



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, October 8, 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, Employees Benefits & Loss Control Manager; Manuel Alcala, Civil Service Administrator.

Other interested parties: Lisa Macchietto, Assistant City Attorney; Chad DeVore, Appellant.

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 September 10, 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

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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. Received and filed 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.
- 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 was 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 was presented to the Civil Service Commission for certification during this meeting.

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CONSENT AGENDA (CONTINUED)

- 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 was 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.
- 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.

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CONSENT AGENDA (CONTINUED)

2. Ratified the Commission's letter to Hao Li for the removal of her name from the Accountant I eligibility list.
3. Ratified the Commission's letter to Julie Clayton for the removal of her name from the Accounting Technician II eligibility list.
4. Ratified the Commission's letter to Danielle Palider for the removal of her name from the Emergency Services Dispatcher eligibility list.
5. Ratified 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. Ratified 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. Ratified the Commission's letters to Anthony Bolton, Scott Feasel, and Aaron Strunk for the removal of their names from the Water Reclamation eligibility list.
8. Ratified 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. Ratified 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. Ratified the Commission's letter to Betty Jo Aragon regarding approval of her appeal to the rejection of her Licensing Coordinator application.
11. Ratified the Commission's letter to Jennifer Rand regarding approval of her appeal to the rejection of her Planner application.
12. Ratified the Commission's letter to Kenny Garbiso regarding rejection of his appeal to the rejection of his Police Patrol Officer application.
13. Ratified the Commission's letter to Jeanette Casso-Linan regarding placement of her name on the reemployment list for Office Assistant.
14. Ratified 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. Ratified the Commission's letter to Daniel Martinez regarding placement of his name on the reemployment list for Firefighter and Fire Engineer.

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CONSENT AGENDA (CONTINUED)

16. Ratified the Commission's decision to conduct Training & Experience Exams on the Lab Analyst III, Pretreatment Manager, and Stormwater Utility Maintenance Supervisor positions.

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 Emergency Services Dispatcher.
Commission Action: Approve and certify the eligible list for the class title of Emergency Services Dispatcher.

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

2. Submission of the eligible list for Licensing Coordinator.
Commission Action: Approve and certify the eligible list for the class title of Licensing Coordinator.

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

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.

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 November 12, 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 September 2019
2. Handouts

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HEARING

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 to the 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.

ADJOURNED:



Chairperson