



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

MINUTES

CALL TO ORDER

Chair Daniel Archibeque called the Civil Service Commission Meeting to order at 11:00AM.

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. Manuel Alcala said he would like to move item #2 of the Consent Agenda to the top of the regular agenda, to allow for discussion in the matter.

Commission Action: Mr. Javaneau seconded by Ms. Bonner, moved to approve the requested change to the agenda as stated.

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

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 July 14, 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. **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 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 was administered on July 13, 2020. The eligible list was presented to the Civil Service Commission for certification during this meeting.
 - c. **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.
 - d. **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 28th through September 30th.
 - 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 ended 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 was presented to the Civil Service Commission for certification during this meeting.
2. Ratified the Commission's letters to Kelly Sexton, regarding the removal of her name from the Office Assistant eligibility list.
3. Ratified the Commission's letter to Breon Valdez regarding the approval of her appeal relating to being removed from the Office Assistant eligibility list.

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CONSENT AGENDA (CONTINUED)

4. Ratified the Commission's decision to administer a Training and Experience (T&E) exam for the Associate Engineer – Wastewater position.

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. Discussion on the Commission's letters to Jeff Capito, William Gronholm, and Sean Kinnier, regarding their appeals on the content of the Emergency Medical Officer exam.

After being sworn in, Gronholm said he disagreed with the evaluation and review of the questions he appealed and didn't think they were reviewed fairly. After doing some research and talking with the Chiefs, the decision was overshadowed by the process, which needs to be corrected. He affirmed that certain language and directions are not clear for first-time test takers. Gronholm said the lack of directions confused him because the questions and answers he challenged were not matching up with the test - he was off by two on every question. He said that item 1 on the test booklet is item 3 in the computer print-out, so that threw off the numbers when challenging a given question. He said that fortunately the Fire Chiefs were able to figure out what was going on with his answer key and challenged questions; however, he reiterated that the process isn't working, and according to Gronholm, the appeal form and certain language needs to be corrected. He just wanted to address this with the Commission.

Alcala informed the Commission that the concerns were being addressed. He said that the Office and the testing company had discussed the issue of numbering along with other concerns that were identified related to the new computer-based testing. He asserted that the testing company agreed to modify the format of their exams to meet the City's needs. He added that the Office and Fire Administration had also discussed Gronholm's concerns and he was contemplating review and modifications of the appeal form, appeals web site, and test-taker notices, to ensure a more explicit explanation of the appeal process.

Jagger asked Gronholm if he disagreed with the recommendations? Gronholm said that after receiving information from the Chief he didn't have any questions or concerns and was satisfied with her answers but was not satisfied with the Commission's and the testing company's answers.

Jagger then stated to the Commission that the issue is that there is some objection to the answers of the testing company and their recommendations. He stated that the Commissioners were able to ask any questions of Mr. Gronholm at this time.

Commissioner Javaneau raised his hand, introduced himself, and said he understood the procedural and formatting issues with the testing company. He then asked Gronholm if anyone had asked him to look at or consider the numbering issue. For instance, not knowing that instead of being number 3, you're answering number 1 and number 1 being the cover sheet. He then asked Gronholm if that is what he was disagreeing with?

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REGULAR AGENDA (CONTINUED)

Gronholm then said that Alcalá had informed him of the description from the testing company and the Fire Chiefs' review of the appealed question. He said he felt like he got the "brush-off" because they knew what was going on with numbering issue and it overshadowed the actual questions he was challenging. He stated the testing company just looked to see if it was keyed correctly or not, and since it wasn't keyed correctly, they moved on to the next question.

Javaneau then asked Gronholm if he did in fact have wrong answers, and Gronholm answered Yes. Javaneau then asked, "So, you're not disputing the ones that were wrong, you're disputing the ones that were "procedurally confusing"? Gronholm stated Yes. Javaneau again asked, "OK, the ones that were wrong, you agree that those answers are wrong, correct"? Gronholm stated, Yes. Javaneau then said, he had no further questions.

Jagger then stated to the Commission, the appropriate motion is recommendation to the testing company to fix the issues. Javaneau asked if Gronholm had any further comments, to which he stated, no.

Archibeque asked for any further questions. None were voiced.

Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve the recommendations as submitted*

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

2. Submission of the eligible list for Associate Engineer II - Wastewater

Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Associate Engineer II – Wastewater*

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

3. Submission of the eligible list for Emergency Medical Officer

Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Emergency Medical Officer*

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

4. Submission of the eligible list for Wastewater Utility Worker

Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Wastewater Utility Worker*

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

ADMINISTRATIVE ITEMS

1. Assistance to the Human Resources Department with the Equal Employment Opportunity Plan (EEOB).

Alcalá said that HR plans to start working on the EEOB, which is a complex and involved project. Since he has experience with the previous plan, Marisa Pacheco asked if he would offer guidance. He said that unless the Commission objected, he would be helping on an extended basis and as time allows. The Commission did not voice objections.

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ADMINISTRATIVE ITEMS (CONTINUED)

2. The next Civil Service meeting was scheduled for September 8, 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 August 2020

ADMINISTRATIVE HEARING

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

Alcala explained that overall, the changes will clean up outdated language, align the Rules with the current practice of computer-based exams and make remote testing possible, which is essential in ensuring social distancing during the COVID-19 pandemic.

Specifically, he indicated that current language under Rule 18 limits the conditions under which exams can be administered, making it difficult to keep candidates and staff safe through social distancing during this pandemic, especially when testing large groups or trying to provide arrangements for job applicants who may not be able to travel to the testing site. Ultimately, the changes to rule 18 will give Civil Service the flexibility to administer remote examinations.

Alcala explained that Rules 19 and 20 do not account for digital information or modern best practices. The proposed changes eliminate strict references to physical documents and processes in favor of more inclusive language that allows for administration of either paper/pencil or computer examinations as needed and expands the scope of exam security to also include digital/electronic information.

Alcala informed the Commission that the Mayor and Chief of Staff were in favor of the proposed changes.

Bob Jagger asked if anyone wished to speak in favor or against the proposal, and hearing none, he proclaimed the hearing closed.

The Commission recommended passage of the proposed amendments.

ADJOURN: 11:24PM


Commission Chair