



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, February 11, 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, January 14, 2020.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, January 14, 2020 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:
 - Accountant II** (Vacancy created by 2020 Staffing Ordinance) – The open recruitment began on December 31, 2019 and ended on January 21, 2020. We received 24 applications and 19 were approved for the exam. The written exam is scheduled for February 7, 2020. The eligibility list will be certified during this meeting.
 - 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 certified during this meeting.
 - 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 5 applications and 5 were approved for the exam. The written exam was administered on January 22, 2020. The eligibility list will be certified during this meeting.

- d. **Grant and Resource Development Administrator** (Vacancy created by 2020 Staffing Ordinance) – The open recruitment began on December 30, 2019 and ended on January 19, 2020. We have received 9 applications. Only 1 was approved. The Civil Service Commission approved a T & E exam. The eligibility list will be certified during this meeting.
- e. **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 was administered on January 28, 2020. The eligibility list will be certified during this meeting.
- f. **Lab Analyst II** (Vacancy created by employee promotion) – The closed recruitment began on December 15, 2019 and ended on January 4, 2020. We received 16 applications. 8 were approved for the exam. The written exam was administered on January 22, 2020. The eligibility list will be certified during this meeting.
- g. **Traffic Engineer** (Vacancy created by employee resignation) – The open recruitment began on December 29, 2019 and ended on February 1, 2020. We received 5 applications. Only one as approved. The Civil Service Commission approved a T & E exam. The eligibility list will be certified during this meeting.
- h. **Electrician** (Vacancy created by 2020 Staffing Ordinance) – The open recruitment began on January 14, 2020 and ended on February 4, 2020. We received 3 applications. Only one as approved. The Civil Service Commission approved a T & E exam. The eligibility list will be certified during this meeting.
- i. **HVAC Technician** (Vacancy created by 2020 Staffing Ordinance) - The open recruitment began on January 14, 2020 and ended on February 4, 2020. We received 3 applicants. Only one as approved. The Civil Service Commission approved a T & E exam. The eligibility list will be certified during this meeting.
- j. **Senior GIS Administrator** (Vacancy created by 2020 Staffing Ordinance) - The closed recruitment began on December 30, 2019 and ended on February 2, 2020. We received 1 applicant. Only one was approved. The Civil Service Commission approved a T & E exam. The eligibility list will be certified during this meeting.
- k. **Wastewater Maintenance Coordinator** (Vacancy created by 2020 Staffing Ordinance) - The closed recruitment began on December 31, 2019 and ended on February 1, 2020. We received 1 applicant. Only one was approved. The Civil Service Commission approved a T & E exam. The eligibility list will be certified during this meeting.
- l. **Community Service Specialist** (Vacancy created by 2020 Staffing Ordinance) – The open recruitment began on January 15, 2020 and ended on February 5, 2020. We have received 69 applicants at the time this agenda was prepared. The exam is scheduled for February 24, 2020.
- m. **Court Marshal** (Vacancy created by 2020 Staffing Ordinance) – The open recruitment began on January 15, 2020 and ended on February 5, 2020. We have received 29 applicants at the time this agenda was prepared. The exam is scheduled for February 24, 2020.
- n. **Gardener** (Vacancy created by employee retirement) - The closed recruitment began on January 24, 2020 and ends on February 22, 2020. We have received 0 applicants at the time this agenda was prepared. The exam is scheduled for March 12, 2020.
- o. **Ice Arena Manager** (Vacancy created by employee retirement) - The open recruitment began on February 3, 2020 and ends on March 7, 2020. We have received 14 applicants at the time this agenda was prepared. The exam is scheduled for March 24, 2020.

