



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, October 13, 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, September 8, 2020.

**Commission Action:** Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, September 8, 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:

- Equipment Operator II** (Recruitment due to anticipated vacancies) – The closed recruitment began on October 11, 2020 and ends on October 24, 2020. We received 0 applications as of the date this agenda was prepared. The written exam is scheduled for November 12, 2020.
- Equipment Operator IV** (Recruitment due to an employee separation and an employee transfer) – The closed recruitment began on October 11, 2020 and ends on October 24, 2020. We received 0 applications as of the date this agenda was prepared. The performance exam is scheduled for November 11, 2020 and the written exam is scheduled for November 12, 2020.
- Fire Captain** (Recruitment due to anticipated vacancies) – The closed recruitment began on September 27, 2020 and ended on October 10, 2020. We received 22 applications as of the date this agenda was prepared. The written exam is scheduled for November 5, 2020.
- HVAC Technician** (Recruitment due to a 2020 newly established position) – The open recruitment began on September 20, 2020 and ended on October 10, 2020. We received 4 applications as of the date this agenda was prepared. The written exam is scheduled for November 4, 2020.

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**CONSENT AGENDA (CONTINUED)**

- e. **Police Patrol Officer** (Recruitment due to anticipated vacancies) – The open recruitment began on August 2, 2020 and ended on September 13, 2020. We received 192 applicants and 142 were approved for the exam. The physical ability test and written exam were administered from September 28<sup>th</sup> through September 29<sup>th</sup>. The eligibility list will be presented to the Commission for certification during this meeting.
  - f. **Police Sergeant** (Recruitment due to anticipated vacancies) – The closed recruitment began on August 9, 2020 and ended on August 22, 2020. We received 30 applications and 28 were approved for exam. The written exam was administered on September 15, 2020. The eligibility list will be presented to the Commission for certification during this meeting.
  - g. **Senior Office Assistant** (Recruitment due to an employee promotion) – The closed recruitment began on August 23, 2020 and ended on September 5, 2020. We received 2 applications and 1 was approved for exam. The written exam was administered on September 21, 2020. The eligibility list will be presented to the Commission for certification during this meeting.
  - h. **Tax Compliance Technician** (Recruitment due to an employee separation) – The closed recruitment began on September 22, 2020 and ended on October 5, 2020. We received 2 applications and 1 was approved. The Commission authorized a T&E exam. The eligibility list will be presented to the Commission for certification during this meeting.
  - i. **Traffic Control Utility Worker II** (Recruitment due to an employee voluntary demotion) – The closed recruitment began on October 8, 2020 and ends on October 21, 2020. We received 0 applications as of the date this agenda was prepared. The written exam is scheduled for November 9, 2020.
  - j. **Traffic Engineer** (Recruitment due to an employee resignation) – The open recruitment began on September 13, 2020 and ended on October 11, 2020. We received 4 applications as of the date this agenda was prepared. The written exam is scheduled for October 27, 2020.
  - k. **Wastewater Electrical Specialist** (Recruitment due to an employee promotion) – The open recruitment began on October 7, 2020 and ends on November 7, 2020. We received 1 application as of the date this agenda was prepared. The written exam is scheduled for November 30, 2020.
2. Ratify the Commission’s letters to Kelly Huntsman and Matthew Sargent, regarding the approval of their appeals to the rejection of their Police Patrol Officer applications.
  3. Ratify the Commission’s letter to Matthew Brooks, regarding the rejection of his appeal to the rejection of his Police Patrol Officer application.
  4. Ratify the Commission’s letter to Brandon Beauvais, regarding the approval of his appeal relating to the Police Sergeant examination.

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**CONSENT AGENDA (CONTINUED)**

5. Ratify the Commission's letters to Dustin Apodaca, Jaclyn Arguello, Gregory Barajas, Leah Bobchak, Gianni Cortese, Alyssa Fuentes, Julia Garcia, Justin Holmes, Sheena Ibarra, Karen Johnson, Jodi Knapp, Jorgette Krsulic, Samantha Lopez, Sergio Mireles, Tristan Morgan, Dominique Sanchez-Guerrero, Alexandra Simmons, Rebecca, Suazo, Allison Taylor, Kara Touchton, Ashley Trujillo, and Melissa Welsh, regarding the removal of their names from the Emergency Services Dispatcher eligible list.
6. Ratify the Commission's letters to Antonio Cornejo and Jason Mayer, regarding the removal of their names from the Equipment Operator II eligibility list.
7. Ratify the Commission's letters to Kaylee Coach, Tristan Grimes, Nathaniel Hope, Joseph Jeffers, Justin Jindra, Patrick Lee, William McAllister, Bryan Montoya, Paul Pacheco, Jacob Purdy, Christopher Reardon, Jerad Renteria, Andrew Sinks, Kriyah Smith, Eric Trujillo, Jamie Zanini, and Samuel Zimmerer, regarding the removal of their names from the Fire Fighter eligibility list.
8. Ratify the Commission's letters to Benjamin Haunert, Carol Prescott, Cheryl Whitehead, and Melanie Williams, regarding the removal of their names from the Office Assistant eligibility list.
9. Ratify the Commission's letters to Justin Christie and Timothy Trujillo Jr, regarding the removal of their names from the Sweeper Operator eligibility list.
10. Ratify the Commission's letter to Daniel Arellano, regarding the removal of his name from the Utility & Maintenance Worker I eligibility list.
11. Ratify the Commission's letter to Jeff Sierra, regarding the removal of his name from the Wastewater Utility Worker eligibility list.
12. Ratify the Commission's letter to Kenith Cox, regarding the approval of his appeal regarding the removal of his name from the Water Reclamation Worker eligibility list.
13. Ratify the Commission's letter to Mindy Duran, regarding the placement of her name on the re-employment lists for Property Evidence Technician, Clerk Typist, and Office Assistant.
14. Ratify the Commission's letter to Joseph Rodriguez, regarding the placement of his name on the re-employment list for Police Patrol Officer.

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

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**REGULAR AGENDA**

1. Submission of the eligible list for Police Patrol Officer  
**Commission Action:** Approve and certify the eligible list for the class title of Police Patrol Officer
2. Submission of the eligible list for Police Sergeant  
**Commission Action:** Approve and certify the eligible list for the class title of Police Sergeant
3. 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
4. Submission of the eligible list for Tax Compliance Technician  
**Commission Action:** Approve and certify the eligible list for the class title of Tax Compliance Technician

**ADMINISTRATIVE ITEMS**

1. IAFF Local #3 to discuss recent testing concerns.
2. Quarterly update from the Administrator.
3. Set the date for the November 2020 Civil Service Commission Meeting.

**INFORMATIONAL ITEMS**

1. Employee Status Report for September 2020

**ADJOURN**