Kennedy moved, seconded by Ms. Bonner.

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

## CIVIL SERVICE COMMISSION MEETING MINUTES

July 9, 2019

### 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** (vacancy 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 was administered on June 26, 2019. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
  - b. **Civil Engineer - Drainage** (vacancy is due to an employee transfer) – The external recruitment began on June 20, 2019 and ends on July 11, 2019. We received 0 application as of the date this agenda was prepared. The exam is scheduled for July 24, 2019.
  - c. **Fire Captain** (Recruitment is to fill anticipated vacancies) – The internal recruitment began on June 13, 2019 and ended on June 26, 2019. We received 33 applications, and all were approved. The written exam is scheduled for July 12, 2019.
  - d. **Fire Inspector** (Recruitment is to fill anticipated vacancies) – The internal recruitment began on June 20, 2019 and ended on July 6, 2019. We received 4 applications as of the date this agenda was prepared. The written exam is scheduled for July 22, 2019.
  - e. **Lab Analyst II** (vacancy is due to an employee promotion) – The internal recruitment began on June 26, 2019 and ends on July 9, 2019. We received 1 application as of the date this agenda was prepared. The written exam is scheduled for July 25, 2019.
  - f. **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 appeal period, per Civil Service Rule 23, ends on July 15, 2019.
2. Ratified the Commission's letter to Serena Pacheco for the removal of her name from the Accounting Technician IV eligibility list.
3. Ratified the Commission's letters to Chadwick Campbell, Allen Case, Efrain Hernandez-Cosyleon, and Justin Martinez for the removal of their names from the Airport Operations/Maintenance Worker eligibility list.
4. Ratified the Commission's letters to Ashley Everetts, Jared Cordova, and Demario Leonard for the removal of their names from the Emergency Services Dispatcher eligibility list.
5. Ratified the Commission's letter to Lisa Pate for the removal of her name from the Solid Waste Utility Worker III eligibility list.
6. Ratified the Commission's letters to Anthony Borcic, Michael Enriquez, Miranda Getler, and Lorenzo Trujillo for the removal of their names from the Water Reclamation Worker eligibility list.

CIVIL SERVICE COMMISSION MEETING MINUTES  
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**CONSENT AGENDA (CONTINUED)**

7. Ratified the Commissioner's letter to Shirley Treece regarding the approval of her objection to being admitted to the Accounting Technician II examination.

**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 and Bonner. Motion carried unanimously.*

**REGULAR AGENDA**

1. Submission of the eligible list for Accounting Technician II.

**Commission Action:** *Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Accounting Technician II.*

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

**ADMINISTRATIVE ITEMS**

1. The next regular meeting of the Civil Service Commission was scheduled for August 13, 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 June 2019
2. Handouts

**ADJOURNED: 11:03**

  
Chairperson