



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
November 12, 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.

Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Marisa Pacheco, Human Resources Director; Manuel Alcala, Civil Service Administrator.

Other interested parties: Lisa Macchietto, Assistant City Attorney.

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 October 8, 2019 regular meeting as distributed; Mr. Archibeque moved, seconded by Ms. Bonner.

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

CIVIL SERVICE COMMISSION MEETING MINUTES

November 12, 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. **Airport Operations/Maintenance Worker** (Vacancy created by an employee resignation) – The open recruitment began on October 16, 2019 and ended on November 5, 2019. We received 59 applications and 23 were approved for the exam. The exam is scheduled for November 19, 2019.
 - b. **Assistant Wastewater Treatment Plant Superintendent** (Vacancy created by an employee promotion) – The open recruitment began on November 6, 2019 and ends on November 26, 2019. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for December 11, 2019.
 - c. **Auto Mechanic** (Vacancy created by an employee retirement) – The open recruitment began on October 2, 2019 and ended on October 22, 2019. We received 8 applications and 4 were approved for the exam. The Commission approved a T&E Exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - d. **Civil Engineer / Drainage** (Vacancy created by an employee transfer) – The closed recruitment began on September 25, 2019 and ended on October 8, 2019. We received 1 approved application. The Commission approved a T&E Exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - e. **Code Enforcement Officer** (Vacancy created by an employee transfer) – The open recruitment began on November 8, 2019 and ends on November 28, 2019. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for December 17, 2019.
 - f. **Deputy Fire Chief** (Recruitment due to anticipated vacancy) – The closed recruitment began on October 9, 2019 and ended on October 22, 2019. We received 4 approved applications. The exam is scheduled for January 7, 2020.
 - g. **Emergency Medical Officer** (Recruitment due to anticipated vacancies) – The closed recruitment began on September 1, 2019 and ended on September 14, 2019. We received 9 applications, and all were approved for the exam. The written exam was administered on October 15, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - h. **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, and all were approved for the exam. The written exam was administered on October 23, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.

CIVIL SERVICE COMMISSION MEETING MINUTES
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CONSENT AGENDA (CONTINUED)

- i. **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. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- j. **HR Analyst** (Recruitment due to an employee promotion) – The open recruitment began on September 22, 2019 and ended on October 12, 2019. We received 32 applications and 13 were approved for the exam. The written exam was administered on October 30, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- k. **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 23 applications and 16 were approved for the exam. The written exam was administered on October 29, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- l. **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 was administered on October 21, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- m. **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 was administered on October 24, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- n. **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 156 were approved for the exam. The physical ability and written exams were administered on October 9 and 10, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- o. **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 T&E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- p. **Principal Planner** (Vacancy created by an employee promotion) – The closed recruitment began on September 25, 2019 and ended on October 8, 2019. We received 3 approved applications. The Commission authorized a T&E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.

CIVIL SERVICE COMMISSION MEETING MINUTES

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CONSENT AGENDA (CONTINUED)

- q. **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 T&E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - r. **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 was administered on October 15, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - s. **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 21 applications and 10 were approved for the exam. The exam was administered on October 28, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
2. Ratified the Commission’s letters to Joyce Rivera and Karen Aragon for the removal of their names from the Accounting Technician IV eligible list.
 3. Ratified the Commissioner’s letters to Kristina Harris, Kylie Hudgens, Ashly Madrid-Ulrich, Karin Torrez, Taylor Sappington, Jessica Rister, Katherine Sheaffer, and Diana Saldana for the removal of their names from the Emergency Services Dispatcher eligibility list.
 4. Ratified the Commission’s letters to Christopher Reardon and Jerad Renteria regarding approval of their appeals to the removal of their names from the Firefighter eligible list.
 5. Ratified the Commission’s letters to Jake Baca, Robert Bergemann, David Contreras, Brandon Lucero, Rebecca Martinez, Jacob Mathis, Julio Miramontes, , Stephen Martinez, Cole Roberson, Andrew Heath, Leonel Ramirez, Darrell Ortiz, Alexander Robinson, Lawrence Taylor, Daniel Santiago, Nathan Rodriguez, for the removal of their names from the Police Patrol Officer eligibility list.
 6. Ratified the Commission’s letter to Jerad Renteria regarding the rejection of his appeal to the rejection of his application for the Police Patrol Officer position.
 7. Ratified the Commission’s letter to John Jordan regarding the rejection of his appeal to the rejection of his application for the Stormwater Utility Maintenance Supervisor position.
 8. Ratified the Commission’s decision to conduct a Training and Experience exam for the Auto Mechanic, Principal Planner and Civil Engineer/ Drainage positions.

Commission Action: *Motion made by Mr. Archibeque to accept all Consent agenda items; Ms. Bonner moved.*

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

CIVIL SERVICE COMMISSION MEETING MINUTES
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REGULAR AGENDA

1. Submission of the eligible list for Auto Mechanic
Commission Action: Approve and certify the eligible list for the class title of Auto Mechanic
2. Submission of the eligible list for Civil Engineer / Drainage
Commission Action: Approve and certify the eligible list for the class title of Civil Engineer / Drainage
3. Submission of the eligible list for Emergency Medical Officer
Commission Action: Approve and certify the eligible list for the class title of Emergency Medical Officer
4. Submission of the eligible list for Equipment Operator II
Commission Action: Approve and certify the eligible list for the class title of Equipment Operator II
5. Submission of the eligible list for Fire Engineer
Commission Action: Approve and certify the eligible list for the class title of Fire Engineer
6. Submission of the eligible list for HR Analyst
Commission Action: Approve and certify the eligible list for the class title of HR Analyst
7. Submission of the eligible list for Laboratory Pretreatment Specialist
Commission Action: Approve and certify the eligible list for the class title of Laboratory Pretreatment Specialist
8. Submission of the eligible list for Parking Enforcer
Commission Action: Approve and certify the eligible list for the class title of Parking Enforcer
9. Submission of the eligible list for Planner
Commission Action: Approve and certify the eligible list for the class title of Planner
10. Submission of the eligible list for Police Patrol Officer
Commission Action: Approve and certify the eligible list for the class title of Police Patrol Officer
11. Submission of the eligible list for Pretreatment Manager
Commission Action: Approve and certify the eligible list for the class title of Pretreatment Manager
12. Submission of the eligible list for Principal Planner
Commission Action: Approve and certify the eligible list for the class title of Principal Planner

REGULAR AGENDA (CONTINUED)

13. Submission of the eligible list for Stormwater Utility Maintenance Supervisor
Commission Action: Approve and certify the eligible list for the class title of Stormwater Utility Maintenance Supervisor
14. Submission of the eligible list for System Administrator
Commission Action: Approve and certify the eligible list for the class title of System Administrator
15. Submission of the eligible list for Water Reclamation Worker
Commission Action: Approve and certify the eligible list for the class title of Water Reclamation Worker.

ADMINISTRATIVE ITEMS

1. Set the date for the December 10, 2019 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

1. Employee Status Report for October 2019
2. Handouts

HEARING

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

Commission Action: Motion made by Mr. Archibeque to dismiss the appeal due to the failure to appear and proceed from Appellant Chad DeVore.

Roll Call – Ayes – Archibeque and Bonner. Motion carried unanimously.

ADJOURNED: 11:15AM

Chairperson