

PUEBLO

CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – INTERIM CITY HALL
301 W. “B” STREET
TUESDAY, DECEMBER 13, 2011
5:30 PM

Individuals Requiring Special Accommodations Should Notify the Civil Service Commission Office (719) 553-2635 by Noon on the Monday Preceding the Meeting.

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, November 8, 2011
- Special meeting of Monday, November 21, 2011

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meetings dated Tuesday, November 8, 2011 and Monday, November 21, 2011 as distributed.

CONSENT AGENDA

The following items are considered to be 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. HR Analyst - (Recruitment due to new position in 2012 staffing) – We received 59 applications for this position, and three were accepted. The examination process for this position will be determined at this meeting.
 - b. Land Use Technician - (Recruitment due to promotion) - We received two applications for this position, and both were approved. The examination process for this position will be determined at this meeting.
2. Ratify the Commission’s letter to Jake O’Neill regarding the removal of his name from the Recreation Supervisor eligibility list.
3. Ratify the Commission’s letter to Betty Jo Aragon regarding the lack of Commission jurisdiction regarding her request of an explanation as to why the class specification for HR Analyst was changed.

CONSENT AGENDA

4. Ratify the Commission's letter to Shauna Vucetich regarding the rejection of her objection regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
5. Ratify the Commission's letter to Beau Burros regarding the removal of his name from the Recreation Supervisor eligibility list.
6. Ratify the Commission's letter to Amonda Garcia regarding the removal of her name from the Clerk Typist eligibility list.
7. Ratify the Commission's letter to Michal Hughes regarding the removal of his name from the Recreation Supervisor eligibility list.
8. Ratify the Commission's letter to Jeffrey Rechner regarding the removal of his name from the Recreation Supervisor eligibility list.
9. Ratify the Commission's letter to Tanya Gurule regarding the rejection of her objection to allow her to take the HR Analyst examination.
10. Ratify the Commission's letter to Kathy Benz regarding the rejection of her objection to allow her to take the HR Analyst examination.

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

REGULAR AGENDA

1. Determine the method of examination for the classification of HR Analyst.

Commission Action: Establish the method of examination for the classification of HR Analyst.
2. Determine the method of examination for the classification of Land Use Technician.

Commission Action: Establish the method of examination for the classification of Land Use Technician.

ADMINISTRATIVE ITEMS

A. Administrative Items.

1. Set the date for the January 2012 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

B. Informational Items.

1. Handouts

ADJOURN