



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, October 08, 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, September 10, 2019.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, September 10, 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. **Auto Mechanic** (Vacancy created by an employee retirement) – The open recruitment began on October 2, 2019 and ends on October 22, 2019. We received 2 applications at the time this agenda was prepared. The written exam is scheduled for November 5, 2019.
  - b. **Civil Engineer / Drainage** (Vacancy created by an employee transfer) – The closed recruitment began on September 25, 2019 and ends on October 8, 2019. We received 0 applications at the time this agenda was prepared. The written exam is scheduled for October 25, 2019.
  - c. **Emergency Medical Officer** (Recruitment due to anticipated vacancies) – The closed recruitment began on September 1, 2019 and ended on September 14, 2019. We had received 9 applications, and all were accepted. 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 received 77 applications and 46 were approved for exam. The CritiCall exam was administered on September 23, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- e. **Equipment Operator II** (Vacancy created by an employee transfer) – The closed recruitment began on September 20, 2019 and ended on October 3, 2019. We received 5 applications at the time this agenda was prepared. The written exam is scheduled for October 23, 2019.
- f. **Fire Engineer** (Recruitment due to anticipated vacancies) – The closed recruitment began on September 1, 2019 and ended on September 14, 2019. We received 10 applications and all were approved for the exam. The written exam was administered on September 30, 2019.
- g. **HR Analyst** (Recruitment due to an employee promotion) – The open recruitment began on September 22, 2019 and ends on October 12, 2019. We received 22 applications at the time this agenda was prepared. The written exam is scheduled for October 30, 2019.
- h. **Lab Analyst III** (Vacancy created by an employee resignation) – The closed recruitment began on September 17, 2019 and ended on September 30, 2019. We received 1 approved application. The Civil Service Commission authorized a Training and Experience (T&E) exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- i. **Laboratory Pretreatment Specialist** (Vacancy created by an employee resignation) – The open recruitment began on September 17, 2019 and ended on October 7, 2019. We received 18 applications at the time this agenda was prepared. The written exam is scheduled for October 29, 2019.
- j. **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 9 were approved for the exam. The written exam was administered on September 16, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- k. **Parking Enforcer** (Vacancy created by an employee resignation) – The open recruitment began on September 4, 2019 and ended on September 24, 2019. We received 69 applications and 11 were approved for the exam. The written exam is scheduled for October 21, 2019.
- l. **Planner** (Vacancy created by an employee promotion) – The open recruitment began on September 8, 2019 and ended on September 28, 2019. We received 29 applications and 11 were approved for the exam. The written exam is scheduled for October 24, 2019.
- m. **Police Patrol Officer** (Recruitment due to multiple current and anticipated vacancies) – The open recruitment began on August 25, 2019 and ended on September 22, 2019. We received 188 applications and 155 were approved for the exam. The physical ability and written exams are scheduled for October 9 and 10, 2019.

