



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, September 10, 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; Marisa Pacheco, Humans Resources Director; Manuel Alcala, Civil Service Administrator.

Other interested parties: Lisa Macchietto, Assistant City Attorney; Chad DeVore, Appellant; Betty Jo Aragon, PAGE Union President representing the appellant.

### **AMENDMENTS TO THE AGENDA**

Motion made by Mr. Archibeque to move the scheduled hearing to item number one of the regular agenda, as the interested parties were intending to request a continuance on the hearing.

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

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

Motion made by Mr. Archibeque to dispense with the reading and approve the minutes for the August 13, 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

September 10, 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. **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.
- 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.

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**CONSENT AGENDA (CONTINUED)**

- 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.
  - 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. Ratified the Commission's letter to Clinton Shaffer III for the removal of his name from the Accountant I eligibility list.
  3. Ratified the Commission's letters to Lisa Ashton, Janelle Marquez for the removal of their names from the Emergency Services Dispatcher eligibility list.
  4. Ratified 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. Ratified the Commission's letters to Sara Doll and Marcus Hammonds for the removal of their names from the Planner eligibility list.
  6. Ratified 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.

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**CONSENT AGENDA (CONTINUED)**

7. Ratified the Commission's letter to Jennifer Thorman for the removal of her name from the Water Reclamation Worker eligibility list.
8. Ratified 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. Ratified the Commission's decision to conduct a Training & Experience Exam on the Engineering Manager position.

**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. Appeal from Chad DeVore regarding the termination of his employment as Wastewater Utility Worker IV.  
Assistant City Attorney Lisa Macchietto requested to continue the matter of the appeal hearing for Chad DeVore. Ms. Macchietto indicated the City of Pueblo does not object to moving the appeal to next month's agenda. Mr. DeVore confirmed the request of continuing the appeal.

**Commission Action:** *Motion made by Mr. Archibeque to move Mr. DeVore's appeal hearing to next month's agenda.*

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

2. Submission of the eligible list for Deputy City Clerk.  
**Commission Action:** *Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title Deputy City Clerk.*

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

3. Submission of the eligible list for Engineering Manager.  
**Commission Action:** *Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Engineering Manager.*

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

4. Submission of the eligible list for PC/Network Technician.  
**Commission Action:** *Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of PC/Network Technician.*

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

5. Submission of the eligible list for System Administrator.  
**Commission Action:** *Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of System Administrator.*

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

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**ADMINISTRATIVE ITEMS**

1. Presentation by the Administrator on a proposed talent acquisition strategy and related goals for the next five years.

Mr. Alcala stated that research on the strategy has been ongoing since 2018 with assistance from Office Clerk Nicole Briggs and Intern Haley Salas. The end result is a strategic plan that was developed, and draft proposal submitted for the commission to be considered. This proposal is based on information gathered from comparable municipalities and other research data.

Mr. Alcala emphasized the current challenges in recruiting throughout the city. Issues that should be addressed include using bench marking and best practices to attract a larger pool of applicants and streamlining the overall (hiring) process to maximize efficiency and minimize waste.

During the course of the research the following was discovered:

- Technology and economy are the major drivers of change. Unemployment has been under 5% since 2015. There are more jobs than job seekers.
- Job markets indicate that millennials are a major component of the workforce. Generation Z (Wi-Fi Generation) are now entering the workforce and are more tech savvy than Generation Y. Baby Boomers are already retiring.
- It is important to identify who is in the workforce and change our marketing strategy to include job seekers not actively looking for jobs.
- Place jobs in front of job seekers; speak their language and utilize the tools/resources they use.
- Per NeoGov, job seekers are looking for jobs on social media and online job boards. Job Fairs are not utilized as much. Recruiting strategies will have to change to reflect habits of job seekers.

There are three target areas for this proposal:

- **Researching and Metrics.** Paint a thorough picture of our process; what we do and how we do it and our success rate. Look to other agencies to improve our best practices.
- **Revisit policies and procedures.** Self-assess our process, our rules and codes. Make changes that make sense. If approved by the Commission, engage leaders throughout the city to provide an unbiased view of our process. Ask our leaders to assist in identifying challenges and suggest improvements and recommendations to improve our processes.
- **Job Marketing.** Use best practices and bench marking to increase our presence and brand recognition on social media and job boards. #work4pueblo is a new campaign this year. Initial results are positive. Looking for new uses of technology to make our job easier.

Commission feedback was receptive and positive. The Commission noted the proposal was proactive and touched on issues previously discussed with the Commission. One concern is having the available resources to continue with this proposal. Approval from City Administration regarding staffing and budget concerns will affect how far this proposal can continue.

2. The next regular meeting of the Civil Service Commission was scheduled for October 8, 2019, at 11:00 A.M. The meeting will be held in the City Council Chambers, #1 City Hall Place.

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**INFORMATIONAL ITEMS**

1. Employee Status Report for August 2019
2. Handouts

**MEETING ADJOURNED: 11:18 A.M.**



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Chairperson