



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, May 12, 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, March 10, 2020.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, March 10, 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:

- Assistant Fire Chief** (Recruitment due to employee resignation) – The closed recruitment began on March 17, 2020 and ended on March 31, 2020. We received 10 applicants, and 9 were approved for the exam. The written exam, previously scheduled for April 16, 2020, was postponed until May 15, 2020 due to the COVID-19 pandemic.
- Dispatch Manager** (Vacancy created by employee retirement) - The open recruitment began on March 29, 2020 and ended on April 18, 2020. We received 9 applicants, and 2 were approved for the exam. The Civil Service Commission approved a T & E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- Emergency Medical Officer** (Recruitment due to anticipated vacancies) – The closed recruitment began on April 12, 2020 and ended on April 25, 2020. We received 9 applicants, and 9 were approved for the exam. The written exam is scheduled for July 13, 2020.
- Emergency Services Dispatcher** (Recruitment due to several vacancies) - The open recruitment began on March 22, 2020 and ended on April 11, 2020. We received 109 applicants and 64 were approved for the exam. The CritiCall exam was administered on April 28th and 29th. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.

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CONSENT AGENDA (CONTINUED)

- e. **Engineering Manager** (Vacancy due to employee promotion) - The open recruitment began on February 10, 2020 and ended on March 14, 2020. We received 4 applicants and 1 was approved for the exam. The Civil Service Commission approved a T & E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- f. **Fire Engineer** (Recruitment due to several employee vacancies) – The closed recruitment began on March 29, 2020 and ended on April 11, 2020. We received 13 applicants and 12 were approved for the exam. The written exam is scheduled for May 28, 2020.
- g. **Fire Inspector** (Recruitment due to anticipated vacancy) – The closed recruitment began on April 12, 2020 and ends on April 25, 2020. We received 1 applicant. The Mayor and Civil Service Commission approved cancellation of this recruitment due to budgetary concerns related to the COVID-19 pandemic.
- h. **HVAC Technician** (New vacancy created by 2020 Staffing Ordinance #9620) - The open recruitment began on March 15, 2020 and ended on April 4, 2020. We received 3 applicants and 2 were approved for the exam. The Civil Service Commission approved a T & E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- i. **Ice Arena Manager** (Vacancy created by employee retirement) - The open recruitment began on February 3, 2020 and ended on March 7, 2020. We received 31 applicants and 4 were approved for the exam. The Civil Service Commission approved a T & E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- j. **Lab Analyst II** (Vacancy created by employee promotion) - The open recruitment began on March 15, 2020 and ended on April 4, 2020. We received 28 applicants and 13 were approved for the exam. Due to the threat the COVID-19 pandemic poses on staff and candidates, the Civil Service Commission approved a T & E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- k. **Park Caretaker II – Irrigation Specialist** (Vacancy created by employee demotion) - The closed recruitment began on February 26, 2020 and ended on March 12, 2020. We received 9 applicants and 2 were approved for the exam. The Civil Service Commission approved a T & E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- l. **Parts Clerk** (Vacancy created by employee retirement) - The open recruitment began on February 6, 2020 and ended on February 29, 2020. We received 42 applicants and 14 were approved for the exam. Due to the threat the COVID-19 pandemic poses on staff and candidates, the Civil Service Commission approved a T & E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- m. **Police Captain** (Recruitment due to anticipated vacancy) – The closed recruitment began on April 19, 2020 and ended on May 2, 2020. We received 9 applicants, and all were approved. The written exam is scheduled for June 18, 2020.

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CONSENT AGENDA (CONTINUED)

- n. **Police Sergeant** (Recruitment due to anticipated vacancies) – The closed recruitment began on April 19, 2020 and ended on May 2, 2020. We received 37 applicants and 33 were approved. The written exam is scheduled for June 18, 2020.
- o. **Program Coordinator – Ice Arena** (Vacancy created by 2020 Staffing Ordinance) - The open recruitment began on February 13, 2020 and ended on March 7, 2020. We received 15 applicants and 5 were approved for the exam. The Civil Service Commission approved a T & E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- p. **Program Coordinator – Park Ranger** (Vacancy created by 2020 Staffing Ordinance) - The open recruitment began on February 6, 2020 and ended on February 29, 2020. We received 28 applications and 12 are approved for the exam. Due to the threat the COVID-19 pandemic poses on staff and candidates, the Civil Service Commission approved a T&E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- q. **Senior Office Assistant** (Recruitment due to anticipated vacancies) – The closed recruitment began on March 8, 2020 and ended on March 21, 2020. We received 8 applications and 7 are approved for the exam. The written exam, previously scheduled for April 7, 2020, was postponed until June 2, 2020 due to the COVID-19 pandemic.
- r. **Sweeper Operator** (Recruitment due to employee promotion) – The closed recruitment began on February 6, 2020 and ended on February 22, 2020. We received 5 applicants, and all were approved for the exam. Due to the threat the COVID-19 pandemic poses on staff and candidates, the Civil Service Commission approved a T & E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- s. **Utility Worker** (Recruitment due to anticipated vacancies) – The open recruitment began on March 8, 2020 and ended on March 28, 2020. We received 78 applications and 49 are approved for the exam. The written exam, previously scheduled for April 16, 2020, was postponed until May 20th and 21st due to the COVID-19 pandemic.
- t. **Wastewater Electrical Specialist** (Vacancy created by an employee promotion) – The closed recruitment began on April 12, 2020 and ended on May 2, 2020. We received 4 application and 1 was approved for the exam. The Civil Service Commission approved a T&E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- u. **Wastewater Operator A** (Vacancy created by an employee promotion) – The open recruitment began on April 5, 2020 and ended on April 25, 2020. We received 17 applications and 2 were approved for the exam. The Civil Service Commission approved a T & E exam. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
- v. **Wastewater Utility Worker IV** (Recruitment due to 3 vacancies) – The open recruitment began on April 12, 2020 and ended on May 10, 2020. We received 8 applications as of the date this agenda was prepared. The written exam is scheduled for May 26, 2020.

