



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
January 14, 2020
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 Erick Javaneau.

Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Belinda Kimball; Acting Civil Service Administrator.

OATH OF OFFICE

Oath of Office administered by City Clerk, Brenda Armijo, for newly elected Commissioner, Erick Javaneau.

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 January 14, 2020 regular meeting as distributed; Mr. Javaneau moved, seconded by Ms. Bonner.

Roll Call -- Ayes: Archibeque, Bonner and Javaneau. 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. **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.
 - b. **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.
 - c. **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.
 - 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. **Grant 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.

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CONSENT AGENDA (CONTINUED)

- 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. Ratified the Commission's letter to Anthony Velarde for the removal of his name from the Accounting Technician IV eligible list.
 3. Ratified the Commissioner's letter to Joseph Gregorich for the removal of his name from the Lab Analyst II eligibility list.
 4. Ratified 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. Ratified the Commission's decision to conduct a Training and Experience exam for the Deputy Fire Chief position.
 6. Ratified the Commission's decision to conduct a Training and Experience exam for the Wastewater Inspector position.

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CONSENT AGENDA (CONTINUED)

7. Ratified the Commission's decision to conduct a Training and Experience exam for the Assistant WWTP Superintendent position.
8. Ratified the Commission's letter to Rachel Gaffney and Hugh Bell for the removal of their names from the Planner eligibility list.
9. Ratified 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. Ratified 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. Ratified 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. Ratified the Commission's letter to Matthew Rogers for the removal of his name from the Code Enforcement Officer eligibility list.

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

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

REGULAR AGENDA

1. Submission of the eligible list for Assistant WWTP Superintendent
Commission Action: Ms. Bonner, seconded by Mr. Javaneau, moved to approve and certify the eligible list for the class title of Assistant Wastewater Treatment Plant Superintendent
Roll Call -- Ayes: Archibeque, Bonner, and Javaneau. Motion carried unanimously.
2. Submission of the eligible list for Code Enforcement Officer
Commission Action: Mr. Javaneau, seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Code Enforcement Officer
Roll Call -- Ayes: Archibeque, Bonner, and Javaneau. Motion carried unanimously.
3. Submission of the eligible list for Deputy Fire Chief
Commission Action: Ms. Bonner, seconded by Mr. Javaneau, moved to approve and certify the eligible list for the class title of Deputy Fire Chief
Roll Call -- Ayes: Archibeque, Bonner, and Javaneau. Motion carried unanimously.

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REGULAR AGENDA (CONTINUED)

4. Submission of the eligible list for Wastewater Inspector
Commission Action: Ms. Bonner, seconded by Mr. Javaneau, moved to approve and certify the eligible list for the class title of Wastewater Inspector

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

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for February 11, 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 December 2019
2. Handouts

ADJOURNED: 11:07AM


Chairperson