**CONSENT AGENDA (CONTINUED)**

- n. **Pretreatment Manager** (Vacancy created by an employee resignation) – The open recruitment began on September 1, 2019 and ended on September 21, 2019. We received 11 applications and 2 were approved for the exam. The Commission authorized a Training and Experience exam.
  - o. **Principal Planner** (Vacancy created by an employee promotion) – The closed recruitment began on September 25, 2019 and ends on October 8, 2019. We received 0 applications at the time this agenda was prepared. The exam is scheduled for October 25, 2019.
  - p. **Stormwater Utility Maintenance Supervisor** (Vacancy created by an employee termination) – The open recruitment began on September 8, 2019 and ended on September 28, 2019. We received 7 applications and 1 was approved for the exam. The Commission authorized a Training and Experience exam.
  - q. **System Administrator** (Vacancy due to an employee promotion) – The open recruitment began on September 11, 2019 and ended on October 1, 2019. We received 12 applications and 5 were approved for the exam. The exam is scheduled for October 15, 2019.
  - r. **Water Reclamation Worker** (Vacancy due to an employee termination) – The open recruitment began on September 15, 2019 and ended on October 5, 2019. We received 19 applications at the time this agenda was prepared. The exam is scheduled for October 28, 2019.
2. Ratify the Commission's letter to Hao Li for the removal of her name from the Accountant I eligibility list.
  3. Ratify the Commission's letter to Julie Clayton for the removal of her name from the Accounting Technician II eligibility list.
  4. Ratify the Commission's letter to Danielle Palider for the removal of her name from the Emergency Services Dispatcher eligibility list.
  5. Ratify the Commission's letters to Joseph Altman, Thomas Bright, Tyler Casey, Aiyana Chacon, Paul Choi, David Coca, Anthony Collins, Ricardo Elsner, Ryan Foster, William Gavigan, Thaddeus Gramlich, Daniel Grodman, Richard Herz, Lavelle Holloway, Candice Huffman-Tidd, Alex James, Erek Johnson, Nicole Junkins, Brandon Lippert, Nicholas Lopez, Kyle Miller, Paulina Morales, Jake Neil, Bo Olson, Filemon Rael, Christopher Reardon, Jerad Renteria, Michael Resendez, Tyler Reyes, Timothy Sasaoka, Robert Schoendorf, Brandon Slocum, Kriyah Smith, Albert Solis, Dalton Thompson, Matthew Treadway, Nathan Waters, Justin Westfall, Ryan Wirth, for the removal of their names from the Firefighter eligibility list.
  6. Ratify the Commission's letters to Christopher Bearden, Christopher Harness, Terry Irick, Matthew Rocha, and Eric Signor for the removal of their names from the PC/Network Technician eligibility list.
  7. Ratify the Commission's letters to Anthony Bolton, Scott Feasel, and Aaron Strunk for the removal of their names from the Water Reclamation eligibility list.

## **CONSENT AGENDA (CONTINUED)**

8. Ratify the Commission's letter to Danielle Palider regarding rejection of her appeal to the removal of her name from the Emergency Services Dispatcher eligible list.
9. Ratify the Commission's letter to Paulina Morales, Robert Schoendorf, and Kriyah Smith regarding approval of their appeals to the removal of their names from the Firefighter eligible list.
10. Ratify the Commission's letter to Betty Jo Aragon regarding approval of her appeal to the rejection of her Licensing Coordinator application.
11. Ratify the Commission's letter to Jennifer Rand regarding approval of her appeal to the rejection of her Planner application.
12. Ratify the Commission's letter to Kenny Garbiso regarding rejection of his appeal to the rejection of his Police Patrol Officer application.
13. Ratify the Commission's letter to Jeanette Casso-Linan regarding placement of her name on the reemployment list for Office Assistant.
14. Ratify the Commission's letter to Margaret Mangram regarding placement of her name on the reemployment list for Clerk Typist / Office Assistant, Senior Clerk Typist / Senior Office Assistant and Police Records Technician.
15. Ratify the Commission's letter to Daniel Martinez regarding placement of his name on the reemployment list for Firefighter and Fire Engineer.
16. Ratify the Commission's decision to conduct Training & Experience Exams on the Lab Analyst III, Pretreatment Manager, and Stormwater Utility Maintenance Supervisor positions.

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

## **REGULAR AGENDA**

1. Submission of the eligible list for Emergency Services Dispatcher.  
**Commission Action:** Approve and certify the eligible list for the class title of Emergency Services Dispatcher.
2. Submission of the eligible list for Licensing Coordinator.  
**Commission Action:** Approve and certify the eligible list for the class title of Licensing Coordinator.
3. Submission of the eligible list for Lab Analyst III.  
**Commission Action:** Approve and certify the eligible list for the class title of Lab Analyst III.

## **ADMINISTRATIVE ITEMS**

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

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**INFORMATIONAL ITEMS**

1. Employee Status Report for September 2019
2. Handouts

**HEARING**

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

**ADJOURN**