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CONSENT AGENDA (CONTINUED)

- w. Water Reclamation Worker** (Vacancy created by an employee resignation) – The open recruitment began on April 12, 2020 and ended on May 2, 2020. We received 27 applications and 10 were approved for the exam. The written exam is scheduled for May 20, 2020.
2. Ratify the Commission’s decision to conduct T&E exams on the Engineering Manager, Dispatch Manager, HVAC Technician, Ice Arena Manager, Lab Analyst II, Park Caretaker II – Irrigation Specialist, Parts Clerk, Program Coordinator – Ice Arena, Program Coordinator – Park Ranger, Sweeper Operator, Wastewater Electrical Specialist, and Wastewater Operator A positions.
 3. Ratify the Commission’s letter to Daniel Gurule regarding the removal of his name from the Water Reclamation Worker eligible list.
 4. Ratify the Commission’s letters to Benjamin Correa, Jason Heflin regarding the removal of their names from the Code Enforcement Officer eligible list.
 5. Ratify the Commission’s letters to Miranda Brechin, Jaklynn Cook, Amber Martinez, Michelle Siebert, and Mandie Skelton, regarding the removal of their names from the Emergency Services Dispatcher eligible list.
 6. Ratify the Commission’s letter to Jeremiah Storrer regarding the removal of his name from the Parks Maintenance Mechanic eligible list.
 7. Ratify the Commission’s letter to Benjamin Pierce regarding the rejection of his appeal relating to the Associate Engineer II – Stormwater position.
 8. Ratify the Commission’s letter to Derick Crist, regarding the approval of his appeal relating to the Utility Worker examination.
 9. Ratify the Commission’s letters to Corey Breaux, Victor DeRocha, Jeffery Godinez, and Andre Shepherd, regarding the removal of their names from the PC/Network Technician eligible list.
 10. Ratify the Commission’s letter to Darren Thomas regarding the approval of his appeal relating to the Lab Analyst II examination.
 11. Ratify the Commission’s letter to Linda Contreras regarding the approval of her appeal relating to the Senior Office Assistant examination.
 12. Ratify the Commission’s letter to Gary Watson regarding the approval of his appeal relating to the Parts Clerk examination.
 13. Ratify the Commission’s letter to Joel Camp regarding the approval of his appeal relating to the Parts Clerk examination.
 14. Ratify the Commission’s letter to Daniel Kelly regarding the rejection of his appeal relating to the Parts Clerk examination.
 15. Ratify the Commission’s letter to Darren Percival regarding the approval of his appeal relating to the Assistant Fire Chief examination.

CONSENT AGENDA (CONTINUED)

16. Ratify the Commission's letter to Miranda Brechin regarding the rejection of her appeal relating to the Emergency Services Dispatcher examination.

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

REGULAR AGENDA

1. Submission of the eligible list for Dispatch Manager
Commission Action: Approve and certify the eligible list for the class title of Dispatch Manager
2. 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
3. Submission of the eligible list for Engineering Manager
Commission Action: Approve and certify the eligible list for the class title of Engineering Manager
4. Submission of the eligible list for HVAC Technician
Commission Action: Approve and certify the eligible list for the class title of HVAC Technician
5. Submission of the eligible list for Ice Arena Manager
Commission Action: Approve and certify the eligible list for the class title of Ice Arena Manager
6. 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
7. Submission of the eligible list for Park Caretaker II – Irrigation Specialist
Commission Action: Approve and certify the eligible list for the class title of Park Caretaker II – Irrigation Specialist
8. Submission of the eligible list for Parts Clerk
Commission Action: Approve and certify the eligible list for the class title of Parts Clerk
9. Submission of the eligible list for Program Coordinator – Ice Arena
Commission Action: Approve and certify the eligible list for the class title of Program Coordinator – Ice Arena
10. Submission of the eligible list for Program Coordinator – Park Ranger
Commission Action: Approve and certify the eligible list for the class title of Program Coordinator – Park Ranger

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REGULAR AGENDA (CONTINUED)

11. Submission of the eligible list for Sweeper Operator
Commission Action: Approve and certify the eligible list for the class title of Sweeper Operator
12. Submission of the eligible list for Wastewater Electrical Specialist
Commission Action: Approve and certify the eligible list for the class title of Wastewater Electrical Specialist
13. Submission of the eligible list for Wastewater Operator A
Commission Action: Approve and certify the eligible list for the class title of Wastewater Operator A

ADMINISTRATIVE ITEMS

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

INFORMATIONAL ITEMS

1. Employee Status Report for March and April 2020

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