



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
March 10, 2020
11:00 AM

MINUTES

CALL TO ORDER

Chair Daniel Archibeque called the Civil Service Commission Meeting to order at 11:01 AM.

ROLL CALL

Commission Members Present: Dan Archibeque, Sharon Bonner, Erick Javaneau

Administrative and Civil Service Staff Members Present: Robert Jagger, Counsel for the Commission; Marisa Pacheco, HR 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 March 10, 2020 regular meeting as distributed; Mr. Javaneau moved, seconded by Ms. Bonner.

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

CIVIL SERVICE COMMISSION MEETING MINUTES
March 10, 2020

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. **Community Service Specialist** (Vacancy created by 2020 Staffing Ordinance) – The open recruitment began on January 15, 2020 and ended on February 5, 2020. We received 69 applicants and 40 were approved for the exam. The written exam was administered on February 24, 2020. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
- b. **Court Marshal** (Vacancy created by 2020 Staffing Ordinance) – The open recruitment began on January 15, 2020 and ended on February 5, 2020. We received 29 applicants and 7 were approved for the exam. The written exam was administered on February 24, 2020. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
- c. **Gardener** (Vacancy created by employee retirement) - The closed recruitment began on January 24, 2020 and ended on February 22, 2020. We received 1 approved application. 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.
- d. **Ice Arena Manager** (Vacancy created by employee retirement) - The open recruitment began on February 3, 2020 and ended on March 7, 2020. We received 29 applicants at the time this agenda was prepared. The exam is scheduled for March 24, 2020.
- e. **Park Caretaker II** (Vacancy created by 2020 Staffing Ordinance) – the closed recruitment started on January 2, 2020 and ended January 28, 2020. We received 8 applications. Two were approved. The Civil Service Commission approved a T & E exam. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
- f. **Parks Maintenance Mechanic** (Vacancy created by forthcoming employee retirement) – The open recruitment began on January 14, 2020 and ended on January 28, 2020. We received 4 applications, and all were approved for the exam. The written exam was administered on February 13, 2020. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
- g. **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 12 were approved for the exam. The written exam is scheduled for March 18, 2020.
- h. **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 14 applicants at the time this agenda was prepared. The exam is scheduled for March 25, 2020.

CIVIL SERVICE COMMISSION MEETING MINUTES

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CONSENT AGENDA (CONTINUED)

- i. **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 10 are approved for the exam. The written exam is scheduled for March 18, 2020.
 - j. **Senior Office Assistant** (Recruitment due to anticipated vacancies) – the promotional recruitment began on March 8, 2020 and ends on March 21, 2020. The written exam is scheduled for April 7, 2020.
 - k. **Traffic Engineer** (Vacancy created by employee resignation) – **UPDATE** The open recruitment began on December 29, 2019 and ended on February 1, 2020. We received 5 applications. Two were approved. The Civil Service Commission approved a T & E exam. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
 - l. **Utility & Maintenance Worker I** (Vacancy created by employee promotion) – the closed recruitment began on January 6, 2020 and ended on February 1, 2020. We received 5 applications and 2 were approved. The Civil Service Commission approved a T & E exam. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
 - m. **Utility Worker** (Recruitment due to anticipated vacancies) – the open recruitment began on March 8, 2020 and ends on March 28, 2020. The written exam is scheduled for April 16, 2020.
2. Ratified the Commission’s letters to Tess Brouillet, Timothy Hayes, Brittini Bottorff, Emily Simpson, Kayla Stalcar, Krysten Tripp, Megan McQuown, Misty Marquez, Kathleen Kline, Kristine Kazanchy, Denaë Hardin, Melissa Welsh, Felicia Trujillo, Lorenzo Trujillo, Joshua Miessler, Anjelica Rodriguez, Ralph Romero regarding the removal of their names from the Emergency Services Dispatcher eligible list.
 3. Ratified the Commission’s letters to Isabella Bartek, Stuart Bastin, Desiree Berg, John-Paul Campbell, Catherine Coffey, Gail DeHaven, Kimberly Hand, Caitlin King, Tamarra Kolbe, Wilmer Lenway, Jacqueline Linnebur, Patricia Manzanares, Adam Martinez, Rebecca Nolting, Jennifer Novak, Lindsay Smith, Vanessa Valdez Hernandez, regarding the removal of their names from the Office Assistant eligible list.
 4. Ratified the Commission’s letter to Ivan Rudyk regarding the removal of his name from the Emergency Medical Officer eligible list.
 5. Ratified the Commission’s letter to Kevin Bryan regarding the removal of his name from the Code Enforcement Officer eligible list.
 6. Ratified the Commission’s letters to Joel Aragon, Jerry Estep, John Medina, Lisa Pate, Jonathon Woehler regarding the removal of their names from the Equipment Operator IV eligible list.
 7. Ratified the Commission’s letters to Robin Carducci, Mark Copeland-Rodden, Andrea Davis, Paula Haas, Ruth Ritchey, Sara Rostad, Amy Strivers regarding the removal of their names from the Tax Compliance Technician eligible list.

