



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
December 10, 2019
11:00 AM

MINUTES

CALL TO ORDER

Chair Daniel Archibeque called the Civil Service Commission Meeting to order at 11:02 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; Belinda Kimball, Acting Civil Service Administrator.

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 November 12, 2019 regular meeting as distributed; Ms. Bonner moved, seconded by Mr. Archibeque.

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

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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. 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 was administered on November 19, 2019. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - 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 5 applications and 2 were approved for the exam. The exam is scheduled for December 11, 2019.
 - c. **Code Enforcement Officer** (Vacancy created by an employee transfer) – The open recruitment began on November 8, 2019 and ended on November 28, 2019. We received 104 applications and 82 were approved for the exam. The exam is scheduled for December 17, 2019.
 - d. **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.

CONSENT AGENDA (CONTINUED)

- e. **HR Analyst** (Recruitment due to an employee promotion) – The open recruitment began on December 8, 2019 and ends on January 11, 2020. We received 0 applications at the time this agenda was prepared. The written exam is scheduled for January 28, 2020.
 - f. **Associate Engineer II – SW** (Recruitment due to an employee promotion) – The open recruitment began on December 6, 2019 and ends on December 19, 2019. We received 0 applications at the time this agenda was prepared. The written Exam is scheduled for January 6, 2020.
2. Ratify the Commission's letters to Randolph Romero, David Rael, William Fruin, Kyle, Hance, Efrain Sebastian, Travis, Martin, Trenton Gomez, for the removal of their names from the Police Patrol Officers list.
 3. Ratify the Commission's letter to Aaron Jimenez for the removal of his name from the Emergency Services Dispatcher eligible list.
 4. Ratify the Commission's letter to allow Glenn Baker to take the Airport Op/Maintenance Worker exam.
 5. Ratify the Commission's letter to Karin Torrez regarding the rejection of her appeal relating to the removal of her name from the Emergency Services Dispatchers list.

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6. Ratify the Commission's letter to David Rael, and Randolph Romero regarding the rejection of their appeal relating to the removal of their names from the Police Patrol Officer list.
7. Ratify the Commission's letter to Debra Bridgeman for the removal of her name from the Accounting Technician IV eligible list.
8. Ratify the Commission's letters to Sergio Mireles and Kari Petkoff for the removal of their names from the Emergency Services Dispatcher eligible list.
9. Ratify the Commission's letters to Shyela Arellano, Jennifer Quintana, Samantha Tirado, Shelly Lorenz, and Anthony Velarde for the removal of their names from the HR Analyst eligible list.

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.

REGULAR AGENDA

1. Submission of the eligible list for Airport Operations/Maintenance Worker
Commission Action: Approve and certify the eligible list for the class title of for Airport Operations/Maintenance Worker

ADMINISTRATIVE ITEMS

1. Set the date for the January 14, 2020 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

1. Handouts
2. Please go to the City Clerk's Office to sign paperwork and be sworn-in, prior to next months meeting. The ceremonial swearing-in will happen at the January 14, 2020 Civil Service Commission Meeting.

ADJOURNED: 11:05 AM

Chairperson