



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, July 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 Wednesday, June 3, 2020.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Wednesday, June 3, 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:

- Associate Engineer II - Wastewater** (Recruitment due to a reclassification of Associate Engineer I to Associate Engineer II) – The closed recruitment began on July 8, 2020 and ends on July 21, 2020. We received 1 applicant as of the date this agenda was prepared. The written exam is scheduled for August 7, 2020.
- 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 was administered on July 13, 2020.
- 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 was administered on May 28, 2020. The eligible list will be presented to the Civil Service Commission for certification during this meeting.
- HVAC Technician** (New vacancy created by 2020 Staffing Ordinance #9620) - The open recruitment began on July 1, 2020 and ends on August 1, 2020. We received 0 applicants as of the date this agenda was prepared. The written exam is scheduled for August 14, 2020.

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CONSENT AGENDA (CONTINUED)

- e. **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 was administered on June 18, 2020. The eligible list will be presented to the Civil Service Commission for certification during this meeting.
 - f. **Police Payroll Technician** (Recruitment due to an employee retirement) - The closed recruitment began on June 2, 2020 and ended on June 15, 2020. We received 5 applicants and 3 were approved for the exam. The written exam was administered on July 2, 2020. The eligible list will be presented to the Civil Service Commission for certification during this meeting.
 - g. **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 was administered on June 18, 2020. The eligible list will be presented to the Civil Service Commission for certification during this meeting.
 - h. **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 were approved for the exam. The written exam, previously scheduled for April 7, 2020, was administered on June 2, 2020 due to the COVID-19 pandemic. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - i. **Wastewater Electrical Specialist** (Vacancy created by an employee promotion) – The open recruitment began on June 10, 2020 and ended on July 12, 2020. We received 4 applications as of the date this agenda was prepared. The written exam is scheduled for July 28, 2020.
 - j. **Wastewater Utility Worker** (Recruitment due to an employee promotion) – The open recruitment began on June 28, 2020 and ends on July 18, 2020. We received 25 applications as of the date this agenda was prepared. The written exam is scheduled for August 5, 2020.
 - k. **Wastewater Utility Worker IV** (Recruitment due to 3 vacancies) – The open recruitment began on June 7, 2020 and ended on July 7, 2020. We received 9 application and 0 were approved for the exam. The staff is waiting for a decision from the hiring manager on how to proceed.
2. Ratify the Commission’s letter to Amber Bingaman regarding the removal of her name from the Accountant II eligibility list.
 3. Ratify the Commission’s letter to Adam Pruce regarding the removal of his name from the Assistant Fire Chief eligibility list.
 4. Ratify the Commission’s letters to Barbara Huber and William Gray regarding the removal of their names from the Deputy Fire Chief eligibility list.
 5. Ratify the Commission’s letters to Guy Cruz and Kenneth Maes regarding the removal of their names from the HVAC Technician eligibility list.

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CONSENT AGENDA (CONTINUED)

6. Ratify the Commission's letters to Julianne Abagulum, Elisa Cancino, Connie Fix, Jennifer Foute, Jess Fuentes, Christina Garcia, Desiree Gonzales, Melissa Hayward, Terrie Helton, Danita Lopez, Nadia Metoyer, Toni Ousley, Brian Rister, Amanda Rogers, Rebecca Stanley, Debra Stensgaard, Melissa Trevizo, Breon Valdez, Sandra Warfield, Tina Wingate and Deborah Yaden, regarding the removal of their names from the Office Assistant eligibility list.
7. Ratify the Commission's letters to Walter Allison and Melanie Turner regarding the removal of their names from the Traffic Engineer eligible list.
8. Ratify the Commission's letters to Daniel Kelly, Justin Martinez and Sean Patrick, regarding the removal of their names from the Utility Worker eligibility list.
9. Ratify the Commission's letters to Amanda DeBono, Joseph Drouillard and Lorenzo Trujillo regarding the removal of their names from the Water Reclamation Worker eligibility list.
10. Ratify the Commission's letters to Stephen Fassi and Keith Miller regarding the rejection of their appeal to the content of the Assistant Fire Chief examination.
11. Ratify the Commission's letters to Jeffrey Capito, William Gronholm and Edric Prijatel regarding their appeals to the content of the Fire Engineer examination.
12. Ratify the Commissioner's letter to Jeremy Mathews regarding the rejection of his appeal relating to the conduct during the Police Sergeant examination.
13. Ratify the Commissioner's letters to Jeremy Mathews and Vince Petkosek regarding the rejection of their appeals relating to the content of the Police Sergeant examination.
14. Ratify the Commission's letter to Melanie Turner regarding the rejection of her appeal to the removal of her name from the Traffic Engineer eligible list.
15. Ratify the Commissioner's letter to Angelo Connelli regarding the rejection of his appeal to be allowed to take the Utility Worker examination.
16. Ratify the Commissioner's letter to Justin Martinez regarding the approval of his appeal relating to being removed from the Utility Worker eligibility list.
17. Ratify the Commissioner's letter to Brian Laut regarding the placement of his name on the re-employment list for Police Patrol Officer.
18. Ratify the Commission's approval of the request by Chief Davenport to waive the 6-month waiting period per Rule 21(a), for Police Sergeant candidates who failed the written exam on June 18/19, 2020.

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

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REGULAR AGENDA

1. Submission of the eligible list for Fire Engineer
Commission Action: Approve and certify the eligible list for the class title of Fire Engineer
2. Submission of the eligible list for Police Captain
Commission Action: Approve and certify the eligible list for the class title of Police Captain
3. Submission of the eligible list for Police Payroll Technician
Commission Action: Approve and certify the eligible list for the class title of Police Payroll Technician
4. Submission of the eligible list for Police Sergeant
Commission Action: Approve and certify the eligible list for the class title of Police Sergeant
5. Submission of the eligible list for Senior Office Assistant
Commission Action: Approve and certify the eligible list for the class title of Senior Office Assistant

ADMINISTRATIVE ITEMS

1. Administrator's Mid-Year Report
2. Set the date for the August 2020 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

1. Employee Status Report for June 2020

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