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CONSENT AGENDA (CONTINUED)

8. Ratified the Commission's letters to Troy Proud, Bryan Vigna regarding the removal of their names from the Parks Caretaker II- Irrigation eligible list.
9. Ratified the Commission's letter to Mitchell Bewley regarding the removal of his name from the HVAC Technician eligible list.
10. Ratified the Commission's letter to Troy Proud regarding the removal of his name from the Equipment Operator II eligible list.
11. Ratified the Commission's letter to Che-Long "Michelle" Hsia regarding the removal of her name from the Lab Analyst II eligible list.
12. Ratified the Commission's letter to Tamara Lee regarding the removal of her name from the Senior Office Assistant eligible list.
13. Ratified the Commission's letter to John Medina regarding the approval of his appeal relating to the removal of his name from the Equipment Operator IV eligibility list.
14. Ratified the Commission's letter to Justin Christie regarding the rejection of his objection to being admitted to the Utility & Maintenance Worker I examination.

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

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

REGULAR AGENDA

1. *Submission of the eligible list for Parks Maintenance Mechanic*
Commission Action: *Ms. Bonner, seconded by Mr. Javeneau, moved to approve and certify the eligible list for the class title of Parks Maintenance Mechanic*
Roll Call—Ayes- Archibeque, Bonner, and Javeneau. Motion carried unanimously.
2. *Submission of the eligible list for Utility & Maintenance Worker I*
Commission Action: *Ms. Bonner, seconded by Mr. Javeneau, moved to approve and certify the eligible list for the class title of Utility & Maintenance Worker I*
Roll Call—Ayes- Archibeque, Bonner, and Javeneau. Motion carried unanimously.
3. *Submission of the eligible list for Park Caretaker II*
Commission Action: *Ms. Bonner, seconded by Mr. Javeneau, moved to approve and certify the eligible list for the class title of Park Caretaker II*
Roll Call—Ayes- Archibeque, Bonner, and Javeneau. Motion carried unanimously.

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REGULAR AGENDA (CONTINUED)

4. *Submission of the eligible list for Traffic Engineer*

Commission Action: *Ms. Bonner, seconded by Mr. Javeneau, moved to approve and certify the eligible list for the class title of Traffic Engineer*

Roll Call—Ayes- Archibeque, Bonner, and Javeneau. Motion carried unanimously.

5. *Submission of the eligible list for Court Marshal*

Commission Action: *Ms. Bonner, seconded by Mr. Javeneau, moved to approve and certify the eligible list for the class title of Court Marshal*

Roll Call—Ayes- Archibeque, Bonner, and Javeneau. Motion carried unanimously.

6. *Submission of the eligible list for Community Service Specialist*

Commission Action: *Ms. Bonner, seconded by Mr. Javeneau, moved to approve and certify the eligible list for the class title of Community Service Specialist*

Roll Call—Ayes- Archibeque, Bonner, and Javeneau. Motion carried unanimously.

7. *Submission of the eligible list for Gardener*

Commission Action: *Ms. Bonner, seconded by Mr. Javeneau, moved to approve and certify the eligible list for the class title of Gardener*

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

ADMINISTRATIVE ITEMS

1. Clarification on EEO Report request.

Erick Javaneau had requested a report on the ethnic/gender breakdown of applicants and where they fell out in the process. Dan Archibeque said that the Administrator currently provides the reports annually but could ask to receive quarterly reports. Bob Jagger requested a copy of the report before making any suggestions. Acting Administrator provided Mr. Jagger a copy of the report and he said that it is up to the Administrator and Commissioners how often the report should be provided.

2. The next Civil Service Commission Meeting was set for April 14, 2020.

INFORMATIONAL ITEMS

1. Employee Status Report for March 2020

2. Handouts

ADJOURNED: 11:14am


Chairperson