- p. **Parts Clerk** (Vacancy created by employee retirement) - The open recruitment began on February 6, 2020 and ends on February 29, 2020. We have received 1 applicant at the time this agenda was prepared. The exam is scheduled for March 18, 2020.
 - q. **Program Coordinator – Ice Arena** (Vacancy created by 2020 Staffing Ordinance) - The closed recruitment began on January 31, 2020 and ends on February 29, 2020. We have received 0 applicants at the time this agenda was prepared. The exam is scheduled for March 12, 2020.
 - r. **Program Coordinator – Park Ranger** (Vacancy created by 2020 Staffing Ordinance) - The open recruitment began on February 6, 2020 and ends on February 29, 2020. We have received 0 applicant at the time this agenda was prepared. The exam is scheduled for March 18, 2020.
 - s. **Sweeper Operator** (Vacancy created by employee promotion) - The closed recruitment began on January 27, 2020 and ended on February 22, 2020. We have received 0 applicants at the time this agenda was prepared. The exam is scheduled for March 12, 2020.
 - t. **Utility & Maintenance Worker I** (Vacancy created by employee promotion) - The closed recruitment began on January 6, 2020 and ended on February 1, 2020. We have received 5 applicants at the time this agenda was prepared. The exam is scheduled for February 20, 2020.
 - u. **Wastewater Operator A** (Vacancy created by employee promotion) - The closed recruitment began on January 31, 2020 and ended on February 10, 2020. We have received 0 applicants at the time this agenda was prepared. The exam is scheduled for March 22, 2020.
2. Ratify the Commission’s letter to Alexandria Drake regarding the rejection of her appeal to the removal of her name from the Police Patrol Officer list.
 3. Ratify the Commission’s letter to Taylor Frazier regarding the rejection of his appeal to the removal of his name from the Police Patrol Officer list.
 4. Ratify the Commission’s letter to Kyle Johnson regarding the rejection of his appeal to the removal of his name from the Police Patrol Officer list.
 5. Ratify the Commission’s letter to Kelsey Million regarding the rejection of her appeal to the removal of her name from the Police Patrol Officer list.
 6. Ratify the Commission’s letter to Antonio Mowat regarding the rejection of his appeal to the removal of his name from the Police Patrol Officer list.
 7. Ratify the Commission’s letter to Victoria Rios-Holt regarding the rejection of her appeal to the removal of her name from the Police Patrol Officer list.
 8. Ratify the Commission’s letter to Nickolas Segura regarding the rejection of his appeal to the removal of his name from the Police Patrol Officer list.
 9. Ratify the Commission’s letter to Michael Seybold regarding the rejection of his appeal to the removal of his name from the Police Patrol Officer list.
 10. Ratify the Commission’s decision to conduct a Training and Experience exam for the Grant and Resource Development Administrator position.
 11. Ratify the Commission’s decision to conduct a Training and Experience exam for the HVAC Technician position.

12. Ratify the Commission's decision to conduct a Training and Experience exam for Electrician position.
13. Ratify the Commission's decision to conduct a Training and Experience exam for the Traffic Engineer position.
14. Ratify the Commission's decision to conduct a Training and Experience exam for the Wastewater Maintenance Coordinator position.
15. Ratify the Commission's decision to conduct a Training and Experience exam for Sr. GIS Administrator position.

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

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
2. Submission of the eligible list for Emergency Services Dispatch Supervisor
Commission Action: Approve and certify the eligible list for the class title of Emergency Services Dispatch Supervisor
3. Submission of the eligible list for HR Analyst
Commission Action: Approve and certify the eligible list for the class title of HR Analyst
4. Submission of the eligible list for Lab Analyst II
Commission Action: Approve and certify the eligible list for the class title of Lab Analyst II
5. Submission of the eligible list for Grant and Resource Development Administrator
Commission Action: Approve and certify the eligible list for the class title of Grant and Resource Development Administrator
6. Submission of the eligible list for HVAC Technician
Commission Action: Approve and certify the eligible list for the class title of HVAC Technician
7. Submission of the eligible list for Electrician
Commission Action: Approve and certify the eligible list for the class title of Electrician
8. Submission of the eligible list for Traffic Engineer
Commission Action: Approve and certify the eligible list for the class title Traffic Engineer
9. Submission of the eligible list for Wastewater Maintenance Coordinator
Commission Action: Approve and certify the eligible list for the class title of Wastewater Maintenance Coordinator
10. Submission of the eligible list for Sr. GIS Administrator
Commission Action: Approve and certify the eligible list for the class title of Sr. GIS Administrator

ADMINISTRATIVE ITEMS

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

INFORMATIONAL ITEMS

1. Employee Status Report for January 2020
2. Handouts

HEARING

1. Appeal from Police Patrol Officer candidate, Justin McNally regarding the removal of his name of the Police Patrol Officer eligibility list.

Commission Action: Sustain, reject or modify the removal of name from the eligibility list.

ADJOURN