



CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS – CITY HALL  
#1 CITY HALL PLACE  
Tuesday, October 13, 2020  
11:00AM

## **MINUTES**

### **CALL TO ORDER**

Chair Daniel Archibeque called the Civil Service Commission Meeting to order at 10:59AM.

### **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 October 13, 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. **Equipment Operator II** (Recruitment due to anticipated vacancies) – The closed recruitment began on October 11, 2020 and ended 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.
  - b. **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 0 applications as of the date this agenda was prepared. The performance exam was scheduled for November 11, 2020 and the written exam is scheduled for November 12, 2020.
  - c. **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.
  - d. **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.
  - 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 was 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 was 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 was presented to the Commission for certification during this meeting.

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**CONSENT AGENDA (CONTINUED)**

- 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 was 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 ended 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 ended 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. Ratified 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. Ratified the Commission's letter to Matthew Brooks, regarding the rejection of his appeal to the rejection of his Police Patrol Officer application.
  4. Ratified the Commission's letter to Brandon Beauvais, regarding the approval of his appeal relating to the Police Sergeant examination.
  5. Ratified 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. Ratified the Commission's letters to Antonio Cornejo and Jason Mayer, regarding the removal of their names from the Equipment Operator II eligibility list.
  7. Ratified 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. Ratified 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.

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**CONSENT AGENDA (CONTINUED)**

9. Ratified the Commission's letters to Justin Christie and Timothy Trujillo Jr, regarding the removal of their names from the Sweeper Operator eligibility list.
10. Ratified the Commission's letter to Daniel Arellano, regarding the removal of his name from the Utility & Maintenance Worker I eligibility list.
11. Ratified the Commission's letter to Jeff Sierra, regarding the removal of his name from the Wastewater Utility Worker eligibility list.
12. Ratified 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. Ratified 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:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve all items on the consent agenda.*

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

**REGULAR AGENDA**

1. Submission of the eligible list for Police Patrol Officer  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Police Patrol Officer*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*
2. Submission of the eligible list for Police Sergeant  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Police Sergeant*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*
3. Submission of the eligible list for Senior Office Assistant  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Senior Office Assistant*  
*Roll Call—Ayes- Archibeque, Bonner, and Javaneau. Motion carried unanimously.*

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**REGULAR AGENDA (CONTINUED)**

4. Submission of the eligible list for Tax Compliance Technician  
**Commission Action:** *Mr. Javaneau seconded by Ms. Bonner, moved to approve, and certify the eligible list for the class title of Tax Compliance Technician*

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

**ADMINISTRATIVE ITEMS**

1. IAFF Local #3 to discuss recent testing concerns.

Joey Gutierrez, IAFF Local #3 president started by thanking the Commission and Manuel Alcalá for serving on the Commission, and for taking the time to hear his concerns.

Gutierrez said that the fire department has a working relationship with the Fire Chief, the Mayor, and the Civil Service Commission with more stability than he has ever seen in the City Government.

He stated that the employees have concerns with the testing. He said, they understood the testing is now virtual and electronic. He said that Manuel has informed them of some corrective actions that the Commission has taken regarding the testing and appeals, and they are very appreciative of the actions taken by Manuel.

He also stated that they are looking forward to the bidding process for a new testing company because they have questioned some of their rebuttals to the appeals that have been sent forth by some of the employees that were pretty clear in that they should have been removed or the answers given credit. Relating to the appeals process, Gutierrez said he just wants to ensure that the Commission is getting all the information to make adequate determinations on the appeal process. Gutierrez then stated he knew it is Manuel's obligation to gather all information and forward it to the Commission. They want to make sure the information is not filtered, and all information is given in order to make a clear decision.

Secondly, Gutierrez discussed how Civil Service positions were trying to be more reflective of the community that they're in, which was once part of a minority recruitment commission back in 1997. He said that the Pueblo Fire Department had 130 firefighters, 2 of them were female, and less than 10 of them were Hispanic, in a community that was 50 percent Hispanic at that time. He said there were no identifying factors that were discriminatory factors by the City or by the testing. At that time, the City did not have a recruiting department or recruiting efforts, and that is how Manuel's initial position with the city came about as a recruiter. Since then, he says that Pueblo has made leaps and bounds moving forward. He stated that Fire Department has since moved forward and found new ways to get more people from different backgrounds to apply. The department has not had to lower the bar to get physically fit and qualified candidates on board since adopting the CPAT. He said that he is hopeful to keep moving forward and that the relationship between the fire service, the mayor, civil service, and city council continue to work together moving forward.

Gutierrez asked, if there are ever any discussions about appeals, the union would like to be involved. Also, if there are any changes to exams, any appeals in question or that have any discussion, he would like to see it come to the table for all to discuss.

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**ADMINISTRATIVE ITEMS (CONTINUED)**

In closing, he thanked the Commission, Manuel, and the Fire Chief for all they do for them.

Dan Archibeque also stated that he believed that we all have a great working relationship and hopes it continues. He thanked Gutierrez for coming and talking with them and they are always welcome to come and speak with them.

