



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Wednesday, June 3, 2020  
2:00 PM

## **MINUTES**

### **CALL TO ORDER**

Chair Daniel Archibeque called the Civil Service Commission Meeting to order at 2:01 PM.

### **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; Manuel Alcala, Civil Service Administrator.

### **AMENDMENTS TO THE AGENDA**

Mr. Archibeque asked if there were any amendments to the agenda. None were voiced.

### **READING AND APPROVAL OF MINUTES:**

***Commission Action:*** Mr. Javaneau seconded by Ms. Bonner, moved to dispense with the reading and approve the minutes for the June 3, 2020 regular meeting as distributed.

*Roll Call -- Ayes: Archibeque, Bonner, 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. Received and filed the following status reports on current recruitments:
  - a. **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 administered on May 15, 2020 due to the COVID-19 pandemic. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
  - b. **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.
  - c. **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.
  - d. **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.
  - e. **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.
  - f. **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 administered on June 2, 2020 due to the COVID-19 pandemic.
  - g. **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 administered on May 20<sup>th</sup> and 21<sup>st</sup> due to the COVID-19 pandemic. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
  - h. **Wastewater Electrical Specialist** (Vacancy created by an employee promotion) – The closed recruitment began on May 24, 2020 and ends on June 6, 2020. We received 0 application as of the date this agenda was prepared. The written exam is scheduled for June 24, 2020.
  - i. **Wastewater Utility Worker IV** (Recruitment due to 3 vacancies) – The closed recruitment began on May 23, 2020 and ends on June 6, 2020. We received 0 application as of the date this agenda was prepared. The written exam is scheduled for June 24, 2020.

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- j. **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 was administered on May 20, 2020. The eligibility list was presented to the Civil Service Commission for certification during this meeting.
2. Ratified the Commission's letters to April Lopez, Paula Mendoza, Vanessa Thacker, Justin Reagan regarding the removal of their names from the Emergency Services Dispatcher eligible list.
  3. Ratified the Commission's letter to Bennie Villanueva regarding the approval of his appeal relating to the Police Sergeant examination.
  4. Ratified the Commission's letter to Paula Mendoza regarding her appeal relating to the removal of her name from the Emergency Services Dispatcher eligibility list.
  5. Ratified the Commission's letter to Frank Rivas, regarding the approval of his appeal relating to the Water Reclamation Worker examination.
  6. Ratified the Commission's letter to Candy Ulibarri, regarding the placement of her name on the re-employment lists for Administrative Technician and Dispatch Training Coordinator.
  7. Ratified the Commissioner's letter to Jerad Renteria, regarding the placement of his name on the re-employment list for Emergency Services Dispatcher.

**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to accept all Consent agenda items as distributed.*

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

## REGULAR AGENDA

1. Submission of the eligible list for Assistant Fire Chief  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Assistant Fire Chief*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*
2. Submission of the eligible list for Utility Worker  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Utility Worker*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*
3. Submission of the eligible list for Water Reclamation Worker  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve and certify the eligible list for the class title of Water Reclamation Worker*

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*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 July 14, 2020, 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 May 2020

**HEARING**

1. Appeal from Michelle Ross regarding the termination of her employment as a Court Technician.  
Mr. Alcala stated that the Office had received a message from the appellant indicating that she and the City had reached an agreement prior to the meeting.

ADJOURN – 2:07PM

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Commission Chair