



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, January 14, 2020
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, December 10, 2019.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, December 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:

- Assistant Wastewater Treatment Plant Superintendent** (Vacancy created by an employee promotion) – The open recruitment began on November 6, 2019 and ended on November 26, 2019. We received 2 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.
- Code Enforcement Officer** (Vacancy created by an employee transfer and new position) – The open recruitment began on November 8, 2019 and ended on November 28, 2019. We received 104 applications and 83 were approved for the exam. The written exam was administered on 12/17/19. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- Deputy Fire Chief** (Vacancy created by an employee transfer) – The closed recruitment began on October 9, 2019 and ended on October 22, 2019. We received 4 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.

CONSENT AGENDA (CONTINUED)

- d. **Accountant II** (Vacancy created by 2020 Staffing Ordinance) – The open recruitment began on December 31, 2019 and ends on January 21, 2020. We received 13 applications at the time this agenda was prepared. The written exam is scheduled for February 7, 2020.
 - e. **Associate Engineer II – SW** (Vacancy created by an employee promotion) – The open recruitment began on December 30, 2019 and ends on January 19, 2020. We have received 0 applications at the time this agenda was prepared. The written exam is scheduled for February 5, 2020.
 - f. **Emergency Services Dispatcher** (Recruitment due to multiple current and anticipated vacancies) – the open recruitment began on November 24, 2019 and ended on December 14, 2019. We received 120 applications and 70 were approved for the exam. The CritiCall exam was administered on January 9th and 10th, 2020. The eligibility list will be presented to the Civil Service Commission at the next meeting.
 - g. **Emergency Services Dispatch Supervisor** (Vacancy created by employee demotion) – The closed recruitment began on December 30, 2019 and ended on January 13, 2020. We have received 2 applications at the time this agenda was prepared. The written exam is scheduled for February 3rd, 2020.
 - h. **Grand and Resource Development Administrator** (Vacancy created by 2020 Staffing Ordinance) – The open recruitment began on December 30, 2019 and ends on January 19, 2020. We have received 9 applications at the time this agenda was prepared. The written exam is scheduled for February 5, 2020.
 - i. **HR Analyst** (Vacancy created by employee promotion) – The open recruitment began on December 8, 2019 and ended on January 11, 2020. We received 35 applications. 13 were approved for the exam. The written exam is scheduled for January 28, 2020.
 - j. **Lab Analyst II** (Vacancy created by employee promotion) – The open recruitment began on December 15, 2019 and ended on January 4, 2020. We received 16 applications. 7 were approved for the exam. The written exam is scheduled for January 22, 2020.
 - k. **Traffic Engineer** (Vacancy created by employee resignation) – The open recruitment began on December 29, 2019 and ends on February 1, 2020. We have received 0 applications at the time this agenda was prepared. The written exam is scheduled for February 18, 2020.
 - l. **Wastewater Inspector** (Vacancy created by 2019 Staffing Ordinance) – The closed recruitment began on December 16, 2019 and ended on December 29, 2019. We received 1 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.
2. Ratify the Commission’s letter to Anthony Velarde for the removal of his name from the Accounting Technician IV eligible list.
 3. Ratify the Commissioner’s letter to Joseph Gregorich for the removal of his name from the Lab Analyst II eligibility list.

CONSENT AGENDA (CONTINUED)

4. Ratify the Commission's letters to Joshua Frick, Skyler Laver, Rebecca Andrews, Robert Bashore, Eric Baker, Alexis Bayless, Jordan Cody, Jonathan Dunford, Zachary Furney, Johnathon Gonzales, Antonio Mowatt, Cuauhtemoc Gonzalez, Joshua Habib, Nathan Humphrey, Kelly Huntsman, Grant Jobe, Britnie, Kleinhardt, Omar Leon, Lawrence Lopez, Robert Manchego, Justin McNally, Elijah Aguero, Dorian Apodaca, Jared Gonzales, Richard Gonzalez, Eric Green, John Hilles, Michael DeCesaro, Ryan Dozier, Alexandria Drake, Taylor Frazier, Chance Chambers, Christopher Conant, Skyler Cooper, Michael Cardenas, Anthony Cancino, Craig Caffey, Jacob Borja, Dwayne Archuleta, Travis Kerney, Nickolas Kessinger, Jacob Lathem, Justin Lee, Rachel Marquez, Brandon Miller, Valentino Neil, Rebecca Pannunzio, Zachary Percival, Dominic Pino, Sergio Prieto, Miguel Reyes, Jonathan Rodriguez, Michael Quintana, Oscar Morales, Victoria RiosHolt, Michael Seybold, Mireya Smith, Tyler Valdez, Ashley Trujillo, Matthew Tillman, Tyler Torello, Isiah Torres, Gerard Trujillo, Jordan Trujillo, Alexandria Simmons, Shaun Ruspoli, Mark Sanchez, Nickolas Segura, Robert Rudnik, Kayla Ruiz, Jeffrey Schuelke, Randy Vela, Jerad Velasquez, Matthew Vasquez, Michael Vasquez, Jared Vigil, Eric Williams, Dylan Wisner, Jonathan Wicks, Patrick Vigil, Kyle Johnson, Jacob Osman for the removal of their names from the Police Patrol Officer eligibility list.
5. Ratify the Commission's decision to conduct a Training and Experience exam for the Deputy Fire Chief position.
6. Ratify the Commission's decision to conduct a Training and Experience exam for the Wastewater Inspector position.
7. Ratify the Commission's decision to conduct a Training and Experience exam for the Assistant WWTP Superintendent position.
8. Ratify the Commission's letter to Rachel Gaffney and Hugh Bell for the removal of their names from the Planner eligibility list.
9. Ratify the Commission's letter to Skyler Laver regarding the rejection of his appeal to the removal of his name from the Police Patrol Officer list.
10. Ratify the Commission's letter to Sergio Mireles regarding the rejection of his appeal to the removal of his name from the Emergency Services Dispatcher list.
11. Ratify the Commission's letters to Patrick Meyers, Stephen Jamison, Matthew Larimore, Kelly Bradford, Daniel Arellano, Brandon Bickle for the removal of their names from the Wastewater Utility Worker eligibility list.
12. Ratify the Commission's letter to Matthew Rogers for the removal of his name from the Code Enforcement Officer eligibility list.

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

REGULAR AGENDA

1. Submission of the eligible list for Assistant WWTP Superintendent
Commission Action: Approve and certify the eligible list for the class title of Assistant Wastewater Treatment Plant Superintendent

REGULAR AGENDA

2. Submission of the eligible list for Code Enforcement Officer
Commission Action: Approve and certify the eligible list for the class title of Code Enforcement Officer
3. Submission of the eligible list for Deputy Fire Chief
Commission Action: Approve and certify the eligible list for the class title of Deputy Fire Chief
4. Submission of the eligible list for Wastewater Inspector
Commission Action: Approve and certify the eligible list for the class title of Wastewater Inspector

ADMINISTRATIVE ITEMS

1. Set the date for the February 2020 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

1. Employee Status Report for December 2019
2. Handouts

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