



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, September 10, 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, August 13, 2019.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, August 13, 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. **Civil Engineer / Drainage** (Vacancy created by an employee transfer) – The open recruitment began on August 25, 2019 and ends on September 14, 2019. We had received 0 applications at the time this agenda was prepared. The written exam is scheduled for September 30, 2019.
  - b. **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 49 were approved for the exam. The exam was administered on August 15, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
  - c. **Emergency Medical Officer** (Recruitment due to anticipated vacancies) – The closed recruitment began on September 1, 2019 and ends on September 14, 2019. We had received 2 applications at the time this agenda was prepared. The written exam is scheduled for October 15, 2019.

**CONSENT AGENDA (CONTINUED)**

- d. **Emergency Services Dispatcher** (Recruitment due to multiple current and anticipated vacancies) – The open recruitment began on August 20, 2019 and ended on September 9, 2019. We had received 64 applications at the time this agenda was prepared. The CritiCall exam is scheduled for September 23, 2019.
- e. **Engineering Manager** (Vacancy created by an employee promotion) – The open recruitment began on July 21, 2019 and ended on August 10, 2019. We received 6 applications and 3 were approved. The Commission authorized a T&E exam, which was administered on August 16, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- f. **Fire Engineer** (Recruitment due to anticipated vacancies) – The closed recruitment began on September 1, 2019 and ends on September 14, 2019. We had received 1 application at the time this agenda was prepared. The written exam is scheduled for September 30, 2019.
- g. **Licensing Coordinator** (Recruitment due to a newly established position) – The open recruitment began on August 11, 2019 and ended on August 31, 2019. We received 54 applications and 7 were approved. The written exam is scheduled for September 16, 2019.
- h. **Parking Enforcer** (Vacancy created by an employee resignation) – The open recruitment began on September 4, 2019 and ends on September 24, 2019. We had received 21 applications at the time this agenda was prepared. The written exam is scheduled for October 21, 2019.
- i. **PC/Network Technician** (vacancy created by an employee promotion) – The open recruitment began on July 24, 2019 and ended on August 13, 2019. We received 26 applications and 18 were approved. The written exam was administered on August 27, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- j. **Planner** (Vacancy created by an employee promotion) – The open recruitment began on September 8, 2019 and ends on September 28, 2019. We had received 0 applications at the time this agenda was prepared. The written exam is scheduled for October 24, 2019.
- k. **Police Patrol Officer** (Recruitment due to multiple current and anticipated vacancies) – The open recruitment began on August 25, 2019 and ends on September 22, 2019. We had received 102 applications at the time this agenda was prepared. The physical ability and written exams are scheduled for October 9 and 10, 2019.
- l. **Pretreatment Manager** (Vacancy created by an employee resignation) – The open recruitment began on September 1, 2019 and ends on September 21, 2019. We had received 6 applications at the time this agenda was prepared. The written exam is scheduled for October 3, 2019.
- m. **Stormwater Utility Maintenance Supervisor** (Vacancy created by an employee termination) – The open recruitment began on September 8, 2019 and ends on September 28, 2019. We had received 0 applications at the time this agenda was prepared. The written exam is scheduled for October 22, 2019.

**CONSENT AGENDA (CONTINUED)**

- n. System Administrator** (Vacancy due to an employee promotion) – The open recruitment began on July 21, 2019 and ended on August 10, 2019. We received 17 applications and 11 were approved. The exam was administered on August 27, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
2. Ratify the Commission's letter to Clinton Shaffer III for the removal of his name from the Accountant I eligibility list.
  3. Ratify the Commission's letters to Lisa Ashton, Janelle Marquez for the removal of their names from the Emergency Services Dispatcher eligibility list.
  4. Ratify the Commission's letters to Madelaine Anderson, Bailey Amburgey-Wilkes, Eric Bockrath, Jacob Boyer, Shane Brown, Jeffery Click, Russell Courtney, Kevin Davis, Sean Hitchens, Richard Jock, Bobby Martinez, Eddie Mendoza, Marc Norman, Carl Ortiz, Joseph Prindiville, Bryce Redus, James Redwing, Philip Rudyk, and Stratton West for the removal of their names from the Firefighter eligibility list.
  5. Ratify the Commission's letters to Sara Doll and Marcus Hammonds for the removal of their names from the Planner eligibility list.
  6. Ratify the Commission's letters to Dylan Baker, Marquez Berumen, Ashley Cannon, Trevor Case, Kyle Cook, Antonio Dionisio, Noah Fergsuon, Michael Garcia, Rafael Gonzales, Shawn Herlickson, Seth Hoffman, Lucas Kane, Michael Lewis, Brandon Mansfield, Daniel Mayo, Obed Meza-Cardenas, Erik Perry, Johnny Quintana, James Redwing, Chris Robinson, Scott Smith, Chad Solano, and Nikko Valdez for the removal of their names from the Police Patrol Officer eligibility list.
  7. Ratify the Commission's letter to Jennifer Thorman for the removal of her name from the Water Reclamation Worker eligibility list.
  8. Ratify the Commission's letter to Chad DeVore regarding the lack of jurisdiction to hear his appeals for ADA violations and Section 6-11-2 of PMC.
  9. Ratify the Commission's decision to conduct a Training & Experience Exam on the Engineering Manager position.

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

CIVIL SERVICE COMMISSION MEETING  
September 10, 2019

**REGULAR AGENDA**

1. Submission of the eligible list for Deputy City Clerk.  
**Commission Action:** Approve and certify the eligible list for the class title of Deputy City Clerk.
2. Submission of the eligible list for Engineering Manager.  
**Commission Action:** Approve and certify the eligible list for the class title of Engineering Manager.
3. Submission of the eligible list for PC/Network Technician.  
**Commission Action:** Approve and certify the eligible list for the class title of PC/Network Technician.
4. Submission of the eligible list for System Administrator.  
**Commission Action:** Approve and certify the eligible list for the class title of System Administrator.

**ADMINISTRATIVE ITEMS**

1. Presentation by the Administrator on a proposed talent acquisition strategy and related goals for the next five years.
2. Set the date for the October 2019 Civil Service Commission Meeting.

**INFORMATIONAL ITEMS**

1. Employee Status Report for August 2019
2. Handouts

**HEARING**

1. Appeal from Chad DeVore regarding the termination of his employment as Wastewater Utility Worker IV.

**ADJOURN**