



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, November 10, 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, October 13, 2020.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, October 13, 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:

- Civil Engineer / Construction** (Recruitment due to an employee separation) – The closed recruitment began on November 1, 2020 and ends on November 14, 2020. We received 0 applications as of the date this agenda was prepared. The exam is scheduled for December 7, 2020.
- Emergency Services Dispatcher** (Recruitment due to current and anticipated vacancies) – The open recruitment began on October 25, 2020 and ends on November 14, 2020. We received 71 applications as of the date this agenda was prepared. The CritiCall exam is scheduled for December 2, 2020.
- Equipment Operator II** (Recruitment due to anticipated vacancies) – The closed recruitment began on October 11, 2020 and ended on October 24, 2020. We received 1 approved application. The Commission authorized a T&E exam. The eligibility list will be presented to the Commission for certification during this meeting.
- Equipment Operator IV** (Recruitment due to an employee separation and an employee transfer) – The closed recruitment began on October 11, 2020 and ended on October 24, 2020. We received 2 approved applications. 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 28 applications and 27 were approved for the exam. The exam was administered on November 5, 2020.

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CONSENT AGENDA (CONTINUED)

- f. **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 8 applications and 7 were approved for the exam. The exam was administered on November 4, 2020. The eligibility list will be presented to the Commission for certification during this meeting.
 - g. **Office Assistant** (Recruitment due to an employee resignation) – The open recruitment began on November 1, 2020 and ended on November 21, 2020. We received 81 applications as of the date this agenda was prepared. The exam is scheduled for December 3, 2020.
 - h. **Park Caretaker II – Irrigation Specialist** (Recruitment due to anticipated vacancies) – The closed recruitment began on November 8, 2020 and ends on November 21, 2020. The exam is scheduled for December 10, 2020.
 - i. **Pretreatment Manager** (Recruitment due to an employee voluntary demotion) – The open recruitment began on October 25, 2020 and ends on November 14, 2020. We received 9 applications as of the date this agenda was prepared. The exam is scheduled for November 30, 2020.
 - j. **Traffic Control Utility Worker II** (Recruitment due to an employee voluntary demotion) – The closed recruitment began on October 8, 2020 and ended on October 21, 2020. We received 2 applications and 2 were approved for the exam. The Commission authorized a T&E exam. The eligibility list will be presented to the Commission for certification during this meeting.
 - k. **Traffic Engineer** (Recruitment due to an employee resignation) – The open recruitment began on September 13, 2020 and ended on October 11, 2020. We received 5 applications and 1 was approved for the exam. The Commission authorized a T&E exam. The eligibility list will be presented to the Commission for certification during this meeting.
 - l. **Wastewater Electrical Specialist** (Recruitment due to an employee promotion) – The open recruitment began on October 7, 2020 and ended on November 7, 2020. We received 3 applications as of the date this agenda was prepared. The exam is scheduled for November 30, 2020.
2. Ratify the Commission’s letter approving a requested accommodation for the Fire Captain exam.
 3. Ratify the Commission’s letters to Robin Carducci, Graciela Fernandez, Chandria Finley, Nicole Gonzales, Kendra Martinez, Christine Ortega, Desiree Robles, Elizabeth Rowley, Asia Sanders, regarding the removal of their names from the Office Assistant eligibility list.
 4. Ratify the Commission’s letters to Andrew Berger, Joseph Crisp, Nicholas Eggert, Wayne Poyser Jr, regarding the removal of their names from the Police Patrol Officer eligibility list.
 5. Ratify the Commission’s letters to Rodger Blatnik, Adam Combs, regarding the removal of their names from the Sweeper Operator eligibility list.

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CONSENT AGENDA (CONTINUED)

6. Ratify the Commission's letters to Steven Bell, Joel Camp, Zebulon Clayton, Jacob Cruz, Gerald Duran, Ramon Peralta, Gerald Pino, Taylor Proud, Christopher Young, regarding the removal of their names from the Utility Worker eligibility list.
7. Ratify the Commission's decision to conduct T&E exams on the Equipment Operator II, Traffic Control Utility Worker II, and Traffic Engineer positions.
8. Ratify the Commission's letter to Melanie Turner, regarding the lack of jurisdiction relating to her appeal.

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

REGULAR AGENDA

1. Submission of the eligible list for Equipment Operator II
Commission Action: Approve and certify the eligible list for the class title of Equipment Operator II
2. Submission of the eligible list for HVAC Technician
Commission Action: Approve and certify the eligible list for the class title of HVAC Technician
3. Submission of the eligible list for Traffic Engineer
Commission Action: Approve and certify the eligible list for the class title of Traffic Engineer
4. Submission of the eligible list for Traffic Control Utility Worker II
Commission Action: Approve and certify the eligible list for the class title of Traffic Control Utility Worker II

ADMINISTRATIVE ITEMS

1. Set the date for the December 2020 Civil Service Commission Meeting.

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