Erick Javaneau asked if there were any ways that the Commission could help make things better, he would like to hear any ideas via a memo through Manuel Alcala. He then asked for clarification, he wanted to know if the union was against or for having the paramedic qualification for firefighter trainees. Gutierrez replied, saying that the union and Chief Huber are currently in discussions about it, and they are looking into the model used in the West Metro in moving forward. The union wants to keep it progressive.

2. Quarterly update from the Administrator.

Manuel Alcala, Civil Service Administrator, presented the 2020 third quarter update to the Commission.

He informed the Commission that the changes to Civil Service Rules 18, 19, and 20 were approved on September 14, 2020 by City Council and the Mayor. The changes were first implemented with the Police Patrol Officer recruitment and greatly expedited the exam process by eliminating pre-exam paperwork and allowing for a minimal waiting time on reporting exam results to test-takers. Alcala said the next step is to engage an exam proctoring service to allow for remote testing while safeguarding exams integrity. Alcala indicated that the Office began to identify the rule revision taskforce members and expects to engage hiring managers, HR, and union representatives within the next month.

Alcala reported improvements related to testing and appeals. He reported that through CVRF, the exam room was much improved with exam station partitions for test-taker safety, security cameras to monitor exam activity, and an additional 20 computers that are on order to allow for testing a larger number of test-takers at one time. Mr. Javaneau asked if the question of air purification in the exam room had been addressed to make it as safe as possible. Alcala said that the issue of ventilation had not been addressed, but that each exam station was being sanitized after every exam. Javaneau suggested looking into it. Marisa Pacheco weighed in by stating that the room has two double doors and another side door that could be opened up to allow for air flow.

Alcala also reported success in addressing the concerns related to the formatting and delivery of exam content from our promotional exam vendor as well as in addressing concerns that had been raised relating to the appeal process. Alcala stated that he modified the appeal forms and instructions. In an effort to be more transparent and explicit, he also created dedicated websites for the most common types of appeals (Rule 17, 23, and 31) that provide information specific to each appeal type and would let appellants know what they could expect during the appeal process. He indicated that he had also modified the notice templates to include a hyperlink directly to those sites.

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**ADMINISTRATIVE ITEMS (CONTINUED)**

Alcala submitted a proposal for paperless Civil Service monthly meetings, in an effort to minimize waste, be environmentally friendly, and provide more information to Commissioners during meetings. He proposed that (1) informational items be emailed to Commissioners ahead of the meetings, (2) supporting documents be provided electronically using off-network laptops, and (3) the only paper documents be those that are required in said format. While Dan Archibeque had related questions, there were no objections to the proposal.

Alcala said the Fire Department was requesting the use of the CPAT as an in-house exam instead of what was previously presented to the Commission. Alcala asked Barb Huber, Fire Chief, to speak. Chief Huber reiterated that she believed the current process may be a hurdle for applicants because it costs candidates \$130 and the test is not offered locally. This means that candidates must travel elsewhere to test. The in-house exam offers the opportunity for promoting the department and take away those hurdles for individuals. Huber clarified that contrary to what the union president had indicated, we are not requiring an EMT as part of the hiring process but will require a progressive attitude for new hires and are discussing that with the union. Alcala explained that there is more preparation and coordination that needs to occur before this proposal can be brought the Commission for approval because the Chief had indicated that she planned on proposing some changes to the test. The Chief indicated that some of the CPAT requirements may not be realistic. For example, the first 3 minutes 20 seconds of the exam call for a stair climb without touching the railing. She feels that this may not reflect reality because if a person is going up the stairs in a high rise, (s)he would grab the rails if needed. The Chief does not feel this should be a disqualifying event. The chief said that it's nothing that would change the significance of the test, but it is something that would make the test more realistic. Alcala indicated that the next Firefighter exam would happen sometime in early 2021 and there was enough time to have those conversations and get Mr. Jagger involved if there are any significant changes. Mr. Jagger explained that in order for this to be implemented, there would have to be proper validation of the exam and approval by the Commission. The presentation to the Commission should include test development, validation, cost breakdown, and recommendation. Jagger was unsure how validation would work with a modified CPAT. The Chief weighed in by stating that the department is in conversation with the IAFF about it and if the requested change(s) were approved, they (IAFF) would validate the test. Jagger informed the Commission the next step they could expect is a similar presentation with a request to approve all those items.

Finally, Alcala briefly touched on current production, indicating that perhaps due to COVID-19, current production was very low. He said that there may be a couple of large recruitments by the end of the year, but that current applicant numbers rivaled those of 2015.

3. The next regular meeting of the Civil Service Commission was scheduled for November 10, 2020, at 11:00 A.M. The meeting will be held in the City Council Chambers, #1 City Hall Place.

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**INFORMATIONAL ITEMS**

1. Employee Status Report for September 2020

**ADJOURN – 11:45AM**

A handwritten signature in black ink, appearing to read "Sharon Bonner", written over a horizontal line.

Commission Chair