



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, September 8, 2020
11:00AM

MINUTES

CALL TO ORDER

Chair Daniel Archibeque called the Civil Service Commission Meeting to order at 11:02AM.

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 September 8, 2020 regular meeting as distributed.

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

CIVIL SERVICE COMMISSION MEETING MINUTES
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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. **Engineering Manager** (Vacancy due to employee promotion) - The open recruitment began on August 2, 2020 and ended on August 30, 2020. We received 4 applicants and 2 were approved for exam. The Civil Service Commission approved a T&E exam. The eligibility list was presented to the Commission for certification during this meeting.
 - b. **Police Patrol Officer** (Recruitment due to anticipated vacancies) – The open recruitment began on August 2, 2020 and ends on September 13, 2020. We received 155 applicants as of the date this agenda was prepared. The physical ability test and written exam were scheduled for September 28th through September 30th.
 - c. **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 scheduled for September 15, 2020.
 - d. **Purchasing/Contract Coordinator** (Funding restored to existing position) – The closed recruitment began on August 12, 2020 and ended on August 25, 2020. We received 1 approved applicant. The Civil Service Commission approved a T&E exam. The eligibility list was presented to the Commission for certification during this meeting.
 - e. **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 0 applications as of the date this agenda was prepared. The written exam was scheduled for September 21, 2020.
2. Ratified the Commission's letter to Kimberly Swearingen, regarding the rejection of her appeal to the rejection of her **Engineering Manager** application.
3. Ratified the Commission's letter to Jordan Cody, regarding the rejection of his appeal to the rejection of his **Police Patrol Officer** application.
4. Ratified the Commission's letter to Skyler Laver, regarding the approval of his appeal to the rejection of his **Police Patrol Officer** application.
5. Ratified the Commission's letters to Loghan O'Hayre and Richard Romero, regarding the approval of their appeals to the rejection of their **Police Sergeant** applications.
6. Ratified the Commission's letter to Brenda Walter, regarding the approval of her appeal to the removal of her name from the **Senior Office Assistant** eligible list.

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CONSENT AGENDA (CONTINUED)

7. Ratified the Commission's letters to Thomas Davidson, Kyle Lazzarini regarding the removal of their names from the Emergency Medical Officer eligibility list.
8. Ratified the Commission's letters to Davin Ada, Jason, Bates, Wade Beauvais, Joe Bernyk, Russell Brooks, Ralph Cabalar, Derek Carson, Nicholas Cornejo, Ryan Crouse, Robert Dungan, Mark Fearheiley, Scott Gallimore, Tyler Gard, Curt Gray, Mark Gregory, Jerid Huggins, Emma Jesik-Vigil, Caleb Johnson, Christopher Johnson, Nathan Kincaid, Robert Korneck, Trace LaMastres, Jackson Lamb, Ryan McGinty, Ty Medler, Johnny Metoyer, Dustin Milyard, Paulina Morales, Mitchell Oghigian, Zachary Percival, Andrew Rodrigues, Ian Romero, Joseph Saavedra, Anthony Saiz, Dylan Schell, Robert Schoendorf, Casey Spencer, Charles Story, Ricco Tapia, Gage Trujillo, Michael Vigil, Christopher Williams, and Austin Young, regarding the removal of their names from the Fire Fighter eligibility list.
9. Ratified the Commission's letters to Joe Bernyk, Lisa Gonzales, and Courtney Seder regarding the removal of their names from the Program Coordinator – Ice Arena eligibility list.
10. Ratified the Commission's letters to Jennifer Salamena and Brenda Walter, regarding the removal of their names from the Senior Office Assistant eligibility list.
11. Ratified the Commission's letters to Kenith Cox, Nicholas Swett, and Ralph Romero, regarding the removal of their names from the Water Reclamation Worker eligibility list.
12. Ratified the Commission's decision to administer Training and Experience (T&E) examinations for the Engineering Manager and Purchasing/Contract Coordinator positions.

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

REGULAR AGENDA

1. Submission of the eligible list for Engineering Manager
Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Engineering Manager*
Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.
2. Submission of the eligible list for Purchasing/Contract Coordinator
Commission Action: *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Purchasing/Contract Coordinator*
Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.

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ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for October 13, 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 September 2020

ADJOURN: 11:05AM


Commission Chair