



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, August 11, 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, July 14, 2020.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, July 14, 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 ended on July 21, 2020. We received 1 approved application. The Civil Service Commission approved a T&E Exam. The eligible 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 was administered on July 13, 2020. The eligible list will be presented to the Civil Service Commission for certification during this meeting.
- Engineering Manager** (Vacancy due to employee promotion) - The open recruitment began on August 2, 2020 and ends on August 30, 2020. We received 1 applicant as of the date this agenda was prepared. The written exam is scheduled for September 15, 2020.
- Police Patrol Officer** (Recruitment due to anticipated vacancies) – The open recruitment began on August 2, 2020 and ends on September 13, 2020. We received 62 applicants as of the date this agenda was prepared. The physical ability test and written exam are scheduled from September 28<sup>th</sup> through September 30<sup>th</sup>.

CIVIL SERVICE COMMISSION MEETING  
Tuesday, August 11, 2020

**CONSENT AGENDA (CONTINUED)**

- e. **Police Sergeant** (Recruitment due to anticipated vacancies) – The closed recruitment began on August 9, 2020 and ends on August 22, 2020. We received 0 applications as of the date this agenda was prepared. The written exam is scheduled for September 9, 2020.
- f. **Traffic Control Supervisor** (Recruitment due to an employee resignation) – The open recruitment began on July 22, 2020 and ends on August 11, 2020. We received 3 applicants as of the date this agenda was prepared. The written exam is scheduled for August 27, 2020.
- g. **Wastewater Utility Worker** (Recruitment due to an employee promotion) – The open recruitment began on June 28, 2020 and ended on July 18, 2020. We received 32 applicants and 17 were approved. The written exam was administered on August 5, 2020. The eligible list will be presented to the Civil Service Commission for certification during this meeting.

- 2. Ratify the Commission's letters to Jeff Capito, William Gronholm, and Sean Kinnier, regarding the rejection of their appeals on the content of the Emergency Medical Officer examination.
- 3. Ratify the Commission's letters to Kelly Sexton, regarding the removal of her name from the Office Assistant eligibility list.
- 4. Ratify the Commission's letter to Breon Valdez regarding the approval of her appeal relating to being removed from the Office Assistant eligibility list.
- 5. Ratify the Commission's decision to administer a Training and Experience (T&E) exam for the Associate Engineer – Wastewater position.

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

**REGULAR AGENDA**

- 1. Submission of the eligible list for Associate Engineer II - Wastewater  
**Commission Action:** Approve and certify the eligible list for the class title of Associate Engineer II - Wastewater
- 2. Submission of the eligible list for Emergency Medical Officer  
**Commission Action:** Approve and certify the eligible list for the class title of Emergency Medical Officer
- 3. Submission of the eligible list for Wastewater Utility Worker  
**Commission Action:** Approve and certify the eligible list for the class title of Wastewater Utility Worker

CIVIL SERVICE COMMISSION MEETING  
Tuesday, August 11, 2020

**ADMINISTRATIVE ITEMS**

1. Assistance to the Human Resources Department with the Equal Employment Opportunity Plan (EEOP).
2. Set the date for the September 2020 Civil Service Commission Meeting.

**INFORMATIONAL ITEMS**

1. Employee Status Report for July 2020

**ADMINISTRATIVE HEARING**

1. Proposal to amend Civil Service Rules 18, 19, and 20.

**ADJOURN**